

The Governing Body

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- c. Overseeing the financial performance of the school and making sure its money is well spent.

(DFE Governance Handbook, 2019)

Terms of reference:

- **To agree constitutional matters***, including procedures where the governing body 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 body;***
- **To establish the committees of the governing body 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 body 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 body is necessary;***
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate;
- **To review the delegation arrangements annually.***

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

Terms of reference agreed by the governing body on (date):	13th September 2021
---	---------------------

Membership: As per the Instrument of Government. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

Disqualification: As per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007.

Chair of the governing body:	Mrs Emily Dimmick
Vice-chair of the governing body:	Mrs Elizabeth Winscom
Clerk to the governing body:	Mrs Wendy Pickess
Quorum: (one half of the number of governors currently appointed, rounded up)	
Date of review by governing body:	13th September 2021

Resources Committee

Terms of reference:

- To draft the first formal budget plan of the financial year, in consultation with the Headteacher;
- 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 report significant anomalies from the anticipated position to the Governing Body
 - To ensure that the school operates within the financial regulations of Worcestershire County Council;
- To formally approve the budget;
- To ascertain the budgetary implications of pay increments as recommended by the Pay Review Committee;
- To determine whether sufficient funds are available for increments for Headteacher's performance related pay, following recommendations from the HTPMRG;
- To establish and review charges and remissions policies, and expenses policies;
- To establish and review a premises and maintenance plan;
- To establish and review an accessibility plan;
- To make decisions in respect of service agreements;
- To make decisions on curriculum-related expenditure following recommendations from Standards Committee;
- To advise the Governing Body on priorities, including health and safety, for the maintenance and development of the school's premises and to ensure issues are appropriately prioritised by the Governing Body;
- To oversee arrangements for repairs and maintenance;
- to oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

Terms of reference agreed by the governing body on (date):

13th September 2021

Name	Date Appointed
Mrs Kate Leach	September 2017
Mr Mark Smith	September 2018
Mr Norman Macleod	July 2020
Mrs Mandy Parkes	September 2021
Mr James Dennis	April 2020

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

Chair of the committee:	Mr Norman Macleod	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 3 full governors, committee can determine a higher number)		3
Date of review by governing body:	13th September 2021	

Standards Committee

Terms of reference:

- To ensure at all times that the Ethos and Clarity of Vision of the school is maintained;
- To use the School Development Plan as a focus for monitoring and evaluating school improvement on a regular basis and to report to the Governing Body at each meeting;
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and Broadwas' Curriculum Policy;
- To make arrangements for the GB to be represented at School Improvement discussions with the LA and for reports to be received by the Governing body;
- To oversee arrangements for individual governors ('link governors') to take a leading role in specific areas of provision, e.g. SEND, English, Maths, Pupil Premium EYFS, Christian Ethos, SIAMS, Collective Worship, RE, Pupil well-being and mental health, RSE and PHSE and to receive regular reports from individual governors and advise the governing body;
- To review the aims and values of the school;
- To review and develop policies and procedures related to school improvement;
- To refer implications for financial decisions to the Resources Committee or the full Governing Body as appropriate;
- To receive a report from the head teacher on the impact of performance management and the needs for staff training and development and make recommendations to the Resources Committee and the GB.

Terms of reference agreed by the governing body on (date):

13th September 2021

Name	Date appointed
Rev Canon David Sherwin	September 2017
Mrs Emily Dimmick	September 2017
Mr Daniel Usman	September 2020
Mr James Dennis	April 2020
Mrs Elizabeth Winscom	December 2019

Chair of the committee:	Mrs Emily Dimmick	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3	
Date of review by governing body:	13 th September 2021	

Headteacher's Performance Review Panel

Terms of reference:

- To arrange to meet with the external adviser to discuss the headteacher's performance objectives;
- To review annually the overall performance of the headteacher with the external adviser;
- To decide, with the support of the external adviser, whether the targets have been met and to set new objectives annually;
- To monitor through the year the overall performance of the headteacher and performance set against the objectives;
- To make recommendations resources committee in respect of awards as a result of judgements of the overall performance of the headteacher and for the successful meeting of objectives set;
- To report back to the governing body either directly or through a delegated committee.

Terms of reference agreed by the governing body on (date):

13th September
2021

Name of Governor	Date appointed to the panel
Mrs Elizabeth Winscom	September 2020
Rev'd Canon David Sherwin	September 2014

Membership: Minimum of two governors in community schools, but three recommended for continuity and to accommodate illness. 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. The governing body should consider the composition of this panel carefully. Because of the chair of governor's close working relationship with the headteacher it would be considered good practice for governors other than the chair of governors to be appointed to this panel.

Disqualification: The headteacher and any governor paid to work at the school

Chair of the panel:	Mrs Emily Dimmick
Quorum: (minimum of 2 suggested)	2
Date of review by governing body:	13 th September 2021

First Committee

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 eg 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 body's personnel procedures (unless delegated to the headteacher);
- To make any determination or decision under the governing body's complaints procedure for parents and others;
- To make any determination or decision under the governing body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the governing body's charging policy;
- To report back to the governing body.

*Cannot be delegated to an individual

Terms of reference agreed by the governing body on (date):	13 th September 2021
---	---------------------------------

Name of Governor	Date appointed to the committee
Mrs Elizabeth Winscom	September 2020
Mr Norman Macleod	September 2020
Mr Daniel Usman	September 2020

Membership: No fewer than 3 governors. It is suggested that only experienced governors be appointed to this committee and that the chair of governors, due to probable prior knowledge, should not be a member.

Disqualification: The headteacher

Chair of the committee:	
Clerk to the committee:	Mrs Wendy Pickess
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date of review by governing body:	13 th September 2021

Appeals (second) Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First Committee;*
- To consider any appeal against a decision, short of dismissal, under the governing body's personnel procedures eg disciplinary, grievance, capability;*
- To consider any appeal against selection for redundancy;
- To report back to the governing body.

*Cannot be delegated to an individual

Terms of reference agreed by the governing body on (date):	13 th September 2021
---	---------------------------------

Name of Governor	Date appointed to the committee
Mrs Kate Leach	15 th October 2015
Revd Canon David Sherwin	September 2020
Mr Mark Smith	September 2020

Membership: No fewer members than the Hearings Committee. It is suggested that only experienced governors be appointed to this committee and that the chair of governors, due to probable prior knowledge, should not be a member.

Disqualification: The headteacher and any members of the Hearings Committee

Chair of the committee:	Revd Canon David Sherwin	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3	
Date of review by governing body:	13 th September 2021	

Pupil Discipline Committee (Statutory)

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 between 6th and 50th school day 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 day after receiving notice of the exclusion);
- 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 body;
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the governing body or relevant committee;
- To report back to the governing body.

Terms of reference agreed by the governing body on (date):	13 th September 2021
---	---------------------------------

Name of Governor	Date appointed to the committee
Revd Canon David Shewin	15 th October 2015
Mr Norman Macleod	September 2020
Mrs Elizabeth Winscom	29 th January 2020

Membership: The governing body may nominate a pool of governors from which 3 or 5 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, 4 members consider an exclusion, the chair of the committee has the casting vote. (It is suggested that neither the chair of governors nor a member of staff, due to probable prior knowledge, should be a member.)

Disqualification: The headteacher and any governor with prior knowledge of the pupil or the incident.

Chair of the committee:	Revd Canon David Sherwin	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3	
Date of review by governing body:	13 th September 2021	

Pay Review Committee

Terms of reference:

- To consider recommendations regarding teachers' pay progression having regard to performance management reports, taking advice from the headteacher and in accordance with the current School Teachers' Pay and Conditions Document and the school's Pay Policy and in the light of the advice given by the Local Authority ;
- To ensure that any decision is clearly attributable to the performance of the teacher in question and ensure that the committee is able to justify its decisions in accordance with the school's 'Teacher Appraisal and Capability Policy';
- To determine the salary for individual teachers on appointment in accordance with the current School Teachers' Pay and Conditions Document and the school's Pay Policy and in the light of the advice given by the Local Authority and the recommendations of the Headteacher;
- To determine the salary of each teacher annually and ensure that the teachers are notified in writing of the outcome;
- To ensure it adheres to the timetable for such considerations as detailed in the school's Pay Policy.

Terms of reference agreed by the governing body on (date):	13 th September 2021
---	---------------------------------

Name of Governor	Date appointed to the committee
Mrs Emily Dimmick	22 nd May 2019
Mr James Dennis	April 2020
Mrs Kate Leach	12 th September 2019

Chair of the committee:	Mrs Emily Dimmick
Clerk to the committee:	Mrs Wendy Pickess
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date of review by governing body:	13 th September 2021

COVID-19 Advisory Group

Terms of reference:

- To work with the headteacher on policies and procedures required in school to comply with government guidance in relation to COVID-19;
- To approve minor adjustments to the Risk Assessment approved by the Full Governing Body on 28th May and to report a summary of adjustments to the Full Governing Body;
- To provide advice and guidance to the headteacher if necessary;
- To ensure that measures are in place to ensure that all staff, children and their families are kept as safe as possible;
- To receive regular updates from the headteacher, including a weekly review of the risk assessment;
- To request and consider any feedback or concerns from staff in relation to any aspect of the operation of the school;
- On the basis of available information and risk assessments to approve plans for reopening school to different year groups in the summer term 2020;
- On the basis of available information and risk assessments to approve plans for reopening school in the autumn term 2020;
- To provide a report of key decisions and strategies to the Full Governing Body at each meeting and at other times if requested by the Chair;
- To review actions taken and to draw up a plan for use in a future pandemic.

Terms of reference agreed by the governing body on (date):	13 th September 2021
---	---------------------------------

Name	Date appointed
Mrs Emily Dimmick	15 th May 2020
Mr Mark Smith	15 th May 2020
Mr James Dennis	15 th May 2020

Chair of the committee:	Mrs Emily Dimmick	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3	
Date of review by governing body:	13 th September 2021	

Recruitment and Admissions Committee

Terms of reference:

- To be responsible for complying with the terms, conditions and timeline of the agreed Coordinated Scheme for Worcestershire Schools;
- To be responsible for administering the governing body's Admissions Policy, including applying the admissions criteria where the school is over-subscribed with parental requests for admission;
- To be responsible for making decisions regarding the admission of children referred under the Fair Access Protocol and to ensure that prompt decisions are taken in relation to potentially difficult to place children;
- To be responsible for preparing and presenting the school's case in response to any parental appeals against the refusal of admission to the school;
- To be responsible for raising any issues that arise from the school's Admissions Policy with the full governing body, for their consideration;
- To be responsible for determining the school's Admissions Policy, including the admissions criteria and recommending it for approval to the Full Governing Body;
- To be responsible for reviewing the school's Admissions Policy annually, in consultation with the Local Authority, and recommending any changes for approval by the Full Governing Body;

Responsibility for day-to-day administration in relation to Admissions is delegated to the headteacher in relation to any requests for admission received where the school is not over-subscribed.

- To make a decision regarding the offer of a school place where the Pupil Admission Number (PAN) for a year group has already been reached.

To be responsible for the school's recruitment strategy and to receive updates from the headteacher on pupil numbers and forecasts.

Terms of reference agreed by the governing body on (date):

Name		Date appointed
Mrs Emily Dimmick		September 2021
Mrs Kate Leach		September 2021
Mrs Elizabeth Winscom		September 2021
Chair of the committee:	Mrs Emily Dimmick	
Clerk to the committee:	Mrs Wendy Pickess	
Quorum: (minimum of 2 full governors, committee can determine a higher number)		2
Date of review by governing body:		

Governor Responsibilities - September 2021

Name	Responsibility
SEND	Mrs Elizabeth Winscom
Pupil Premium	Mr Norman Macleod
Health and Safety	Mr Mark Smith
Early Years Foundation Stage (EYFS)	Mrs Emily Dimmick
Safeguarding and E-Safety	Mr Mark Smith
Curriculum	Mrs Elizabeth Winscom
Christian Ethos, SIAMS, Collective Worship, RE	Revd David Sherwin
Pupil well-being and mental health, RSE and PHSE Staff well-being	Mr Daniel Usman
Maths	Mrs Kate Leach
English	Mrs Emily Dimmick
Looked after Children	Mrs Elizabeth Winscom