



<b>The Full Governing Body</b>	
<b>The role of the governing body</b>	<i>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, evaluate and review policies, targets and priorities</i>
<b>Quorum</b>	The quorum for a full governing body meeting and vote must be one half (rounded up to the nearest whole number) of the membership of the governing body when complete excluding any governor vacancies. For Committees, the quorum is a minimum of three full governors
<b>Reporting arrangements</b>	Reporting arrangements <u>must</u> be established between the governing body and its standing committees which ensure a proper flow of information accounting for the work and decisions of those committees on behalf of the governing body.
<b>Terms of Reference</b>	<i>*These matters below cannot be delegated to either a committee or an individual</i>
	To agree constitutional matters*, including procedures where the governing body has discretion
	To appoint new governors where appropriate* and recruit new members as vacancies arise
	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 <i>(if not delegated to the committee itself)</i>
	To suspend a governor*
	To appoint or remove the Headteacher and Deputy Headteacher*
	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 Special Education Needs Policy and to approve revisions where appropriate*
	To approve the first formal budget plan of the financial year
	To approve the Health and Safety Policy and to approve revisions where appropriate*
	To carry out the governing body's functions for the performance review of the Headteacher.
	To review the delegation arrangements annually*
<b>Other</b>	Any other items the governing body may wish to include

## Long Lawford Primary School Terms of Reference 2018/19

These terms of reference agreed by the governing body	12/09/2018
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<i>Name of Governor</i>	<i>Date Appointed to the FGB</i>
Sharon Smyth	05/10/2016
Rachael Boswell	21/09/2016
Paul Wilkinson	17/09/2014
Ed Hughes	21/09/2016
Gerry White	02/10/2017
Tim Sutcliffe	20/09/2017
Srividya Venkat	13/11/2017
Margaret Patrick	13/11/2017
Claire Stringer	N/A
George Hulene	12/09/2018

<i>Chair of the Committee</i>	Sharon Smyth
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<i>Clerk to the Committee</i>	Angela Brown
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## Terms of Reference for Standing Committees

<b>Performance &amp; Standards Committee</b>	
	<i>The Committee Terms of Reference should state whether the Governing Body has <u>delegated</u> responsibility to approve a function to the committee or whether the committee need to <u>recommend to the governing</u> body</i>
<b>School Improvement</b>	To agree, monitor and evaluate the application and impact of the Learning Improvement Plan (or equivalent) and recommend changes where necessary
	To ensure that the school's self-evaluation processes are regularly reviewed and updated
<b>Curriculum</b>	To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the <b>School's Curriculum Policy and Teaching and Learning Policy</b>
	To monitor and evaluate the impact of governing body policies including the statutory <b>Sex Education Policy</b> , religious education, collective worship, equal opportunities and drug education
	Monitor and evaluate the application and impact of how the school promotes the pupils' spiritual, moral, social and cultural development
	To monitor and evaluate pupil achievement against a range of targets (school, local, national)
	To review <b>SEND policy</b> and make recommendations to the governing body and monitor and evaluate the application, impact of activities relating to education, assessment, funding and review of children with Special Educational Needs including Gifted and Talented children) and have regard to the SEN Code of Practice.
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day).
<b>Pupils, parents and community</b>	To approve and review the school information published on a website and ensure that it meets any legislative requirement
	To approve and review the <b>Home School agreement</b> and evaluate the impact
	To make recommendations to the governing body on the adoption of the <b>school behaviour policy</b> , including the <b>school anti-bullying policy</b> . To approve and review the <b>Written Statement of Behaviour Principles</b>
	To monitor and evaluate periodically the application and impact of the school's role in the community, including the school's public relations
	To make recommendations to the governing body on the adoption of the school <b>equal opportunities policy</b> and to monitor and review the impact regularly.
	To review, at least annually, the overall pattern and use of exclusions within the school.
	To monitor and evaluate the governing body's other policies to ensure inclusion (in regard to gender, social disadvantage, race equality and

## Long Lawford Primary School Terms of Reference 2018/19

	disability discrimination).
	To regularly monitor and review pupil attendance and where necessary review strategies for improving attendance
	To monitor and evaluate the application and impact of provision for looked- after children
	To monitor and evaluate when appropriate the school's compliance with the welfare requirements of the Early Years Foundation Stage. [Primary schools only].
	To monitor and evaluate the school's compliance with its duties to provide careers education, information and advice (Secondary schools only)
<b>Safeguarding</b>	To monitor and review annually the adequacy, application and impact of the <b>Safeguarding policy</b> and procedures; to approve changes to the policy and procedures; to report annually to the LA including the <b>Central Record</b> of recruitment and vetting checks
<b>Complaints</b>	To monitor and evaluate periodically the application and impact of the schools' <b>complaints and appeals policies</b> and procedures; to approve changes to the policy and procedures including the <b>Complaints Procedure statement</b>
<b>Other</b>	To carry out other related tasks as delegated by the governing body
	disability discrimination).
	To regularly monitor and review pupil attendance and where necessary review strategies for improving attendance
	To monitor and evaluate the application and impact of provision for looked- after children
	To monitor and evaluate when appropriate the school's compliance with the welfare requirements of the Early Years Foundation Stage. [Primary schools only].
	To monitor and evaluate the school's compliance with its duties to provide careers education, information and advice (Secondary schools only)
<b>Safeguarding</b>	To monitor and review annually the adequacy, application and impact of the <b>Safeguarding policy</b> and procedures; to approve changes to the policy and procedures; to report annually to the LA including the <b>Central Record</b> of recruitment and vetting checks
<b>Complaints</b>	To monitor and evaluate periodically the application and impact of the schools' <b>complaints and appeals policies</b> and procedures; to approve changes to the policy and procedures including the <b>Complaints Procedure statement</b>
<b>Other</b>	To carry out other related tasks as delegated by the governing body

**Reporting arrangements must be established between this committee and the governing body to ensure accountability for actions and decisions taken on its behalf. Also arrangements to communicate with other committees must be established**

**These terms of reference agreed by the governing body**

12/09/2018

## Long Lawford Primary School Terms of Reference 2018/19

<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
Margaret Patrick	12/09/2018
Rachael Boswell	12/09/2018
Ed Hughes	12/09/2018
Paul Wilkinson	12/09/2018
Srividya Venkat	12/09/2018
Claire Stringer	12/09/2018

<i>Chair of the Committee</i>	Margaret Patrick
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<i>Clerk to the Committee</i>	Angela Brown
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## Long Lawford Primary School Terms of Reference 2018/19

	<b>Resources Committee</b>
	<i>The Committee Terms of Reference should state whether the Governing Body has <u>delegated</u> responsibility to approve a function to the committee or whether the committee need to <u>recommend to the governing body</u>.</i>
<b>Finance</b>	In consultation with the Headteacher, to draft any budget plans for the financial year and to recommend them to the governing body for approval
	To review the supporting evidence and approve annually the school's statement under the Schools Financial Value Standard
	To monitor income and expenditure against budgeted plans and report termly to the governing body, drawing attention to significant anomalies from the anticipated position
	To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
	To make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources
	To review and approve annually the details and application of the school's Financial regulations, Responsibilities & Signatories list, Asset Register, Asset Management Plan, Best Value Statement and Financial Risk and Control
	In consultation with Headteacher, to approve contracts and orders for spending, identified in the budget up to value of £12,000.
	In consultation with the Headteacher, to agree any transfer of funds between budget areas up to £12,000 higher amounts only to be approved by the governing body
	To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds and monitor and approve the audit reports
	To review regularly the register of business interests of teachers and governors
	To approve the writing off of irrecoverable debts up to £100 and the disposal of surplus and damaged equipment
	To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff
	To monitor and evaluate the impact of the Pupil Premium Funding
	To monitor and evaluate periodically the application and impact of the <b>charging and remissions policies</b> ; to approve changes to the policies
To review periodically appropriate financial benchmarking data, in order to compare the schools with others, and make recommendations	

## Long Lawford Primary School Terms of Reference 2018/19

	To monitor and evaluate the application and impact of the <b>Teachers' Pay Policy</b> and take on role of the Pay Committee
	To determine, at any time it sees fit, the pay and allowances of school teachers and support staff employed at the school in accordance with the terms of the School Teachers' Pay and Conditions Document and the Authority's scheme for non-teaching employees, including the effective dates for such payments.
	To monitor and evaluate annually the application and impact of the performance management policy including for the whole school; to approve changes to the <b>Teacher Appraisal Policy</b> .
	To assess the resource implications of proposed staffing arrangements, and make recommendations
	To agree, monitor and evaluate periodically the application and impact of the arrangements for the appointment of all members of staff
	To approve applications for early retirement, secondment and leave of absence not covered by local agreements
	To agree, monitor and evaluate periodically the application and impact of the policy on the management of staff absence
	To receive recommendations from the Headteacher and agree the pay of all members of staff, excluding the Headteacher, in line with legal requirements.
	To monitor and evaluate periodically the application and impact of the staff development plan.
	To review periodically the provision for the support of NQTs, and receive general reports about the progress of NQTs.
	To monitor and evaluate periodically the application and impact of the schools' statement of procedures for dealing with allegations of abuse against staff
	To carry out other staff-related tasks as delegated by the governing body
<b>Health and Safety</b>	To monitor and evaluate periodically the application and impact of <b>Health and Safety Policy</b> and procedures; to recommend to GB changes to the policy and procedures
<b>Premises</b>	To monitor and review periodically the adequacy, application and impact of premises and asset management and associated documents.
	To agree, monitor and review periodically the application and impact of the hiring/lettings policy.
	To agree the <b>Accessibility Plan</b> and monitor its application and impact
	Prepare annual programme of repairs and maintenance
	To monitor and evaluate the application and impact of existing extended services at the school

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<b>Data Protection</b>	To monitor and evaluate the <b>Data Protection Policy</b> and the <b>Freedom of Information Publication scheme</b>
<b>Admissions</b>	n/a
<b>Other</b>	To carry out any other premises-related tasks as delegated by the governing body

<b>These terms of reference agreed by the</b>	
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<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
George Hulene	12/09/2018
Gerry White	12/09/2018
Tim Sutcliffe	12/09/2018
Sharon Smyth	12/09/2018
Claire Stringer	

<i>Chair of the Committee</i>	Sharon Smyth
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<i>Clerk to the Committee</i>	Angela Brown
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<b>The quorum for a committee is a minimum of three full governors.</b>
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## Long Lawford Primary School Terms of Reference 2018/19

### *Hearings Committee*

#### *Terms of reference:*

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- To make any decisions under the governing body'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 body's personnel 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 Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's Charging Policy:
- *Additional items which individual governing bodies may wish to include*

**\* cannot be delegated to an individual**

**Membership** – Not less than 3 members of the governing body plus 2 reserves  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**NOTE:** It is suggested that only experienced governors be appointed to this committee and that the Chair 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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<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
To be appointed when required	

<i>Chair of the Committee</i>	Not appointed
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<i>Clerk to the Committee</i>	To be appointed as and when required
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<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	3
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<i>Date Committee established</i>	
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Long Lawford Primary School Terms of Reference 2018/19  
**The Appeals Committee**

*Terms of reference:*

- 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 body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- Any items which individual governing bodies may wish to include

\* cannot be delegated to an individual

**Membership** – no fewer members than the Hearings Committee including 2 reserves

**Disqualification** – The Headteacher  
 Any members of the Hearings Committee

**NOTE:** It is suggested that only experienced governors be appointed to this committee and that the Chair 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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<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
To be appointed when required	

<i>Chair of the Committee</i>	To be appointed
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<i>Clerk to the Committee</i>	To be appointed as and when required.
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<b>Quorum (minimum of 3 full governors, committee can determine higher number)</b>	3
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<i>Date Committee established</i>	12/09/2018
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Date of next review: September 2019