



**Governing Body Terms of Reference 2023-2024**

## ***Governing Body – Standing Orders***

The Governing Body has adopted the **HCC Choices and Good Practice for Governing Bodies guide** and established the following **Standing Orders** for its operation.

### **1. Membership**

- The Governing Body will ensure it has sufficient governors to undertake its duties effectively and to maintain the quorum at half of all governors in post, rounded up for a full Governing Body meeting.
- All governors will be appointed for a 4 year term of office.
- All governors are required to complete a CRB check and provide evidence to the admin officer.
- The Governing Body will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.
- The Governing Body will be proactive in recruiting governors whose appointment is their responsibility.
- The Governing Body will consider for associate membership those individuals who would not otherwise be qualified to be governors.

### **2. Election of Chair and Vice-Chair**

- Any changes to the Governing Body's arrangements for elections (below) will be made in advance of any election.
- The Chair and Vice Chair will be elected for one year at a time.
- Candidates may self-nominate at any time in advance of a vote.
- Candidates will be able to make a personal statement to the meeting before the vote if they wish.
- The Clerk will take the chair for the election of the chairman.
- Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

### **3. Appointment of Clerk**

- The Governing Body will either employ a Clerk or subscribe to the County Clerking Service. If the Clerk is employed by the school, the following apply:
  - The Clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.
  - The Governing Body will arrange for the Clerk to discuss their role with governors on an annual basis.
  - The Governing Body will support the Clerk in their continuing professional development, for example, the Clerks' Accreditation Programme, the Clerks' Development Programme, support meetings, and Whole Governing Body Training.

### **4. Meetings**

- An annual calendar of dates for main and committee meetings will be set and published.
- The Governing Body will, as far as possible, plan its business across the year to take account of the school's internal management cycle and the ready availability of information and reports.
- The Governing Body will hold the minimum number of meetings necessary to ensure the strategic business of the school is properly addressed.
- The programme of meeting agendas will have a focus on the governors' responsibilities in monitoring progress and evaluating outcomes of the School Improvement Plan, within the full range of Governing Body responsibilities.
- Governors will receive relevant information sufficiently in advance of meetings to enable sound discussion and decisions to be made.
- Recording the acceptance of apologies does not imply the consent of the Governing Body for a governor to be absent with regard to the Disqualification Regulations for non-attendance. Consent for absence may be granted by the Governing Body on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern they will be alerted to this by the Clerk or Chair.

- The Governing Body will aim to complete full Governing Body and committee meetings within two hours.
- The Governing Body will ensure that there is an opportunity at least annually for all parents who wish to do so to meet with governors to discuss the current and future conduct of the school.

## **5. Governing Body Organisation:**

### **a) Committee structure**

- The Governing Body are required to review its overall committee effectiveness, structure and membership annually.
- Subject to Regulations, the Governing Body will make provision for staff dismissal and appeal, pupil discipline committees.
- Terms of Reference must be reviewed annually by each committee at their last meeting of the academic year for subsequent ratification by the Governing Body.
- The Governing Body will elect the Chair for each committee annually, who will not be a member of staff or an associate member.
- Where possible, Committees will be clerked by a trained individual who is not a member of the committee.

### **b) Delegation:**

- The Governing Body delegates responsibility as specified in Committee's Terms of Reference. In addition to responsibilities retained at Governing Body level by Regulations, the Governing Body will not delegate:
  - approval of the school strategic plan or school improvement plan;

## **6. School Improvement - The Governing Body:**

- will seek a shared understanding of the key strengths and weaknesses of the school;
- will participate in the completion and updating of the Ofsted Self-Evaluation Form (SEF) document and consider its contents;
- is continuously self evaluative about its own performance;
- has involvement in the planning and agenda for school improvement and contributes to the strategic development of the school;
- uses a variety of internal and external information and takes appropriate action on it;
- considers the need to seek a view from the LA as part of preparation for the Headteacher's performance management review;
- requires written information from the Headteacher on:
  - Pupil achievement and progress
  - Performance Data
  - Progress against the School Improvement Plan
  - Effectiveness of the Performance Management Policy
  - School self-evaluation (in addition to the SEF)
  - Fulfilment of statutory responsibilities as listed in Part C of the SEF
- will be made aware and make use of external inspection reports from CSA advisers as well as from County Council officers. Those provided by HIAS to the Chair of Governors (except those naming individual staff) will be circulated to all members of the Governing Body;

## **7. Governor Relationships**

- The Governing Body and Headteacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.
- The Governing Body will use staff and governor time appropriately, sensitively and effectively.
- The Governing Body will, in the way it conducts its business, have regard to the need for the Headteacher and staff to maintain a reasonable work/life balance.

- In planning the frequency and times of meetings the Governing Body will have regard to the equality of opportunity to serve of current and future governors.
- All governors will contribute to discussions, and support the corporate decision-making process, maintaining appropriate levels of confidentiality and discretion.
- The Governing Body believes conflict is best resolved openly through discussion, corporate decision-making and acceptance of the majority view. Where this cannot be achieved, suspension of a governor will be used as a last resort, in accordance with current Regulations.
- New governors will be welcomed and provided with appropriate induction and training.
- All governors will share the workload and take on additional responsibility at an appropriate time.
- All governors will undertake training relevant to their role.

## ***Terms of Reference – Appeals Committee***

**Title:**

Appeals Committee

**Membership:**

The committee will have a Chair elected by the Governing Body on an annual basis and the remaining positions will consist of 2 or 4 further Governors (All Governors will be put on a list in alphabetical order and will be called upon as necessary on a rotational basis. Only Governors who have an interest in any particular situation will be excluded from this system.)

**Quorum:**

3 members of the committee

**Meetings:**

As agreed

**Purpose:**

To receive representations on Complaints (as appropriate), Dismissals, Grievances (including Pay) and Disciplinary matters and to decide an appropriate outcome.

**Delegated Power:**

To act on behalf of the Governing Body having regard to the governors' statutory responsibilities including employment responsibility and the school's personnel policy and practices.

**Reporting:**

To report the decision to the next full meeting of the Governing Body after either the period for appeal has elapsed or an appeal has been heard. (Meetings will be confidentially minuted as a member of staff may be named).

**Range of Responsibility:**

- All complaints (as appropriate following use of the Complaints Procedure)
- Staff grievances (including pay), employment issues where the possibility of dismissal needs to be formally considered
- Disciplinary matters.

## ***Terms of Reference – Buildings and Premises Committee***

**Title:** Buildings and Premises Committee

**Membership:** The Committee shall be composed of a minimum of three members chosen by the Governing Body from its number including the Headteacher.

**Quorum:** The quorum shall be three governors. The Headteacher or his/her representative must be present.

**Meetings:** The committee shall meet at least once each term.

**Purpose:** The committee shall at each meeting monitor, review and report on the school buildings and grounds

**Delegated Power:** The committee shall be responsible for recommending to the Governing Body, policy decisions on matters concerning Buildings and Premises.

- Approval of policies delegated under the policy schedule.

**Reporting:** The committee shall consider and report to the Governing Body on the buildings and premises aspects of:

- the School Improvement Plan;
- such matters as are referred to it for advice by the Governing Body or its committees.
- any items of correspondence addressed to the school regarding the responsibilities of the committee.

The committee shall present a report at least once each term to the Governing Body.

**Range of Responsibility:** The committee shall review at each meeting the following matters which are delegated to the Headteacher:

- Ensuring the school complies with current safeguarding requirements including reviewing the annual safeguarding audit.
- Health and Safety in the school, including ensuring that the school complies with health and safety regulations, site checks, risk assessments, accident and near miss reports, review of training, monitoring and reporting systems and annual Health and Safety audit.
- Monitoring attendance and absence across the school.
- Overseeing of minor repairs as reported in the site managers book;
- Oversee and plan for major repairs or alterations/additions to the building or site
- Arrangements for caretaking and cleaning;
- Admissions and appeal arrangements

The committee shall liaise with the Resources (Finance) Committee before making recommendations with a significant cost implication to the Governing Body.

**Policy Review:** The Committee shall be responsible for the regular review and approval of the list of policies in accordance with the Governors Statutory Policy list and informing the FGB of the outcome by providing a copy of the Committee Minutes to the FGB Clerk who will circulate the Minutes to the FGB to receive at the next available FGB. Committee Chairs are also asked to ensure a soft copy of the revised policy is placed on GovernorHub.

## ***Terms of Reference – Curriculum Committee***

**Title:** Curriculum Committee

**Membership:** The Committee shall be composed of a minimum of three members chosen by the Governing Body from its number plus the Headteacher.

**Quorum:** The quorum shall be three governors. The Headteacher or his/her representative must be present.

**Meetings:** The committee shall meet at least once each term.

**Purpose:** The committee shall on a regular basis monitor, review and report on Curriculum matters

**Delegated Power:** The committee shall be responsible for recommending to the Governing Body, policy decisions on the Curriculum.

- Approval of policies delegated under the policy schedule.

**Reporting:** The committee shall consider and report to the Governing Body on the Curriculum aspects of:

- the School Improvement Plan;
- such matters as are referred to it for advice by the Governing Body or its committees;
- any items of correspondence addressed to the school regarding the responsibilities of the committee.

The committee shall present a report at least once each term to the Full Governing Body.

**Range of Responsibility:** The committee shall review on a regular basis the following matters which are delegated to the Headteacher:

- Statutory obligations regarding the National Curriculum and the Early Years and Foundation Stage
- Curriculum policy statements
- The annual school improvement plan for the Curriculum
- The length and pattern of the School day
- Provision for sex education
- Procedures for keeping School records
- Exemptions and modifications to the Curriculum
- Standard assessment tasks and tests
- Information for Parents
- Arrangements for collective worship
- Arrangements for Special Educational Needs
- Arrangements for reporting to parents
- Behaviour and discipline

The committee shall liaise with the Resources (Finance) Committee before making recommendations with a significant cost implication to the Governing Body.

Where there is any variation in the normal working of these matters, the Headteacher must report on the next available Curriculum Committee meeting.

**Policy Review:** The Committee shall be responsible for the regular review and approval of the list of policies in accordance with the Governors Statutory Policy list and informing the FGB of the outcome by providing a copy of the Committee Minutes with the revised policy clearly attached to the FGB Clerk who will circulate the Minutes to the FGB to receive at the next available FGB. Committee Chairs are also asked to ensure a soft copy of the revised policy is placed on GovernorHub.

## ***Terms of Reference – Resources Committee***

Any Governor from the Full Governing Body is welcome to attend, if they so wish, any Resources Committee meeting. This invitation is particularly relevant for the meetings where the budget is discussed in detail and approved. These meetings are in May (setting) and November (formal revision). If you wish to attend, please liaise with the Chair of the Resources Committee.

**Title:** Resources Committee

**Membership:** The Committee shall be composed of a minimum of three members chosen by the Governing Body from its number plus the Headteacher and Administrative Officer. At least three members shall be nominated at the beginning of each year to form the Pay Review Sub-Committee.

**Quorum:** The quorum shall be three governors. The Headteacher or his/her representative must be present.

**Meetings:** The committee shall meet at least once each term.

**Purpose:** The committee shall on a regular basis monitor, review and report on Resources matters (including Finance, Personnel and Pay Review).

**Delegated Power:** The committee shall have delegated powers only on specific issues, as authorised in advance by the Governing Body or covered within these Terms of Reference. The Governing Body has delegated the following statutory responsibilities to the Resources Committee:

- Approval of the first financial budget plan of the financial year.
- Approval of the budget revision.
- Approval of staffing structure
- Approval of policies delegated under the policy schedule.
- Approval of the school specific elements of the annually updated Pay Review Policy. The draft policy will be approved by the FGB via the MOPP in September.

**Reporting:** The committee shall consider and report to the Governing Body on the Resources aspects of:

- the School Improvement Plan;
- such matters as are referred to it for advice by the Governing Body or its committees;
- any items of correspondence addressed to the school regarding the responsibilities of the committee.

The committee shall present a report at least once each term to the Governing Body.

**Range of Responsibilities:** The committee shall review on a regular basis the following matters

### **Finance**

- The Committee shall consider at the first meeting of the financial year, a draft budget for the year and has delegated authority to approve the budget. The committee will report any decisions made on the budget to the Governing Body.
- The Committee shall consider at least once each term, a budget monitoring report which compares expenditure to date with the appropriate portion of the approved budget for the year. It will report significant variations from anticipated levels of expenditure to the Governing Body, together with a recommended course of action.
- The Committee shall delegate to the Headteacher, authority for: -

- alterations to the budget to reflect the resources made available by the local authority for statements of special educational needs and for cases of extended sickness.
- alterations to the budget, including virements, which do not exceed £3,000 and which neither increase or decrease total net expenditure.

The Headteacher must report to the next committee meeting when these powers are exercised.

- The Committee shall consider proposed alterations to the approved budget and has delegated authority to approve the budget revision. The committee will report any decisions made on the budget to the Governing Body.
- The Committee shall consider individual terms of expenditure exceeding £3,000, except where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. All other spending in accordance with the approved budget may be incurred by the Headteacher without reference to the Governing Body or its Committees.
- The Committee shall assess compliance against the Schools Financial Value Standard (SFVS) and recommend approval back to the Full Governing Body.
- The Committee shall consider and report to the Governing Body on the financial aspects of: -
  - the School Development Plan
  - the Charging Policy
  - such matters as are referred to it for advice by the Governing Body or its committees.
- Members of the committee will undertake a Governor's Audit Programme to satisfy themselves that adequate financial controls are in place. These audits should take place at least every two years.
- The committee should consider how resources are utilised in comparison to other schools with similar cohorts, by reviewing benchmarking data annually.
- The committee shall review the Pay Policy annually and propose it to the Full
- Governing Body for approval

#### **Personnel**

- The Committee operates within the arrangements contained on the Hampshire's Manual of Personnel Practice, as adopted by the Governing Body.
- The Committee shall be responsible for recommending to the Governing Body, policy decisions on matters concerning personnel and staffing.
- The Committee shall consider and report to the Governing Body the staffing aspects of: -
  - the School Improvement Plan
  - such matters as are referred to it for advice by the Governing Body or its Committees.
- The Committee shall review the staffing structure whenever a vacancy occurs, and at least annually in relation to the School's Management Plan.
- The Committee shall review the teachers' salaries annually as required by the Pay and Conditions Document and make recommendations.
- The Committee shall receive and consider recommendations from the Pay Review Sub-Committee regarding discretionary awards or changes to leadership pay ranges.

**Policy Review:** The Committee shall be responsible for the regular review and approval of the list of policies in accordance with the Governors Statutory Policy list and informing the FGB of the outcome by providing a copy of the Committee Minutes with the revised policy clearly attached to the FGB Clerk who will circulate the Minutes to the FGB to receive at the next available FGB. Committee Chairs are also asked to ensure a soft copy of the revised policy is placed on GovernorHub.

## ***Pay Review Sub Committee***

### **Membership and Quorum**

The Pay Review Sub Committee will be composed of at least three nominated members of the Resources Committee. The quorum for the Pay Review Sub-Committee is three members.

Any paid employees of the school who are also governors are unable to be members of the Pay Committee and therefore such governor members of the Resources Committee will not attend pay committee meetings.

The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.

Pay recommendations will be received by the Committee from the Headteacher  
Pay Committee members will be excluded from membership of the Appeals Committee where convened to consider a pay appeal.

All meetings of the Pay Review Sub-Committee will be minuted. The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full Governing Body. In the event of an individual pay appeal, the Governing Body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

### **Delegated powers and purpose of Committee**

The Pay Review Sub-Committee will:

- annually determine salary progression for eligible teaching staff in line with the School Pay Policy, following recommendation by the Headteacher, including ensuring the Performance Management Policy has been consistently and robustly applied
- annually determine salary progression and discretionary payments for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee
- annually determine the level of any discretionary elements of remuneration for teaching staff or the Headteacher and report any recommendations back to the Resources Committee for approval.
- deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Resources Committee
- receive a summary report from the Headteacher on support staff pay determinations
- where the Pay Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation that the Headteacher (or Chair of the HPMC).
- nominate one of its members to undertake the annual audit of performance management
- recommend to the full Governing Body that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree governors to undertake the audit

## ***Headteachers Performance Management Sub Committee***

### **Membership and Quorum**

The Headteachers Performance Management (HTPM) Sub Committee will be composed of at least three nominated members from the Governing Body who should not be members of the Pay Review Sub Committee, or the Chair of Governors. The quorum is two members.

It is recommended there is minimum overlap in membership between the Pay Committee and the HTPM because governors that are also member of the HT's Performance Management Panel cannot determine the outcome of the HT's pay. A member of the HTPM must attend the Pay Committee to present the HT's pay recommendation but they must then withdraw from the determination.

Any paid employees of the school who are also governors are unable to be members of the Headteachers Performance Management Sub Committee and therefore such governor members of the Resources Committee will not attend Headteachers Performance Management pay committee meetings.

The committee can bring in external support to assist in facilitating the process and setting annual targets.

Headteacher Performance Management Sub Committee members will be excluded from membership of the Appeals Committee where convened to consider a pay appeal.

All meetings of the Headteachers Performance Management Sub Committee will be minuted. The minutes of the Headteachers Performance Management Sub Committee are confidential and will not normally be circulated beyond the Headteachers Performance Management Sub Committee. In the event of an individual pay appeal, the Governing Body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

### **Delegated powers and purpose of Committee**

The Headteacher's Performance Management Sub Committee will:

- annually agree the performance targets for the Headteacher
- annually determine salary progression and discretionary payments for the Headteacher.
- annually determine the level of any discretionary elements of remuneration for the Headteacher and report any recommendations back to the Pay Review SubCommittee and Resources Committee for approval.
- deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Resources Committee
- where the Headteacher's Performance Management Sub Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation that the Headteacher (or Chair of the HPMC).