

**Pennoweth Governors
Committee Structure
and
Terms of Reference**

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff, Pupils

The Role of the Headteacher to the Governing Board

- Work closely with Chair and Clerk to Governors set Agenda for meetings – Formal and Informal
- Liaise with Clerk to ensure minutes are checked and circulated to Governors
- Ensure communication via secretary is efficient
- Work with the Chair to shape the content of Full Governor Meetings and the direction for the year
- Ensure good communication between Governors and other stakeholders
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To establish and keep under review arrangements for Governors' visits to school

The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To liaise with secretary to convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To ensure accurate minutes are taken and sent to Headteacher for checking before circulating via secretary
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Board
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher

Disqualification – none

The Governing Board

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- *Any items which individual governing bodies may wish to include*
- To establish and keep under review a protocol for the Governing Board
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- To establish and review a Performance Management policy for all staff*
- *Any items which individual governing bodies may wish to include*

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Board

21st September 2017

Name of Governor	End of term of office
Mrs E Ghent	02/02/2021
Mr James Seth	08/11/2019
Mr Rob Adams	
Mr Rob Cooper	19/12/2020
Ms Sarah King	15/04/2019
Mrs Emma Thomas	09/06/2019
Mr Ian Jones	10/11/2019
Mrs Deborah Reeve	20/09/2020
Mrs Karen Brokenshire	22/03/2021
Ms Liz Shepherd	21/09/2017
Chair of the Governing Body	Mr James Seth
Vice-Chair of the Governing Body	Mrs Deborah Reeve
Clerk (s) to the Governing Body	Miss Wendy Randle
Quorum:	One half of the number of the Governors in post
Name of Associate Member	End of term of office
None at present	

Review date of the terms or reference

31st October 2018

Hearings Committee Including Pupil Discipline

WILL BE HELD ON ADHOC BASIS WHEN NEEDED

Terms of reference:

- **To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to complaints from any member of staff other than the Headteacher, under the Governing Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To consider any appeal against decisions regarding pay and grading awards
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*
- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Board
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	21/09/2017
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	Rob Cooper
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Clerk to the Committee	Wendy Randle
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	21/09/17	Date of review:	31/10/18
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Appeals Committee

WILL BE HELD ON ADHOC BASIS WHEN NEEDED

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- Any items which individual governing bodies may wish to include

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Board	21/09/2017
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Name of Governor	Date Appointed to the Committee
(reserve)	

Chair of the Committee	Enid Ghent
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Clerk to the Committee	Wendy Randle
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	21/09/2017
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Date of review:	31/10/2018
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Finance/Personnel Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft and keep under review the staffing structure
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions
- *Additional items which individual Governing Boards may wish to include*

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Body	21/09/2017
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Jim Seth	G	21/09/2017
Rob Adams	G	21/09/2017
Ian Jones	G	21/09/2017
Emma Thomas	G	21/09/2017
Enid Ghent	G	21/09/2017
Rob Cooper	G	21/09/2017

Chair of the Committee	Ian Jones
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Clerk to the Committee	Wendy Randle
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	21/09/2017
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Date of review:	31/10/2018
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Curriculum Working Party

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Boards may wish to include*

These terms of reference agreed by the Governing Board	21/09/2017
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OPEN TO ALL GOVERNORS

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee

Chair of the Committee	Jim Seth
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Clerk to the Committee	Appointed at meeting
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	21/09/17
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Date of review:	31/10/2018
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Premises Committee

Terms of reference:

- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To establish and keep under review Critical Incident policy and procedures
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Board	21/ 09/ 2017
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Jim Seth	G	21/09/2017
Rob Adams	G	21/09/2017
Ian Jones	G	21/09/2017
Emma Thomas	G	21/09/2017
Enid Ghent	G	21/09/2017
Rob Cooper	G	21/09/2017

Chair of the Committee	Ian Jones
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Clerk to the Committee	Appointed at meeting
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	21/09/2017
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Date of review:	31/10/2018
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Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	21/09/2017
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Name of Governor	Date Appointed to the Group
Jim Seth	21/09/2017
Enid Ghent	21/09/2017
Rob Cooper	21/09/2017

Chair of the Group	Jim Seth
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Quorum (minimum of 2 suggested)	
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Date Group established	21/ 09/2017
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Date of review:	31/10/2018
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference. See Governors Links and Responsibilities document for details

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board, the Curriculum Committee or the Steering Group, whichever the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

*For example, a curriculum subject, a key stage, a year group.

These terms of reference agreed by the Governing Board	21 / 9 / 17
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Date Delegation Agreed	21/09/17
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Date of review:	31/10/18
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