

## **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 2018 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.'*

## 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 (11.05.2017)

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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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	<b>Name of Governor</b>	<b>Designation</b>	<b>Role</b>	<b>End of term of Office</b>
1	Cllr Naushad Surve	Local Authority	SEND, Equality, PREVENT and Community Cohesion	17.04.2021
2	Stuart Davey	Parent – Co-opted	Health and Safety, Finance, Premises and Pupil Premium	26.02.2021
3	Janet Doolan	Parent – Co-opted	Human Resources and Autism	17.11.2018
4	Louise Sumner	Parent - Elected	Education and Standards	01.05.2019
5	Fiona Waterfield	Parent - Elected	Parent/carers Partnership	13.03.2021
6	Joan Bamber	Community Co-opted	Link Governor	27.01.2019
7	Amy Turner	Staff Governor - Elected	Staff Liaison, Teaching and learning	22.09.2020
8	Sara Barr Frost	Community Co-opted	Child Protection, E Safety, CIOC and Health and Well-Being	29.11.2020
9	Geoff Fitzpatrick	Head Teacher	HT	N/A
10	Vicki Clements	Staff Associate	DHT School for Autism	N/A
11	Helen Willett	Staff Associate	DHT 2 to 13	N/A
12	Jenny Riley	Staff Associate	DHT 14 to 19	N/A
13	Louise Melling	Staff Associate	HR and Business	N/A

14	Caroline Richens	Staff Associate	Finance and School	N/A
15	Bill Trezise	Staff Associate	Premises and Services	N/A

<b>Chair of the Governing Body</b>	Stuart Davey
<b>Vice-Chair of the Governing Body</b>	Janet Doolan
<b>Clerk to the Governing Body</b>	BwD Appointed
<b>Quorum: 5 members/co-opted members</b>	

## **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

<b>Responsibility</b>	<b>Governor</b>	<b>Liaising with;</b>	<b>Reporting to;</b>
Child Protection E-Safety	Sara Barr Frost	Geoff Fitzpatrick (DSL)	Full Governing Body
Looked After Children (CIOC)	Sara Barr Frost	Jenny Riley	Education and Standards
SEND/Equality	Naushad Surve	Geoff Fitzpatrick	Education and Standards
Link Governor	Joan Bamber	CIlr Surve, LA Governor	Full Governing Body
Health & Safety	Stuart Davey	Bill Trezise - Staff/Visitors Jenny Riley - Pupils	All Committees
Finance	Stuart Davey	Caroline Richens	Finance and Resources
Pupil Premium	Stuart Davey	Jenny Riley	Education and Standards
Premises	Stuart Davey	Bill Trezise	Finance and Resources
Human Resources	Janet Doolan	Louise Melling	Finance and Resources
Community Cohesion PREVENT	Naushad Surve	Jenny Riley	Education and Standards
Pupil Progress and Standards	Louise Sumner	Vicki Clements	Education and Standards
Curriculum and Enrichment	Louise Sumner	Vicki Clements	Education and Standards
Parent/Carer Partnership	Fiona Waterfield	Jenny Riley	Education and Standards
Autism	Janet Doolan	Vicki Clements	Education and Standards

**These terms of reference agreed by the Governing Body** | 12.09.2018

**Date of review:** September 2019

## 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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
1. Janet Doolan	
2. Louise Sumner	
3. Joan Bamber	
4.	

<b>Chair of the Committee</b>	TBA
<b>Clerk to the Committee *</b>	TBA
<b>Quorum (minimum of 2, committee can determine higher number)</b>	

<b>Date of review:</b> September 2019
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## 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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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Name of Governor	Date Appointed to the Committee
1. Stuart Davey	
2. Naushad Surve	
3. Fiona Waterfield	
4. Vac (reserve)	

<b>Chair of the Committee</b>	TBA
<b>Clerk to the Committee *</b>	TBA
<b>Quorum (minimum of 3, committee can determine higher number)</b>	

**Date of review:** September 2019

## 9. Pupil Discipline Committee

<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>To consider representations from parents in the case of exclusions of 5 days or less (<i>Committee may not re-instate</i>)</li> <li>To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (<i>meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion</i>)</li> <li>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 (<i>meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion</i>)</li> <li>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.</li> <li>To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee</li> <li>To differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions). See guidance in Autumn Director Report 2006</li> </ul>
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### 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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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Name of Governor	Date Appointed to the Committee
1. Janet Doolan	
2. Louise Sumner	
3. Fiona Waterfield	

<b>Chair of the Committee</b>	TBA
<b>Clerk to the Committee</b>	Nick Bellas
<b>Quorum (minimum of 3, committee can determine higher number)</b>	

**Date of review:** September 2019

## 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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
All Governors		

<b>Chair of the Committee</b>	Stuart Davey
<b>Clerk to the Committee</b>	Nick Bellas
<b>Quorum (minimum of 3, committee can determine higher number)</b>	

**Date of review:** September 2019

## 11. Education and Standards

<b>Terms of reference:</b>
<ul style="list-style-type: none"> <li>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</li> <li>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)</li> <li>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</li> <li>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.</li> <li>To oversee arrangements for educational visits, including the appointment of a named co-ordinator</li> </ul>

**These terms of reference agreed by the Governing Body** | 12.09.2018

<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
All Governors		

<b>Chair of the Committee</b>	Janet Doolan
<b>Clerk to the Committee</b>	Nick Bellas
<b>Quorum (minimum of 3, committee can determine higher number)</b>	

**Date of review:** September 2019



## 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

<b>These terms of reference agreed by the Governing Body</b>	12.09.2018
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
1. Janet Doolan	
2. Fiona Waterfield	
3. Louise Sumner	

<b>Chair of the Group</b>	Janet Doolan
<b>External Review Officer</b>	Jeanette Tate
<b>Quorum 2</b>	

<b>Date Group established</b>	12.09.2018
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<b>Date of review:</b> September 2019
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## 13. Meeting Dates for the Academic Year 2018/19

<b>Meeting</b>	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
Briefing of Chair of Governors by the LA	TBA	TBA	TBA
Full Governing Body	12.09.2018	23.01.2019	15.05.2019
Education and Standards Committee	28.11.2018	20.03.2019	03.07.2019
Finance and Resources Committee	14.11.2018	06.03.2019	19.06.2019
Head Teacher's Performance Management Review Group	December 2018	TBA	TBA