

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):	12 th September 2022
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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:	Mr Mark Smith
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:	12 th September 2022

Resources Committee

Terms of reference:

- To draft the first formal budget plan of the financial year, in consultation with the Headteacher, ensuring that allowance is made in the plan for all possible pay increments for teachers, head teacher and support staff due during the 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 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 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):

12th September 2022

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:	12 th September 2022	

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):

12th September 2022

Name	Date appointed
Rev Anne Potter	January 2021
Mrs Emily Dimmick	September 2017
Mr Daniel Usman	September 2020
Mr James Dennis	April 2020
Mrs Kate Evans	September 2022

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:	12 th September 2022	

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 to the Full Governing Body 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

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

12th September
2022

Name of Governor	Date appointed to the panel
Mrs Kate Leach	September 2022
Revd Anne Potter	January 2021

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:	12 th September 2022

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):	12 th September 2022
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Name of Governor	Date appointed to the committee
Mr Mark Smith	September 2022
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:	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:	12 th September 2022	

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):	12 th September 2022
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Name of Governor	Date appointed to the committee
Mrs Kate Leach	15 th October 2015
Revd Anne Potter	January 2021
Mr Kate Evans	September 2022

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 Anne Potter	
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:	12 th September 2022	

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):

12th September
2022

Name of Governor	Date appointed to the committee
Revd Anne Potter	January 2021
Mr Norman Macleod	September 2020
Mr Daniel Usman	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 Anne Potter
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:	12 th September 2022

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 make recommendations on pay progression to the Full Governing Body;
- 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 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):

13th September 2021

Name of Governor	Date appointed to the committee
Mrs Emily Dimmick	22 nd May 2019
Mr James Dennis	April 2020
Mrs Kate Evans	12 th September 2022
Mr Daniel Usman	12 th September 2022

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:	12 th September 2022

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):

12th September 2022

Name		Date appointed
Mrs Emily Dimmick		September 2021
Mrs Kate Leach		September 2021
Mr Norman Macleod		September 2022
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)		212 th September 2022
Date of review by governing body:		

Terms of reference

- To consider the facts about a possible amalgamation between the two parties;
To consider the benefits and the drawbacks for an amalgamation and the impact this would have on the school;
- To consider a decision about the amalgamation from the information collated and present this decision to the Full Governing Body;
- To consult with bumblebees staff and committee where appropriate.

The final decision on amalgamation will remain with the Full Governing Body

Terms of reference agreed by the governing body on (date):	6 th February 2023
Name	Date Appointed
Emily Dimmick	16th February 2022
Norman Macleod	16th February 2022
James Dennis	16th February 2022

Chair of the committee:	Mr James Dennis
Clerk to the committee:	Mrs Wendy Pickess
Quorum:	2
Date of review by governing body:	September 2022

Governor Responsibilities - September 2022

Name	Responsibility
SEND	Mrs Kate Leach
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 Emily Dimmick
Christian Ethos, SIAMS, Collective Worship, RE	Revd Anne Potter
Pupil well-being and mental health, RSE and PHSE Staff well-being	Mr Daniel Usman
Maths	Mrs Kate Leach
English	Mrs Kate Evans
Looked after Children	Mrs Kate Leach