



Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Governing Board Terms of Reference

Approved by FGB 3rd October 2024

Next Review September 2025

Committee Full Governors

GENERIC PRINCIPLES

Equalities

We are committed to delivering the content of this policy to meet the needs of all staff, pupils and other stakeholders where relevant, irrespective of race, gender and disability. (See Single Equalities Plan)

Safeguarding

Our school recognises and promotes the responsibilities of all adults in protecting pupils. Specific responsibilities involved in ensuring child protection and wider safeguarding procedures are in place and must be adhered to: please refer to Child Protection Policy, Safeguarding Policy and 'Working Together to Safeguard Children' (2010.)

Vision

This vision for our school is *A Church School Community aspiring for all to live life to the full*

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Introduction

This document sets out the Terms of Reference for the Holy Trinity CofE Primary School Board of Governors and certain committees.

The Governing Board's Instrument of Government and the Standing Orders should be used in conjunction with these Terms of Reference.

The Standing Orders set out further details regarding the roles and responsibilities of chairs and the clerk, and the membership and operation of committees.

The Governing Board

The governing board must operate, collectively, in the best interest of pupils, not as a collection of individuals lobbying on behalf of their constituencies. The task of the governing board is to govern the school, focusing on the core functions of providing strategic leadership, holding the headteacher to account and making sure the school's money is well spent. The responsibilities include:

- To agree constitutional matters*, including procedures 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 the committees of the Governing Board and their Terms of Reference*
- To suspend a governor*
- To decide which functions of the Governing Board 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 Board is necessary*
- To approve the first formal budget plan of the financial year
- To review the delegation arrangements annually
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Board
- To establish and keep under review a Code of Conduct for the Governing Board
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To select an appointments panel for the appointment of a Headteacher or Deputy Headteacher.
- To make decisions regarding permanent arrangements with other schools.
- To ensure effective safeguarding arrangements are in place

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

Disqualification

As per Section C.3 of the appendix A of [The Constitution of Governing Bodies for Maintained Schools - August 2017](#)

Membership

As per the Governing Board's Instrument of Government this comprises 10 governors as detailed in the Governor Distribution document.

Hearings Committee

- To make any determination to dismiss any member of staff subject to the delegation as set out in the Standing Orders
- To make any decisions under the Governing Board's personnel procedures e.g. 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 Board's personnel procedures subject to the delegation as set out in the Standing Orders
- To make any determination or decision under the Governing Board's Complaints Procedure for parents and others
- To make any determination or decision in respect of National Curriculum misapplications, and the operation of the Governing Board's charging policy

*cannot be delegated to an individual

Disqualification

The Headteacher

Membership

Not more than 3 members of the Governing Board from a pool of all eligible governors, or as set out in the relevant policy.

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee).

Quorum

Quorum for the Hearings Committee is 3 members.

The Appeals Committee

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures subject to the delegation as set out in the Standing Orders
- To consider any appeal against selection for redundancy

*cannot be delegated to an individual

Disqualification

The Headteacher and any members of the Hearings Committee.

Membership

No fewer members than the Hearings Committee from a pool of all eligible governors, or as set out in the relevant policy.

Quorum

Quorum for the Appeals Committee is 3 members.

Governors' Disciplinary Committee

- To consider representations from parents in the case of suspensions as required by DfE guidance
- To consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions 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) in line with DfE guidance

Disqualification

The Headteacher. Any governor with prior knowledge of the pupil or incident; in the event that a member of the committee would need to stand down the Chair and Clerk to the Governing Board will appoint substitute/s.

Membership

Not less than 3 members of the Governing Board from a pool of all eligible governors

Quorum

Quorum for the Disciplinary Committee is 3 governor members.

Pay Review Committee

- To achieve the aims of the School Pay Policy in a fair and equal manner;
- To apply the criteria set by the School Pay Policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;
- To follow the recommendations of the Finance and Resources Committee if possible;
- To keep within the financial staffing budget determined by the Finance and Resources Committee;
- To keep abreast of relevant developments;
- To make any decisions as required under the Performance Management Policy.
- To consider any appeal against a decision on pay grading or pay awards
- To receive recommendations from the Headteacher's Performance Review Committee in respect of awards for the successful meeting of targets set.
- To make recommendations to the Finance and Resources Committee in respect of funds available for pay increments.

Disqualification

Staff governor, associate members

Membership

2 members of the Governing Board from a pool of all eligible governors

Quorum

Quorum for the Pay Review Committee is 2 members.

Head Teacher's Performance Review Committee

- To arrange to meet with the External Adviser to discuss the Headteacher'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 Headteacher against the targets
- To make recommendations to the Pay Review Panel in respect of awards for the successful meeting of targets set.

Disqualification

Head Teacher, Staff governor, associate members

Membership

3 members of the Governing Board from a pool of all eligible governors and to include a Foundation Governor.

Quorum

Quorum for the Head Teacher's Performance Committee is 2 members.

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following 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 delegated committee 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.

Areas of responsibility

The areas of responsibility and allocated governors are detailed in the Standing Orders and Governor Distribution document.

Functions that cannot be delegated to an individual

- 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.

Declaration

The governing board, at its meeting on 3rd October 2024, resolved to adopt these Terms of Reference.

Signed: H Morris

(Chair)