

Chellington Church of England Federation



GOVERNING BOARD



St Lawrence VA Primary School



Christopher Reeves VA Primary School

COMMITTEE STRUCTURE

and

TERMS OF REFERENCE

2023-2024

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 Bedford Borough 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 Executive Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction

Disqualification – the Head teacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Board

- ❖ To work effectively with the Chair of Governors, the other Governors and the Executive Head teacher to support the Governing Board
- ❖ To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- ❖ 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 Head teacher

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

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

Disqualification – the Head teacher

The Governing Board

The Governing Board takes a strategic role, acts as a critical friend to the Executive Head teacher and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation/schools and making sure its money is well spent

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To draw up the instrument of government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new governors*
- To hold at least six Governing Board 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 a committee (*if not delegated to the committee itself*)
- To appoint 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 review the delegation arrangements annually*
- 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 Body is necessary*
- To approve the first formal budget plan of the financial year
- To institute and keep the Health and Safety Policies and their practice under review and to make revisions where appropriate having regard to matters relating to access
- To set up a Register of Governors' Business Interests
- To formally approve and adopt the School Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing Board and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website
- Always having regard to matters relating to access

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

Membership – As per the Instrument of Government

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| These terms of reference agreed by the Governing Board | 26 th September 2023 |
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| Governors | | |
|-----------------------------|----------------------------------|---------------------------------------|
| Name of Governor | Type of Governor | End of term of Office |
| Sarah Bush | Executive Head teacher | Ex Officio |
| Revd. Peter Turnbull | Incumbent | Ex Officio |
| Tena Davies | LA Governor (BBC) | 31st August 2026 |
| Fiona Rickard | Foundation Governor (PCC) | 31st August 2026 |
| Mark Short | Foundation Governor (PCC) | 31st August 2026 |
| Pauline Cameron | Foundation Governor (DBE) | 31st August 2026 |
| Ceri-Anne Ashby | Foundation Governor (DBE) | 25th September 2027 |
| Justina Burnett | Foundation Governor (PCC) | 2nd November 2025 |
| Vacancy | Foundation Governor (PCC) | |
| Vacancy | Foundation Governor (PCC) | |
| Natalie Heathfield | Staff Governor | 3rd November 2026 |
| Louisa Fairey | Co-opted Governor(Staff) | 1st December 2025 |
| Vacancy | Parent Governor | |
| Laura Chance | Parent Governor | 3rd November 2026 |

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| Chair of the Governing Body | Pauline Cameron |
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| Vice-Chair of the Governing Body | Mark Short |
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| Clerk (s) to the Governing Body | Emma Gadsby |
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| Quorum: | One half of the number of Governors in post |
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Admissions Committee (Voluntary Aided Schools)

Terms of reference:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the schools*
- To review admissions arrangements and to make recommendations for changes to the governing board
- To consult annually before setting an admissions policy (VA and Foundation schools)
- Admissions: application decisions (VA, Foundation and special schools)
- To appeal against LA directions to admit pupil(s)
- Having regard to matters relating to access

*cannot be delegated to an individual

Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

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| These terms of reference agreed by the Governing Body | |
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| Name of Governor | Date Appointed to the Committee |
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| Sarah Bush | 18 th July 2023 |
| Fiona Rickard | 18 th July 2023 |
| Pauline Cameron | 18 th July 2023 |
| (reserve) | |

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| Chair of the Committee | TBA at first meeting |
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| Clerk to the Committee | Emma Gadsby |
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| Quorum (minimum of 3, committee can determine higher number) | 3 |
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| Date Committee established | 18 th July 2023 |
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| Date of review: | Autumn Term 2024 |
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Resources and Personnel

Terms of reference - Finance and Premises issues:

- In consultation with the Head teachers, to draft (and approve) (*if delegated authority given to the committee*) the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly)
- To establish and maintain an up to date 2 year financial plan (Strategic Budget Plans)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To review the Outturn Report and report any significant variances from the original budget to the Governing board
- To receive and review the Cash-flow report prior to presentation to the Governing board on a minimum of an annual basis
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable
- To take a recommendation to the Governing body for approval in relation to the annual Pre-certification checklist and Statement of Internal Control
- To establish and review a Business Continuity Plan
- To ensure that the school operates within the Financial Regulations of the Borough Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To review and approve the charges and remissions policies and expenses policies and best value statement
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- 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 having regard to matters relating to access
- 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 be responsible for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To review and agree policies relating to Finance as delegated by the Governing board *e.g. Finance Policy, Record of Financial Responsibility*
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To complete the self-evaluation of Governing board competencies on an annual basis in respect of the Chair of Governors, and a governor with a finance role.
- To review benchmarking data on an annual basis
- To prepare the Governing board Value for Money Health Check documentation for approval by the Governing board
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plans

Continued./

- To review benchmarking data on an annual basis
- To prepare the Governing board Value for Money Health Check documentation for approval by the Governing board
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plans
- To advise the Governing Body 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 on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of schools premises by outside users, subject to governing board policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated
- Always having regard to matters relating to access

Personnel Issues:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan having regard to matters relating to access
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis
- To approve and review an Appraisal policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the Head teacher
- To review and agree policies relating to Personnel as delegated by the Governing body
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To produce, collate and report questionnaires for parents, staff and pupils
- Always having regard to matters relating to access

These terms of reference agreed by the Resources 16th November 2023

| Name of Governor | Date Appointed to the Committee |
|------------------------------------|--|
| Sarah Bush | 18 th July 2023 |
| Pauline Cameron | 18 th July 2023 |
| Tena Davies | 18 th July 2023 |
| Mark Short | 18 th July 2023 |
| Fiona Rickard | 18 th July 2023 |
| Justina Burnett | 18 th July 2023 |
| Ceri-Anne Ashby | 16 th November 2023 |
| [Pauline Johnson Business Manager] | 18 th July 2023 |

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| Chair of the Committee(s) | Tena Davies |
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| Clerk to the Committee | Emma Gadsby |
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| Quorum (minimum of 3, committee can determine higher number) | 4 |
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| Date Committee established | 18 th July 2023 |
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| Date of review: | Autumn Term 2024 |
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Learning and Outcomes Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plans
- To review anonymised SATs/GCSE data, ASP(Analyse School Performance).
- To consider pupil progress and how the school is targeting areas of underperformance. To discuss (using anonymised data), set and publish targets for pupil performance having regard to matters relating to access
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To ensure that all statutory suspension and exclusion procedures are followed having reference to policy and guidelines so that every child receives an education in a safe and caring environment.
- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policies
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, English, Maths. To receive regular reports from them and advise the Governing body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing board (please list)
- Ensure the provision of Sex and Relationships Education

These terms of reference agreed by the L and O Committee

4th October 2023

| Name of Governor | Date Appointed to the Committee |
|----------------------|---------------------------------|
| Sarah Bush | 18 th July 2023 |
| Fiona Rickard | 18 th July 2023 |
| Mark Short | 18 th July 2023 |
| Pauline Cameron | 18 th July 2023 |
| Natalie Heathfield | 18 th July 2023 |
| Louisa Fairey | 18 th July 2023 |
| Revd. Peter Turnbull | 18 th July 2023 |
| Laura Chance | 18 th July 2023 |

Chair of the Committee

Fiona Rickard

Clerk to the Committee

Emma Gadsby

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee established

18th July 2023

Date of review:

Autumn Term 2024

Headteachers' Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteachers 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 Headteachers' against their targets
- To make recommendations to the Full Board in respect of awards for the successful meeting of targets set

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 Headteachers and Staff Governors

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| These terms of reference agreed by the Governing Board | 18 th July 2023 |
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| Name of Governor | Date Appointed to the Group |
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| Tena Davies | 18 th July 2023 |
| Mark Short | 18 th July 2023 |
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| Chair of the Group | LA Adviser |
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| Review Officer | LA Adviser |
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| Quorum (minimum of 2 suggested) | 2 |
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| Date Group established | 18 th July 2023 |
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| Date of review: | Autumn Term 2024 |
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Staffing Committee of Pay

Terms of Reference

- The Staffing Committee on Pay shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school salary policy agreed by the Governing Body in respect of the following staff:-
 - (i) school teachers;
 - (ii) any other staff as determined by the Governing Board.
- The Committee shall be called the Staffing Committee on Pay.
- The Committee shall consist of three members of the Governing Board
- The Committee shall be quorate only when all three Governors nominated to serve on the Committee are in attendance.
- The Committee will meet at least once each financial year, usually during the Autumn Term. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or a Head teacher.
- A Head teacher has the right to attend all meetings of the Committee but will withdraw when the Committee consider the pay of the Head teachers. (It may be necessary for the head teacher to withdraw if he or she has a pecuniary interest arising from the size of the differential between his or her pay and that of the deputy). The Committee will seek the advice of the Head teacher in respect of the exercise of any discretionary payments and in particular:-
 - (a) for teaching staff, points awarded on the main pay scale;
 - (b) for teaching staff, the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention;
 - (c) the award of any points resulting from performance review;
 - (d) for members of the leadership group, any points resulting from performance review, taking into account the advice of the head teacher in respect of deputy and the governors responsible for the performance review of the head;
- In reaching decisions in respect of pay, the Committee shall have regard to:-
 - a) the advice of the Head teacher and/or the relevant appraiser;
 - (b) the advice of the Borough Council;
 - (c) salaries paid in other broadly equivalent schools;
 - (d) the implications of national pay decisions and the relevant legislation (Such as The Employment Relations Act 1999; The Equality Act 2010; the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the standards for openness and objectivity in public life.
- The Committee shall have executive powers within the staffing budget determined by the Governing Board and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services staff, and any relevant employment legislation. As indicated in paragraph 1 above, the Committee shall determine pay matters arising as part of the annual review process. The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the school salary policy.
- Members of the Staffing Committee on Pay shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against the decisions made by the Committee.

The Committee shall review these terms of reference and the whole school salary policy on an annual basis.

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| These terms of reference agreed by Resources and Personnel | 16th November 2023 |
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| Name of Governor | Date Appointed to the Group |
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| Tena Davies | 18 th July 2023 |
| Mark Short | 18 th July 2023 |
| Fiona Rickard | 18 th July 2023 |

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| Chair of the Group | Tena Davies |
| Quorum (minimum of 3 suggested) | 3 |
| Date Group established | 18 th July 2023 |
| Date of review: | Autumn Term 2024 |

Complaints Committee

Terms of Reference

- The Complaints Committee will be convened when required. It will consist of three governors appointed by the Governing Body. Every governor (other than the Headteachers and Chair of the Governing Body) is eligible for membership. Governors with detailed knowledge of a case should not sit on the Committee when that case is being considered.
- The quorum shall be the three Governors as appointed.
- The committee shall agree a Chair at each meeting from the three Governors appointed.
- The committee will follow the procedures for reviewing a complaint as laid out in the Schools Complaints Policy. The Committee will also communicate the process and outcome of the hearing to concerned parties.

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| Terms of reference agreed by the Governing Body | |
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| Name of Governor | Date Appointed to the Group |
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| Chair of the Group | To be agreed at first meeting |
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| Quorum (minimum of 3 suggested) | 3 |
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| Date Group established | |
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| Date of review: | |
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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.

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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- 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

| Area Of Responsibility | Name of Governor | Liaising with | Reporting to |
|---------------------------------------|------------------|-------------------------------|---------------|
| Child Protection / Safeguarding / LAC | Fiona Rickard | Head teacher | FGB |
| SEND | Pauline Cameron | SEND Leads in CR and St L | FGB |
| Looked After Children | Fiona Rickard | Head teacher | FGB |
| Mathematics | Mark Short | Subject Leads in CR and St L | L and O / FGB |
| EY's | Fiona Rickard | Subject Leads in CR and St L | L and O / FGB |
| English | Fiona Rickard | Subject Leads in CR and St L | L and O / FGB |
| Computing | | Subject Leads in CR and St L | L and O / FGB |
| Science | Mark Short | Subject Leads in CR and St L | L and O / FGB |
| Geography | Peter Turnbull | Subject Leads in CR and St L | L and O / FGB |
| History | Peter Turnbull | Subject Leads in CR and St L | L and O / FGB |
| PSHE | Fiona Rickard | Subject Leads in CR and St L | L and O / FGB |
| Art | Justina Burnett | Subject Leads in CR and St L | L and O / FGB |
| D/T | Justina Burnett | Subject Leads in CR and St L | L and O / FGB |
| Music | | Subject Leads in CR and St L | L and O / FGB |
| RE/Collective Worship | Pauline Cameron | Subject Leads in CR and St L | L and O / FGB |
| MFL | | Subject Leads in CR and St L | L and O / FGB |
| PE | Tena Davies | Subject Leads in CR and St L | L and O / FGB |
| Sports Premium | Tena Davies | Subject Leads in CR and St L | FGB |
| Pupil Premium | Laura Chance | Head teacher / Delegated Lead | FGB |

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| Building Safety | Pauline Cameron | Head teacher / Business Manager | FGB |
| Behaviour | Fiona Rickard | Subject Leads in CR and St L | FGB |

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| These terms of reference agreed by the Governing Body | 26 th September 2023 |
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| Dates Delegations Agreed | 26 th September 2023 |
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| Date of review: | Autumn Term 2024 |
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Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any decisions relating to 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 make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Boards charging policy:

***cannot be delegated to an individual**

Disqualification – The Headteacher
Any members of the Appeals Committee

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| These terms of reference agreed by the Governing Board | |
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| Chair of the Committee | To be determined at first meeting |
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| Quorum (minimum of 3, committee can determine higher number) | |
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| Date Committee established | When Required | Date of review: | / / |
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Pupil Discipline Committee (if required)

Terms of reference:

- 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 within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
the exclusion is permanent;
it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' 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

Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher*

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

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| These terms of reference agreed by the Governing Body | |
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| Name of Governor | Date Appointed to the Committee |
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| Chair of the Committee | To be determined at first meeting |
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| Clerk to the Committee | Emma Gadsby |
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| Quorum: | 3 |
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| Date Committee established | If Required |
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| Date of review: | |
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