BRIDGETOWN PRIMARY SCHOOL GOVERNING BODY

TERMS OF REFERENCE

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review these Terms of Reference annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

These documents were agreed by the Governing Board at their meeting held on:

Date: **……21.09.26……**

Review Date: **……September 2027…….**

THE GOVERNING BOARD

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

Terms of reference:

- To agree constitutional matters*, including procedures (Standing Orders) where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing 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 any committees of the Governing Board and their terms of reference*
- To appoint the Chair of any committee *(if not delegated to the committee itself)*
- To assign governors to the Finance and Resources committee as appropriate
- To suspend a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
- To establish and keep under review arrangements for Governors' visits to school
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually

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

Membership: As per the Instrument of Government

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

Quorum: One half of the number of Governors in post

FINANCE AND RESOURCES COMMITTEE

Terms of reference:

Please see the separate terms of reference for this committee.

CURRICULUM AND STANDARDS COMMITTEE

Terms of reference:

Please see the separate terms of reference for this committee.

In addition to the main Governing Board committees the following are required to fulfil specific tasks.

PAY COMMITTEE

Terms of reference:

The Pay Committee of the Governing Board is authorised to recommend / decide all pay matters, but decisions will not be notified to staff until the full Governing Board has agreed or been notified (the Terms of Reference refer to the Committee either having powers to recommend or to decide. If they recommend the full governing Board will need to agree, but if they have the delegated power to decide then they will only need to notify the full governing Board).

1. Membership

- The Pay Committee will be elected by the Governing Board.
- Where the Head teacher is not a member of the Pay committee, they will be entitled to attend all meetings in an advisory capacity.
- The Head teacher will leave the meeting when their own pay is being discussed.

2. Terms of Reference

The committee will have full powers to make recommendations/decisions within the pay policy adopted by the governing Board. The terms of reference are as follows:

- To achieve the aims and objectives of the school pay policy;
- To apply the criteria set by the policy, including linkages with the school appraisal policy, in determining the pay of each member of staff;
- To observe all statutory and contractual obligations;
- To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document;
- To ensure that all pay decisions have regard to the legislation outlined in Basic Principles;
- To recommend the annual pay budget, including pay progression at all levels. The governing Board recognises that funding cannot be used as a criterion to decide performance pay progression;
- To minute clearly the reasons for all recommendations / decisions and to report these to the full governing Board;
- To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1st September;
- To ensure that staff know the procedure for making an appeal against pay decisions;

- To ensure that there are clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner; and
- To keep abreast of developments influencing pay considerations and to advise the governing Board when the pay policy needs to be reviewed.

3. Pecuniary interest

- No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

4. Procedure

- The full governing Board will receive the report of the Pay committee in the confidential section of the agenda. Once decisions have been made / communicated, they will be advised in writing to members of staff.
- Every teacher's salary must be reviewed annually, with effect from 1 st September. A written statement of pay must be sent to each teacher by 31st October each year.

PUPIL DISCIPLINE COMMITTEE

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 days after receiving notice of the exclusion)*
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion)*

Membership: 3 members chosen on an ad hoc basis according to eligibility (impartiality) and availability.

The Governing Board may nominate three governors to 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, two members consider exclusion, the chair has the casting vote.

Disqualification: The Head teacher, 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)

APPEALS PANEL

Terms of reference:

To deal with appeals that are the outcome of administration policy for example pay, exclusions.

Membership: 3 members chosen on an ad hoc basis according to eligibility (impartiality) and availability.

The Governing Board may nominate three governors who will serve on the Appeals Committee dependant on the nature of the appeal. 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, two members consider exclusion, the chair has the casting vote.

HEAD TEACHER'S PERFORMANCE REVIEW GROUP

- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head teacher against the targets
- To make recommendations to the Finance and Resources Committee in respect of awards for the successful meeting of targets set

Membership: 3 members

Disqualification: The Head teacher and Staff Governors

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 regularly report to the Governing Board, 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

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