

## **TERMS OF REFERENCE**

### **of Governing Body and Committee Structure**

Approved: Full Governing Body on 1 October 2019

Date of next review: Annually

#### **1 THE GOVERNING BODY**

1.1 The composition of the Governing Body is established in the Instrument of Governance, available on the school website (under "Current Board of Governors").

1.2 The Terms of Reference of the Governing Body are:

- 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 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 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\*

1.3 A quorum is half of the number of Governors in post at the given time, rounded up if there is an odd number.

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

## **2 THE ROLES OF THE CHAIRS OF THE GOVERNING BODY and COMMITTEES**

2.1 The elected Chair of the Governing body will serve for a term of office agreed with the Governing Body. This may be up to a 5-year period and then there must be further elections held to appoint either the same or a new Chair. The role of the Chair includes (but is not limited to):

- ensuring the business of the Governing Body is conducted properly, in accordance with legal and Cumbria County Council delegation requirements
- ensuring meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- establishing and fostering an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction - and also acts as a "critical friend"

2.2 The following roles are disqualified from being elected Chair of Governors: Headteacher, Staff Governor, Staff Member.

2.3 The chair of each individual committee will be elected by committee members. The role of the chair of the committee includes (but is not limited to):

- ensuring the business of the Committee is conducted properly, in accordance with legal requirements
- ensuring that meetings are run effectively, focusing on priorities and making the best use of time available
- ensuring that all members have an equal opportunity to participate in discussion and decision-making
- ensuring that the committee reports back to the full governing body and that they are kept up to date and well informed

### **3.3 THE ROLE OF THE CLERK**

3.1 The role of Clerk is fulfilled by a paid professional and cannot be undertaken by a member of the governing body. In the absence of the Clerk an appointed Governor may take minutes and then these are to be typed and sent by email to the Clerk who will be responsible for holding these records and distributing to the relevant people.

3.2 The role of the Clerk in regards to the governing body includes (but is not limited to):

- to work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- to advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- to convene meetings of the Governing Body
- to attend meetings of the Governing Body and ensure minutes are taken

## **CROSBY RAVENSWORTH C of E (Aided) SCHOOL BOARD OF GOVERNORS**

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- to maintain a register of members of the Governing Body and report vacancies to the Governing Body
- to give and receive notices in accordance with relevant regulations
- to perform such other functions as may be determined by the Governing Body from time to time

3.3 Submissions to the Clerk of any items or documents for inclusion on an agenda should be received at an agreed time prior to the relevant meeting. The Clerk is responsible for distributing the agenda and accompanying paperwork and this should ideally be received by Governors seven days prior to the meeting to allow for adequate time to be read and understood. With advancing technology, papers may be distributed via the Governors' secure area of the website. Governors are responsible for reading the minutes as they will be addressed under any matters arising and signed off at the next full board meeting.

#### **4 COMMITTEE STRUCTURE**

- 4.1 Each Committee must consist of at least three Governors, one of whom is the Headteacher or someone appointed by the Headteacher.
- 4.2 A quorum is a minimum of three Committee members.
- 4.3 Each Committee shall meet once a term and otherwise as necessary.
- 4.4 The Committee shall be accountable to the Full Governing Body for its actions and decisions.
- 4.5 The Membership and Responsibilities of the Committee are to be reviewed annually.
- 4.6 In the context of the committee structure it was noted that the term "meeting" did not necessarily mean that committee members should be physically in the same room. A meeting could take place by Skype conversation or telephone conversation, and in extreme cases, by e-mail exchange.

#### **5 COMMITTEE TERMS OF REFERENCE**

##### **5.1 Resources Committee**

###### **5.1.1 Finance:**

- To ensure that the school operates within the Financial Regulations of the Local Authority
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain a three year Financial Plan
- To review information provided by School Business Manager
- To consider the budget position at least termly and to report significant variances from the anticipated position to the Governing Body
- To review information provided by the School Business Manager
- To monitor expenditure of any funds maintained on behalf of the Governing Body
- To review appropriate policies at the appointed intervals
- To make decisions in respect of Service Agreements
- To make decisions on expenditure in line with Scheme of Delegation

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- To determine whether sufficient funds are available for any Pay Progression as may be recommended by the Headteacher following Performance Management procedures
- To consider any appeal made against a decision on Pay Grading or Pay Progression
- To review and audit the School Asset Register annually
- To review and audit the School Single Central Register annually
- To ensure that Health and Safety issues are prioritised appropriately

### **5.1.2 Staffing:**

- In consultation with the Head Teacher, to draft and keep under review the Staffing Establishment
- To oversee the appointment procedure for all staff
- To oversee any process leading to staff reductions
- To keep under review staff well-being, including the monitoring of absence

### **5.1.3 Buildings and grounds:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To monitor and review appropriate policies at the required intervals

### **5.2 Pupil Progress Committee**

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements
- To consider latest performance and tracking data and address any issues arising
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the Governing Body
- To evaluate trends and opportunities arising for the curriculum from cluster and other networking
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. Special Educational Needs, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body. (See also Delegation of individual responsibility)
- To oversee arrangements for educational visits
- To monitor behaviour, attendance and safety and agree appropriate indicators and actions
- To review Safeguarding as a standing agenda item (with the Safeguarding Governor having a one-to-one meeting with the Headteacher each term)
- To monitor and review the appropriate policies

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### **6 APPEALS PANEL TERMS OF REFERENCE**

- 6.1 The Governing Body may nominate a pool of governors from which three or five will serve as the panel to consider particular appeals, exclusions or complaints. If a governor has a connection with the person or incident that could affect their ability to act impartially, they should not serve at the hearing. If, through non-attendance of a governor on the panel of five, where four members consider an exclusion, the chair has the casting vote. The Headteacher cannot form part of an Appeals Panel.
- 6.2 The appeals panel will meet under extraordinary circumstances such as:
- In the event of an appeal made by parent regarding a pupil exclusion
  - An appeal received by the clerk regards the outcome of the school complaints procedure
- 6.3 Upon receipt of an appeal the following action will be taken:
- recognise the receipt of the appeal by way of an email from the clerk
  - convene a meeting of the clerk, chair of governors and vice chair of governors in order to nominate governors to make up the appeal panel
  - members of appeals panel will be approached and confirmed that they are suitable and available to hear the appeal.
  - a meeting will be arranged and attended by the clerk and appeal panel to hear the appeal and make their decision.
  - the decision will be fed back in writing and all relevant records and processes updated.

### **7 HEADTEACHER PERFORMANCE REVIEW PANEL TERMS OF REFERENCE**

- 7.1 The role of this panel is to prepare for, conduct and monitor the performance of the Headteacher through the process of appraisal. The panel will:
- Arrange to meet with the External Adviser to discuss the Headteacher's performance targets
  - Decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
  - Monitor through the year the performance of the Headteacher against the targets
  - Make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set.
- 7.2 Two or three Governors will form the panel, with at least two members being Foundation Governors. Neither the Headteacher nor Staff Governors may form part of the panel.

### **8 DELEGATION OF INDIVIDUAL RESPONSIBILITY TERMS OF REFERENCE**

- 8.1 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

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- To regularly report to the Governing Body or the relevant Committee, whichever the Governing Body 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 Body
- To attend training as appropriate

**8.2 Disqualification:** the following functions **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