

GOVERNING BODY ROLES & RESPONSIBILITIES COMMITTEE STRUCTURES and TERMS OF REFERENCE

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NEWFIELD GOVERNING BODY ROLES & RESPONSIBILITIES COMMITTEE STRUCTURES and TERMS OF REFERENCE

September 2023 1

'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School.'

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- i. *PAY COMMITTEE & PAY APPEALS COMMITTEE - terms of reference are sent out annually by the Governor Services Manager in line with the National Pay Policy.

1. The Governing Body

The Governing Body 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 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 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 (17.01.2023)

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

These terms of reference agreed by the Governing Body

22.11.23

	Name of Governor	Designation	Role	End of term of Office
1	Naushad Surve	Local Authority		17.04.2025
2	Sara Barr Frost Chair of Governors	Community Co-opted	LAC, SEN & Safeguarding and Attendance	01.07.2024

3	Janet Doolan	Community Co-opted	Website, Training and Development and Transition and Careers	17.11.2026
6	Nichola Gill- Smith	Co-opted	Communication and Interaction (inc capital culture) and Curriculum- Lead	22.03.2027
7	VACANCY	Staff Governor - Elected		
8	VACANCY	Parent - Elected		
9	Rabia Shahzad	Parent – Elected	Family Community link	01.09.2026
10	Bridge Collinge	Co-opted	Personal, Social and Emotional Development	22.03.2027
11	Salim Sidat	Co-opted		23/11/2026
12	Vicki Clements	Staff Associate	Deputy Headteacher	N/A
13	Jenny Riley	Staff Associate	Deputy Headteacher	N/A
14	Caroline Richens	Staff Associate	HR, Finance, Catering, Business	N/A
15	Bill Trezise	Staff Associate	Buildings, Health and Safety, IT	N/A

Chair of the Governing Body	Sara Barr-Frost
Vice-Chair of the Governing Body	Janet Doolan
Clerk) to the Governing Body	BwD Appointed
Quorum: 5 members/co-opted members	

2. The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Blackburn with Darwen Borough Council delegation requirements.
- To ensure 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
- To establish and foster 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

Membership Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

3. The Role of the Clerk to the Governing Body

- 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
- 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

Membership Disqualification – Governors, Associate Members, the Headteacher

4. The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure 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

Membership Disqualification – none

5. The Role of the Clerk to Committees

- To convene meetings and advise the Committee on procedural and legal matters
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Membership Disqualification – the Headteacher

6. 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 Body or the Committees, 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

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

These terms of reference agreed by the Governing Body	22.11.23
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Date of next review: September 2024
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7. Staff Disciplinary Committee (statutory)

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher. (See 2003 regulations)*)
- **To make any decisions under the Governing Body' s HR procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To determine whether the headteacher shall lead in initial decisions regarding a potential dismissal of a member of staff.
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body' s HR procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body' s General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body' s Parental Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body' s charging policy:

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body

Membership Disqualification – The Headteacher and the Chairman of Governors, due to probable prior knowledge, should not be a member

These terms of reference agreed by the Governing Body	22.11.23
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Chair of the Committee	Janet Doolan
Clerk to the Committee *	BWD Appointed
Quorum (minimum of 2, committee can determine higher number)	

Date of review: September 2024

8. Grievance/Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary or Grievance Committee or Head Teacher*
- To consider any appeal against a decision short of dismissal under the Governing Body's HR procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Membership Disqualification – The Head teacher, any members of the Hearings Committee and the Chairman of Governors, due to probable prior knowledge, should not be a member

These terms of reference agreed by the Governing Body	22.11.23
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Panel to be convened as and when required.

Date of review: September 2024

9. 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*)
- 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 differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions). See guidance in Autumn Director Report 2006

Membership – 3

NB. The Governing Body may nominate a pool of governors from which three or five 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, four members consider an exclusion, the chair has the casting vote.

Membership Disqualification – The Head teacher. Any Governor with prior knowledge of the pupil or the incident, the Chairman of Governors or a member of staff

These terms of reference agreed by the Governing Body	22.11.23
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Date of review: September 2024

10. Finance and Resources Committee

Finance

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial 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 to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group' s recommendations, to determine whether sufficient funds are available for increments
- Comply with the School' s Financial Value Standards

Premises, Health and Safety

Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety of pupils, staff, visitors and site and for the maintenance and development of the school' s premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance and Resources Committee on premises-related expenditure
- In consultation with the Head teacher and the Finance and Resources Committee, 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 establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

Human Resources

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Head teacher and the Finance and Resources Committee
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management and Appraisal policy for all staff
- To oversee the process leading to staff reductions

- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on human resources related expenditure to the Finance and Resources Committee
- To consider any appeal against a decision on pay grading or pay awards

Membership 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

These terms of reference agreed by the Governing Body	22.11.23
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Sara Barr Frost		01.09.23
Janet Doolan		01.09.23
Naushad Surve		01.09.23
Salim Sidat		01.09.23
Rachel Kay		01.09.23
Caroline Richens		01.09.23
Bill Trezise		01.09.23

Chair of the Committee	Janet Doolan
Clerk to the Committee	BwD Appointed
Quorum (minimum of 3, committee can determine higher number)	

Date of review: September 2024

11. Education and Standards

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school' s curriculum, including statutory requirements and the School' s Curriculum Policy
- To consider curricular issues which have implications for Finance and Human Resources decisions and to make recommendations to the relevant committees or the Governing Body such as Pupil Premium and specific grants or allocations (e.g. Sports)
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

These terms of reference agreed by the Governing Body

22.11.23

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Sara Barr Frost		01.09.23
Naushad Serve		01.09.23
Nichola Gill-Smith		01.09.23
Rabia Shahzad		01.09.23
Bridget Collinge		01.09.23
Helen Thomas		01.09.23
Rachel Kay		01.09.23
Vicki Clements		01.09.23
Jenny Riley		01.09.23

Chair of the Committee	To be agreed
Clerk to the Committee	BwD Appointed
Quorum (minimum of 3, committee can determine higher number)	

Date of review: September 2024

12. Head Teacher’ s Appraisal Review Group

Terms of reference:

- To arrange to meet with the External Adviser or School Improvement Group Partner to discuss the Head teacher’ s appraisal 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 Finance/Pay Committee in respect of awards for the successful meeting of targets set.
- To actively support the headteacher in relation to work-life balance issues for themselves and their staff.
- The governing body also need to appoint one of its non-employee members to be the ‘Review Officer’ to adjudicate on any complaint made by a teacher against a headteacher handling their Performance Management.

Membership – 3

Membership Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body		22.11.24
Chair of the Group	Sara Barr Frost	
External Review Officer	To be agreed at meeting	
Quorum 2		
Date Group established		01.09.23
Date of review: September 2024		

13. Meeting Dates for the Academic Year 2023-24

AUTUMN TERM 2023		
Action Planning Meeting Sara/Caroline/Janet/ Shamyla/Rachel ONLY	27 th September 2023	6:00pm – 7:30pm
Education & Standards Committee	1 st November 2023	6:00pm – 7:30pm

Finance & Resources Committee	8 th November 2023	6:00pm – 7:30pm
Pay Committee	22 nd November 2023	5:30pm – 6:00pm
Full Governing Body	22 nd November 2023	6:00pm – 7:30pm
Additional Governors Workshop	To be confirmed if required	

SPRING TERM 2024		
Education & Standards Committee	31 st January 2024	6:00pm – 7:30pm
Finance & Resources Committee	7 th February 2024	6:00pm – 7:30pm
Full Governing Body	6 th March 2024	6:00pm – 7:30pm
Additional Governors Workshop	To be confirmed if required	

SUMMER TERM 2024		
Education & Standards Committee	3 rd July 2024	6:00pm – 7:30pm
Finance & Resources Committee	10 th July 2024	6:00pm – 7:30pm
Full Governing Body	17 th July 2024	6:00pm – 7:30pm
Additional Governors Workshop	To be confirmed if required	