



<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>Operational</b>	<ul style="list-style-type: none"> <li>• To agree constitutional matters, including procedures where the governing body has discretion.</li> <li>• To appoint new governors where appropriate and recruit new members as vacancies arise.</li> <li>• To hold at least three governing body meetings a year.</li> <li>• To appoint or remove the Chair and Vice Chair.</li> <li>• To appoint or remove a Clerk to the governing body.</li> <li>• To establish the committees of the governing body. To decide which functions of the governing body will be delegated to committees, groups and individuals.</li> <li>• To appoint the Chair of any committee (if not delegated to the committee itself).</li> <li>• 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.</li> <li>• To suspend a governor.</li> <li>• To carry out the governing body's functions for the performance review of the Head teacher.</li> <li>• To appoint or remove the Head teacher and Deputy Head teacher.</li> <li>• To ensure the Head teacher provides such reports as requested by the Governing Board to enable it to undertake its role.</li> <li>• To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, are met and updated as necessary.</li> <li>• To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary (for academies within 14 days of any change) and accurate with the details published on the school website.</li> <li>• To approve the first formal budget plan of the financial year.</li> <li>• To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board.</li> <li>• To review the delegation arrangements annually.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stake holders.</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the targets; monitoring against an agreed monitoring schedule.</li> <li>• To determine whether to publish a home-school agreement (no longer a statutory requirement)</li> <li>• To review regularly how the school is regarded by pupils and parents.</li> </ul>

## Long Lawford Primary School Terms of Reference 2020/2021

	<ul style="list-style-type: none"><li>• To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate.</li><li>• To approve statutory policies, ensuring impact and compliance, upon review.</li><li>• To approve all school trips involving an overnight stay away from home.</li><li>• To ensure the school has a Governing Board approved Complaints Procedure for Parents, published on the school website with parents knowing how to raise concerns and make a complaint.</li><li>• To have regard to the professional advice given by the Clerk.</li><li>• To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.</li></ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"><li>• To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the WCC child protection/ safeguarding policy and relevant procedures.</li><li>• To comply with statutory duties from KCSIE by appointing Safeguarding, SEND and Health &amp; Safety Governors.</li><li>• To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy.</li><li>• To complete an annual Safeguarding Review ensuring any follow up actions are monitored and completed.</li></ul>
<b>Inclusion and Equality</b>	<ul style="list-style-type: none"><li>• To establish and approve a special educational needs (SEN) policy.</li><li>• To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017).</li><li>• To comply with statutory duties from the SEND code of practice and KCSIE in respect of pupils with special needs by appointing a SEND governor.</li><li>• To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.</li><li>• To receive reports on bullying, homophobic and racial incidents.</li></ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• To establish and approve a Health &amp; Safety policy</li><li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li><li>• To receive (3x per year) an annual Health &amp; Safety Inspection Report and agree any actions.</li><li>• To appoint a Health and Safety governor.</li></ul>
<b>Other</b>	Any other items the governing body may wish to include
<b>These terms of reference agreed by the governing body on.....16/09/2020.....</b>	

## Long Lawford Primary School Terms of Reference 2020/2021

<i>Name of Governor</i>	<i>Term of Office</i>
Sharon Smyth	09.10.2020 to 08.10.2024
Paul Wilkinson	18.09.2018-18.09.2022
Gerry White	02.10.2017 to 02.10.2021
Tim Sutcliffe	20.09.2017 to 20.09.2021
Srividya Venkat	13.11.2017 to 13.11.2021
Margaret Patrick	13.11.2017 to 13.11.2021
George Hulene	12.09.2018 to 12.09.2022
Stacey Corcoran	01.01.2020 to 01.01.2023
Donna Hodge	01.01.2020 to 01.01.2023
Ed Hughes	22.10.2020 to 21.10.2024
Co-opted Vacancy	
Claire Stringer	N/A

<i>Chair of the Governing Body</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>
<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 disability discrimination).

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	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
<b>Quorum</b>	The quorum for a committee is a minimum of three full governors.
<p><b>Reporting arrangements <u>must</u> 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</b></p>	
<p><b>These terms of reference agreed by the governing body.....16/09/2020.....</b></p>	

<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
Margaret Patrick	16.9.2020
Tim Sutcliffe (Staff)	16.9.2020
Rachael Boswell	16.9.2020
Srividya Venkat	16.9.2020
Donna Hodge	16.9.2020
<b>Chair of the Committee</b>	<b>Margaret Patrick</b>
<b>Clerk to the Committee</b>	Angela Brown

## Long Lawford Primary School Terms of Reference 2020/2021

<b>Resources Committee</b>	
<b>Finance</b>	In consultation with the Head teacher, 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 Head teacher, to approve contracts and orders for spending, identified in the budget up to value of £12,000.
	In consultation with the Head teacher, 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

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	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 Head teacher and agree the pay of all members of staff, excluding the Head teacher, 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 schools compliance with regards to <b>GDPR, 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>Quorum</b>	The quorum for a committee is a minimum of three full governors.
<b>These terms of reference agreed by the governing body.....16/09/2020.....</b>	

<i>Name of Governor</i>	<i>Date Appointed to the Committee</i>
Sharon Smyth	16.9.20
Paul Wilkinson	16.9.20
George Hulene	16.9.20
Gerry White	16.9.20
Stacey Corcoran	16.9.20

<i>Chair of the Committee</i>	Sharon Smyth
<i>Clerk to the Committee</i>	Angela Brown

## Terms of Reference for Panel Hearings

- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, where the Head teacher is the subject of the action.
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Head teacher.
- To make any determination or decision under the Governing Board's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Board.
- All panels will follow the relevant Governing Board approved policy, procedure and guidance.

NB: Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

### Membership (not less than 3)

**Any three governors** from a pool of governors [comprising the whole Governing Board], who are:

1. *Suitably qualified to undertake the role, and*
2. *Available on the date specified*

*The Head teacher is disqualified from serving in this role.*

*Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.*

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

16/09/2020

## Terms of Reference for the Head Teacher Appraisal Group

- To meet annually before the 31<sup>st</sup> December with the Governing Board appointed external advisor and Head teacher.
- To review, with the support of the independent advisor, the performance of the head teacher against the agreed appraisal objectives and determine the recommendation on pay progression.
- To consult with an independent external advisor to determine the head teacher appraisal objectives for the coming year ensuring they are SMART.
- Inform the Head teacher of the standards against which their performance will be assessed.
- To prepare and agree the Head teacher appraisal review statement, and report to the Governing Board.
- To monitor through the year, including a mid-year review meeting, the performance of the Head teacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Board in respect of pay progression.

### Membership:

**3 Governors, including the Chair of the Governing Board, (not the Vice Chair as well).**

*The Chair of the panel to not be the Chair of the Governing Board.*

*Neither the Head teacher nor staff governors may serve on this group.*

Sharon Smyth (Chair)

Margaret Patrick

Stacey Corcoran

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

16/09/2020

## Terms of Reference for the Pay Panel

- The Governing Board will delegate all pay decisions with the exception of decisions relating to the pay of the Leadership team to the Head Teacher. All decisions relating to the pay for members of the Leadership team, including the Head teacher will be taken by a Committee of the Governing Board.
- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff / Leadership group in accordance with the Pay policy and reach decisions through the application of any relevant criteria measured by the School's performance appraisal process.
- To consider fully all recommendations for pay progression and any other relevant information made available.
- To ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten working days of the decision being made.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Board changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Board.
- To recommend to the Governing Board the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect.
- All decisions made by the Pay Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant.
- This will include any recommendation made by an employee's appraiser.
- All decisions regarding pay progression for teachers, including the Leadership Group should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

### Membership:

#### 3 Governors

*Neither the Head teacher nor staff governors may serve on this group. Both the Chair and Vice Chair of Governors being members of the Pay Panel should be avoided as this will inhibit one of these key, senior roles being available for any pay appeals that may arise.*

**Pay Panel Membership to be made up of those Governors on the Resources Committee.**

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

16/09/2020