



FULL GOVERNING BODY & COMMITTEES'
TERMS OF REFERENCE

Date of Policy Issue/Review	Reviewed January 2019 by Full Governing Body
Policy approved/date	By FGB at their meeting on 21 st January 2019
Signature of Governing Body	<i>A.C. [Signature]</i>
Next review	October 2019

COMMITTEE	GOVERNING BODY	SCHOOL IMPROVEMENT COMMITTEE	RESOURCES COMMITTEE
REVIEWED	ANNUALLY	ANNUALLY	ANNUALLY
THIS VERSION	Mar-18	Mar-18	Mar-18
NEXT REVIEW	Mar-19	Mar-19	Mar-19
Introduction	This document gives details of the Governing Body's working structure and procedures for the next school year. It is reviewed annually and approved by the full Governing Body.		
Compliance / Constitution / Authority	<p>The Governing Body adheres to the Governance and Governors Visits Policy which outlines the roles and responsibilities of the governors and Headteacher (see separate document).</p> <p>The Constitution of the Governing Body is laid down in the Instrument of Government (2003 Regulations since 1st April 2004).</p> <p>The Governing Body complies with all current Education Acts and other legislation, regulations and statutory guidance covering its activities.</p>		
Membership and Quorum	<p>The Governing Body has resolved that the terms of office of the Chair and Vice-Chair of the Governing Body shall be one year.</p> <p>The committee may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice, contribute to discussions or observe proceedings. Co-opted members and those "in attendance" have no voting rights.</p> <p>The quorum shall be 5 governors, of which one must be the Headteacher. Each member will carry one vote.</p>	<p>The committee shall be composed of at least four governors including the Headteacher. The School Business Manager should be in attendance where possible.</p> <p>The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The committee may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice, contribute to discussions or observe proceedings. Co-opted members and those "in attendance" have no voting rights.</p> <p>The Chair of Governors has the right of attendance in an Ex Officio capacity.</p> <p>The quorum shall be three governors. Each member will carry one vote.</p>	<p>The committee shall be composed of at least four governors including the Headteacher. The School Business Manager should be in attendance where possible.</p> <p>The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The committee may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice, contribute to discussions or observe proceedings. Co-opted members and those "in attendance" have no voting rights.</p> <p>The Chair of Governors has the right of attendance in an Ex Officio capacity.</p> <p>The quorum shall be three governors. Each member will carry one vote.</p>
Officers	<p>The Chair and Vice-Chair will continue in office until the 31st October. At the first meeting of the school year, the Governing Body will elect a new Chair and Vice-Chair, or re-elect the existing officers.</p> <p>The Clerk to the Governing Body will ensure that all eligible governors are invited to nominate themselves for the posts, and include on the agenda for the meeting at which the posts are to be filled a list of governors standing for election. If no names are listed on the agenda, governors can offer themselves for election at the meeting itself.</p> <p>The Clerk to the Governing body will act as chair for that part of the meeting at which the Chair is elected; in this capacity the Clerk does not have a vote or a casting vote. If the election is contested it will be held by secret ballot. Any governor standing for election must withdraw and not vote. If there is only one nomination for a post it will not be necessary to hold a vote but the candidate must leave the room to allow the other governors to discuss in confidence whether to accept or reject that person. If the only candidate for a post is rejected, further nominations from the floor will not be accepted. If the Governing Body cannot elect a Chair at its first meeting then the meeting will be adjourned to ensure compliance with the requirement that the Chair and Vice-Chair are elected at the first meeting. However, the agenda will be completed before this adjournment with the meeting being chaired by the previous Chair or Vice-Chair, the new Vice-Chair, or by a governor appointed as chairman for the purposes of the meeting, as appropriate. The Clerk, having written out to members asking for nominations, will then issue a new agenda for the continuation of the first meeting at a later date, with the specific item on this agenda being the election of the Chair/Vice-Chair.</p>	<p>The committee shall elect at the first meeting of the Autumn term, a Chair for the coming year.</p> <p>Committees are responsible for appointing their own clerks.</p>	<p>The committee shall elect at the first meeting of the Autumn term, a Chair for the coming year.</p> <p>Committees are responsible for appointing their own clerks.</p>

<p>Meetings and Minutes</p>	<p>The committee shall meet at least once a term unless otherwise stated in its terms of reference. A calendar of dates for Governing Body meetings is drawn up annually for the coming year.</p> <p>An agenda is produced two weeks before the meeting and circulated at least one week before the meeting. Proposals for items to be included on the agenda should be submitted to the Clerk who will inform the Chair. Relevant documents should be circulated with the agenda.</p> <p>All issues discussed and decisions taken at meetings of the Governing Body are formally minuted by the clerk; these minutes are approved and adopted at the following meeting. Draft minutes are circulated as soon as possible after the meeting to which they refer.</p> <p>Once approved, the minutes of Governing Body meetings are filed in a ring binder. The signed originals are held by the school.</p>	<p>The committee shall meet at least termly and otherwise as required</p> <p>A calendar of dates for Governing Body meetings is drawn up annually for the coming year.</p> <p>An agenda is produced two weeks before the meeting and circulated at least one week before the meeting. Proposals for items to be included on the agenda should be submitted to the Clerk who will inform the committee Chair. Relevant documents should be circulated with the agenda. Questions should be submitted to the chair or headteacher.</p> <p>All issues discussed and decisions taken at meetings of the Governing Body are formally minuted by the clerk; these minutes are approved and adopted at the following meeting. Draft minutes are circulated as soon as possible after the meeting to which they refer.</p> <p>Once approved, the minutes of Governing Body meetings are filed in a ring binder. The signed originals are held by the school.</p>	<p>The committee shall meet at least termly and otherwise as required</p> <p>A calendar of dates for Governing Body meetings is drawn up annually for the coming year.</p> <p>An agenda is produced two weeks before the meeting and circulated at least one week before the meeting. Proposals for items to be included on the agenda should be submitted to the Clerk who will inform the committee Chair. Relevant documents should be circulated with the agenda. Questions should be submitted to the chair or headteacher.</p> <p>All issues discussed and decisions taken at meetings of the Governing Body are formally minuted by the clerk; these minutes are approved and adopted at the following meeting. Draft minutes are circulated as soon as possible after the meeting to which they refer.</p> <p>Once approved, the minutes of Governing Body meetings are filed in a ring binder. The signed originals are held by the school.</p>
<p>Standing agenda items / Responsibilities</p>	<ol style="list-style-type: none"> 1 Record of attendees and apologies for absence 2 Minutes and actions from previous meeting. 3 Notification of any conflicts of interest between governors and matters likely to be involved with any agenda items, or otherwise. 4 Ratification of statutory policies <ol style="list-style-type: none"> 5 Headteacher's report 6 Review behaviour and attendance data 7 Discuss governor learning walks 8 Overview of child protection issues 9 Governor training opportunities and needs 10 Report from Resources Committee (Including H&S) 11 Report from Improvements Committee 12 School calendar 13 Communication with parents and the community <p>Any other business Date of next meeting</p>	<ol style="list-style-type: none"> 1 Record of attendees and apologies for absence. 2 Minutes and actions from previous meeting. 3 Notification of any conflicts of interest between governors and matters likely to be involved with any agenda items, or otherwise. <p>A Curriculum B Improvement Plan C Pupil progress</p> <p>Agree what needs to be reported to the Governing Body Determine any policies to be reviewed</p> <p>Any other business Date of next meeting</p> <p>Liaise with the Resources Committee to ensure sufficient funding is available to enable school objectives and improvements can be met.</p>	<ol style="list-style-type: none"> 1 Record of attendees and apologies for absence 2 Minutes and actions from previous meeting. 3 Notification of any conflicts of interest between governors and matters likely to be involved with any agenda items, or otherwise. <p>A Finance, value for money B Review staffing issues and staff absence C Review school security, Health and Safety, and any premises issues</p> <p>Consider the relevant parts of the School Improvement Plan Agree what needs to be reported to the Governing Body Determine any policies to be reviewed</p> <p>Any other business Date of next meeting</p>
		<p>A Curriculum</p> <p>Review the curriculum proposed against the National Curriculum, the identified needs of the pupils and the school's objectives.</p> <p>Regularly monitor the progress of the curriculum throughout the school year</p>	<p>A Finance</p> <p>To ensure that the school gets value for the money it spends To ensure the school complies with the Manual of Financial Practice and Procedure, Schools Financial Value Statement and any other required documents. To consider a draft budget for the year and present to the Governing Body for ratification (Compliance) The approval of the initial budget plan for the financial year and any revision of the budget for presenting to the Governing Body for ratification. To monitor spend against plan and review the appropriate reports at every meeting To report significant variations to the governing Body with a suggested course of action To consider proposed alterations to the approved budget and make recommendations to the Governing Body. To recommend the level of delegated responsibility, currently £3000 for one-off purchases, to the Headteacher for day to day financial management of the school To authorise payments in excess of the Headteacher's delegated authority The approval of charges for music tuition and other tuition.</p>
		<p>B Improvement Plan</p> <p>Review the strengths and weaknesses and threats and opportunities of the school's performance and the proposed plan (The School Improvement Plan) to optimise on strengths and eliminate weaknesses Determine how the school improvement plan action points should be monitored, the appropriate monitoring measurement and the review timetable Agree the programme for educational visits Ensure Governors visits to school focus on improvement issues and contribute to self evaluation</p>	<p>B Personnel</p> <p>To ensure that the school complies with the Hampshire Manual of Personnel Practice (Compliance) To ensure that performance Management of all staff including the Headteacher is carried out according to the agreed policy (Compliance) To agree and review the school staffing structure To monitor the effectiveness of the Pay, Staffing, Staff Development and Staff Absence Management policies To support the Headteacher in the appointment of new staff ensuring that safe recruitment processes are followed To monitor staff absence and report any significant problems to the Governing Body</p>

		C Pupil Progress Review the standards of teaching and learning Review the provision for special needs children and monitor their progress throughout the year. Review, monitor and agree academic targets and achievement drawing on RaiseOnline, Fischer Family Trust and SATs results and agree with staff any modifications required to the School Improvement Plan.	C Premises To be informed of any health and safety issues causing concern To draw up and revise a costed plan for redecoration and improved facilities To periodically inspect the premises and grounds and prioritise areas for maintenance or large works for financial consideration To review site security and report to the Governing Body To ensure that the Accessibility Plan is in place and reviewed as part of the Single Equalities Framework The approval of charges made for the hire of school premises and facilities.																																																												
Communication	The Headteacher or Chair will distribute all relevant information received by the school to members of the Governing Body. Governors should give careful consideration before expressing views through social media forums.	Advise the Governing Body on: o The progress of the improvement plan as agreed above o Statutory performance targets for Key Stage 2 Make sure with the Resource committee to ensure that sufficient resources are available to enable school objectives and improvement plans to be met. Agree with the Governing Body which aspects of the School Improvement and Curriculum Committee, work should be reported to them and how often.	To consider and report to the Governing Body on the financial aspects of the School Improvement Plan (SIP) To consider and report to the Governing Body on financial implications relating to the appointment and dismissal of staff.																																																												
Documents for review	Each committee is responsible for reviewing and approving all policies identified as falling within its remit taken from the Policy Documents Review Schedule. The master copies of these, once reviewed, are stored electronically on the school's administrative computer system. A copy for reference will be placed in a file in the school office. Review and ratify these statutory policies. <div style="border: 1px solid black; padding: 5px;"> Safeguarding Policy (Inc. Child Protection, allegations against staff & Prevent) Admissions Policy Pay Policy Child Protection Policy, Procedures & Guidance Governance and Governor Visits Policy (Inc. Instrument of Governance) Supporting Pupils with Medical Conditions SEND Policy (Inc. CoP) Disciplinary Procedure & Policy Grievance Procedure & Policy Governors' Allowances Behaviour Policy </div> Ratify all other Statutory policies after review by the appropriate sub committee	Each committee is responsible for reviewing and approving all policies identified as falling within its remit taken from the Policy Documents Review Schedule. The master copies of these, once reviewed, are stored electronically on the school's administrative computer system. A copy for reference will be placed in a file in the school office. Review those policies relating to the curriculum including, and according to the schedule for reviews <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Single Central Record Review</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Sports Premium Statement</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Early Years Foundation Stage</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Pupil Premium Statement</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Home School Agreement</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Sex and Relationships Education Policy</td><td style="text-align: right;">Statutory</td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Drugs Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Restrictive Physical Intervention Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Collective Worship Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>PSHE Vision Statement</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Home Learning Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Marking (and Feedback Policy)</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Educational Visits Policy</td><td style="text-align: right;">Non statutory</td></tr> </table> </div>	Single Central Record Review	Statutory	Sports Premium Statement	Statutory	Early Years Foundation Stage	Statutory	Pupil Premium Statement	Statutory	Home School Agreement	Statutory	Sex and Relationships Education Policy	Statutory	Drugs Policy	Non statutory	Restrictive Physical Intervention Policy	Non statutory	Collective Worship Policy	Non statutory	PSHE Vision Statement	Non statutory	Home Learning Policy	Non statutory	Marking (and Feedback Policy)	Non statutory	Educational Visits Policy	Non statutory	Each committee is responsible for reviewing and approving all policies identified as falling within its remit taken from the Policy Documents Review Schedule. 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At this time, these policies are reviewed by this committee, according to the schedule. <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Accessibility Plan (incorporated in Equalities Policies)</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Charging (and Remission) Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Health and Safety Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Performance Management and Capability Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Complaints Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Equal Opportunities Employment Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Single Equalities Policy (Information & objectives annually)</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Freedom of Information Policy</td><td style="text-align: right;">Statutory</td></tr> <tr><td>Data Protection Policy</td><td style="text-align: right;">Statutory</td></tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Acceptable Use of ICT for Staff Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Best Value Statement</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Induction Policy for Staff, Students and Volunteers</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Exclusions Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Schools Financial Value Standard</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Whistleblowing Procedure</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Lettings Policy</td><td style="text-align: right;">Non statutory</td></tr> <tr><td>Debt Recovery Policy</td><td style="text-align: right;">Non statutory</td></tr> </table> </div>	Accessibility Plan (incorporated in Equalities Policies)	Statutory	Charging (and Remission) Policy	Statutory	Health and Safety Policy	Statutory	Performance Management and Capability Policy	Statutory	Complaints Policy	Statutory	Equal Opportunities Employment Policy	Statutory	Single Equalities Policy (Information & objectives annually)	Statutory	Freedom of Information Policy	Statutory	Data Protection Policy	Statutory	Acceptable Use of ICT for Staff Policy	Non statutory	Best Value Statement	Non statutory	Induction Policy for Staff, Students and Volunteers	Non statutory	Exclusions Policy	Non statutory	Schools Financial Value Standard	Non statutory	Whistleblowing Procedure	Non statutory	Lettings Policy	Non statutory	Debt Recovery Policy	Non statutory
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Terms of Reference	Each committee shall review its terms of reference annually and recommend any alterations to the Governing Body. Each committee will include in their terms of reference the obligation to consider the relevant parts of the School Improvement Plan and policies for regular monitoring and reviewing.	Each committee shall review its terms of reference annually and recommend any alterations to the Governing Body. Each committee will include in their terms of reference the obligation to consider the relevant parts of the School Improvement Plan and policies for regular monitoring and reviewing.	Each committee shall review its terms of reference annually and recommend any alterations to the Governing Body. Each committee will include in their terms of reference the obligation to consider the relevant parts of the School Improvement Plan and policies for regular monitoring and reviewing.																																																												
Other Panels and sub committees	Pay Committee The FGB has delegated pay matters to the Resources Committee		Pay Committee. The Resources Committee will act as the Pay Committee, reporting such agenda items as separate and confidential minutes. Before any discussion of the pay of any committee members (such as Headteacher or Admin Office) who may be affected will leave the meeting.																																																												

	<p>Delegated to Head Teacher The appointment of all teaching and support staff below the level of Deputy Headteacher whilst reserving the right for a governor to be involved in interviewing panels. The dismissal of all teaching and support staff below the level of Deputy Headteacher. The authority to determine the remuneration of any teacher below the level of Deputy Headteacher subject to the agreed staff structure and Pay Policy.</p>	<p>The Governing Body has resolved to delegate the following functions to the Improvements Committee: 7.3.1 Review and monitor the curriculum following national guidelines. 7.3.2 Review, monitor and agree academic targets and achievement drawing on appropriate available data. 7.3.3 Liaise with the Resources Committee to ensure sufficient funding is available to enable school objectives and improvements can be met. 7.3.4 Ensure Governors visits to school focus on improvement issues and contribute to self evaluation 7.3.5 Review the provision for special needs children and monitor their progress throughout the year</p>	<p>Delegated by FGB to Resources 7.2.1 The approval of the initial budget plan for the financial year and any revision of the budget for presenting to the Governing Body for ratification. 7.2.2 Revisions to the teaching and non-teaching staff structures and salary levels associated therewith as set out in the Manual of Personnel Practice. 7.2.3 To monitor spending against budget plan, review the appropriate reports at every meeting and report significant variations to the Governing Body with a suggested course of action 7.2.4 To recommend the level of delegated responsibility to the Headteacher. 7.2.4 The approval of charges made for the hire of school premises and facilities. 7.2.5 The approval of charges for music tuition and other tuition. 7.2.6 Monitor and report on Health and Safety issues and also the condition of the school premises and grounds.</p>
	<p>Delegated to Head Teacher FGB has delegated to the Headteacher the management of the budget, the purchase of one-off items up to £3,000, and the power to vire (shift) up to £3,000 between major heads (categories) of expenditure.</p>		
	<p>Appeals Panel to deal with staff appeals against performance management/pay issues, including grievance and dismissal (although this is generally delegated to the Headteacher), in line with arrangements as laid out in the Manual of Personnel Practice. The membership of this panel will be the first three governors available for the date. The clerk for this panel will be appointed via Governor Services as the Clerk to the Governors has a conflict of interest being a member of the school staff.</p>		
	<p>Pupil Discipline Panel to consider any parental representations regarding pupil exclusions and to review any permanent exclusions made by the Headteacher and decide whether to confirm the exclusion or to direct the reinstatement of the pupil. The membership of this panel will be the first three governors available for the date. The clerk for this panel will be appointed via Governor Services as the Clerk to the Governors has a conflict of interest being a member of the school staff.</p>		
	<p>Headteacher Performance Management Panel: To act on behalf of the Full Governing Body in carrying out the annual Performance Management Review and any interim reviews of the Headteacher's performance (collectively "the Headteacher's Performance Management Review." To report to the Full Governing Body at the first Full Governing Body meeting after the Headteacher's Performance Management Review in general terms (and in so far as permissible within the bounds of confidentiality) on the Headteacher's performance and the outcome of that review. Following the annual Performance Management Review to make recommendations as to any changes in the Headteacher's salary at the first meeting of the Full Governing Body following such review. The membership of this panel will be three governors approved at the first Governing Body meeting of the academic year with a different governor being approved for any Appeal.</p>		
Evaluation	<p>Meeting self evaluation Is the school fulfilling the vision set by the governors? How has the meeting benefited the children? How have the governors fulfilled their monitoring role? How have the governors provided support and challenge?</p>	<p>Meeting self evaluation Is the school educating the children as it should? How has the meeting benefited the children? How have the governors fulfilled their monitoring role? How have the governors provided support and challenge?</p>	<p>Meeting self evaluation Is the school on a sound financial footing and expected to maintain? How has the meeting benefited the children? How have the governors fulfilled their monitoring role? How have the governors provided support and challenge?</p>