



**Worlingham C of E VC Primary School**

**Committee Structure**

**and**

**Terms of Reference**

**23.6.2020**



## 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 Suffolk County 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

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

## 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

**Disqualification – Governors, Associate Members, the Headteacher**

## 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

**Disqualification – none**

## The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ 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

**Disqualification – the Headteacher**

# 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**

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

<b>These terms of reference agreed by the Governing Body</b>	23.6.2020
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Name of Governor	End of term of Office
Mr Paul Seeman	
Mr B Axon	17.06.23
Mr M Bodmer	22.11.21
Mrs S Brennan	17.06.23
Mrs M Brown	30.04.21
Mr M Brown (Associate Member)	17.06.21
Mrs C Crossland	30.04.21
Mr P Hobbs	01.12.23
Mrs W Jennings	30.04.21
Mrs H Marchand	30.04.21
Mr O Garwood	29.09.23
Mrs S Holbrough	29.09.23
Rev'd P Cudmore	30.06.23
Mr M Clackett	22.06.24
Mrs L Hughes (Associate Member)	22.06.24

<b>Chair of the Governing Body</b>	Mr Matt Bodmer and Mr Peter Hobbs
<b>Vice Chair of the Governing Body</b>	Mrs Stephanie Holbrough
<b>Clerk to the Governing Body</b>	Mr Paul Widdowson
<b>Quorum</b>	<b>7</b>

# Hearings Committee

## Terms of reference:

- To adjudicate upon the Headteacher's recommendation to dismiss any member of staff.
- **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.

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

**Membership** – not less than 3 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher, Staff Governors

(It is suggested that only experienced Governors be appointed to this committee and that 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>	23.06.2020
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Name of Governor	Date Appointed to the Committee
Mr B Axon	19.09.17
Mrs C Crossland	03.12.19
Mrs M Brown	03.12.19

<b>Chair of the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Clerk to the Committee *</b>	To be appointed by the Chair of Governors as appropriate.
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	2000	<b>Date of next review:</b>	23.06.2021
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# 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\*.
- To consider any appeal against decisions on pay\*.

\*cannot be delegated to an individual

**Membership** – no fewer members than the Hearings Committee

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

(It is suggested that only experienced Governors be appointed to this committee and that 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>	28.04.2020
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Name of Governor	Date Appointed to the Committee
Mr O Garwood	23.06.20
Mrs S Holbrough	28.04.20
Mrs H Marchand	03.12.18

<b>Chair of the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Clerk to the Committee *</b>	To be appointed by the Chair of Governors as appropriate.
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	2000
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<b>Date of next review:</b>	23.06.2021
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# Health and Safety Committee

## Terms of reference:

- To advise the Governing Body on priorities for the Health and Safety and Security of the school.
- To review annually in the first half of the Autumn Term the Governing Body's Health and Safety Policy.
- To make recommendations to the Finance Committee on Health and Safety related expenditure.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.
- To review annually in the first half of the Autumn Term the Governing Body's Accessibility Plan.
- To oversee arrangements and Risk Assessments for educational visits and the appointment of a named co-ordinator.
- To review termly the Incident Report Forms and records of incident outcomes and the subsequent investigations.
- To carry out a termly visual inspection of the school.

These terms of reference agreed by the Governing Body	23.06.2020
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Name of Governor	G/AM	Date Appointed to the Committee
Mr P Seeman	G H/T	
Mr M Brown	Deputy H/T, TUS rep & AM	11.10.05
Mrs M Brown	G	05.03.13
Mrs S Brennan	G	03.12.18
Mr M Bodmer	G	16.06.15
Mr K Copeman	Caretaker	14.02.14
Mrs L Hughes	Bursar	03.12.18

Chair of the Committee	Mr Matt Bodmer
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Clerk to the Committee	To be appointed by the Chair of Governors as appropriate.
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	2000
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Date of next review:	23.06.2021
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# 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 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> 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.

## Membership – 3 or 5

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.

## Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

<b>These terms of reference agreed by the Governing Body</b>	23.06.2020
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Name of Governor	Date Appointed to the Committee
Mrs H Marchand	03.12.19
Mr B Axon	03.03.15
Mr P Hobbs	19.09.17

<b>Chair of the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Clerk to the Committee *</b>	LA Clerk
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\*May be provided by the LA's Pupil Discipline Clerking Service if purchased

<b>Quorum:</b>	<b>3</b>
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<b>Date Committee established</b>	2000
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<b>Date of next review:</b>	23.06.2021
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# Finance Committee

**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 and present to the Governing Body at least termly.
- To consider all virements and present them to the Governing Body for approval.
- To ensure that the school operates within the Financial Regulations of the County Council..
- 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.

**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>	23.06.2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr P Seeman	G H/T	
Mrs H Marchand	G	19.09.17
Mrs L Hughes	Bursar	01.09.04
Mr M Bodmer	G	24.11.15
Mrs S Holbrough	G	03.12.19

<b>Chair of the Committee</b>	Mr Matt Bodmer
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<b>Clerk to the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	2000
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<b>Date of next review:</b>	23.06.21
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# Curriculum and Ethos Committee

## 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 agree the relevant annual Key Stage target setting for pupil achievements and monitor outcomes.
- To oversee arrangements for individual Governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To regularly review the policies and provision for Religious Education and whole school daily act of Collective Worship to ensure that these policies contribute to actively manifesting the Christian faith through every aspect of school life.
- To regularly review the policy and provision for Sex Education.
- To ensure that the requirements for children with Special Educational Needs are met.
- To ensure that all school leaders contribute to sustaining developing and nurturing the school's Christian ethos and that Christian principles are embedded in the policies and day to day life of the school.
- To ensure school leaders and Governors focus on and use Christian values to promote a distinctive Christian vision for the school, fostering a corporate life which seeks to glorify God in striving for the full human potential of each person whether pupil, staff, parent or Governor.
- To ensure that the school through its distinctive Christian character meets the needs of all learners.
- To ensure learning and teaching in Religious Education is effective and progress in pupils' learning is assessed and that Collective Worship inspires and enhances the spiritual development of pupils and staff of all faiths and none.
- To regularly monitor and review the school's self-evaluation as a Church school, ensuring that this is ongoing, contributes to school improvement and ensures good preparation for a SIAMS inspection.

<b>These terms of reference agreed by the Governing Body</b>	23.06.2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr P Seeman	G H/T	
Mrs M Brown	G	05.03.13
Mr P Hobbs	G	30.11.15
Rev'd P Cudmore	G	03.12.19
Mrs W Jennings	G	03.12.19
Mr B Axon	G	03.12.19

<b>Chair of the Committee</b>	Mrs M Brown
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<b>Clerk to the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	4
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<b>Date Committee established</b>	2000
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<b>Date of next review:</b>	23.06.2021
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# Personnel Committee

## Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance 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 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 personnel related expenditure, including pay, to the Finance Committee.

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

## 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>	23.06.2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr P Seeman	G H/T	
Mrs C Crossland	G	19.09.17
Mr P Hobbs	G	08.03.16
Mrs H Marchand	G	03.12.18
Mr O Garwood	G	03.12.19

<b>Chair of the Committee</b>	Mr P Hobbs
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<b>Clerk to the Committee</b>	To be appointed by the Chair of Governors as appropriate.
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	2000
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<b>Date of next review:</b>	23..06.2020
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# Headteacher's Performance Review Group

## Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance 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 Committee in respect of awards for the successful meeting of targets set.

**Membership – 2 or 3, but** In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

## Disqualification –

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	23.06.2020
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Name of Governor	Date Appointed to the Group
Mr M Bodmer	19.09.17
Mr P Hobbs	17.10.16
Mr B Axon	03.12.19

<b>Chair of the Group</b>	Mr M Bodmer
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<b>Review Officer</b>	School Adviser
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<b>Quorum (minimum of 2 suggested)</b>	3
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<b>Date Group established</b>	2000
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<b>Date of next review:</b>	23.06.2021
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# 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, the Curriculum Committee or the Steering Group, 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.
- ❖ LAC Governor liaising with Headteacher and reporting to Curriculum Committee/Governing Body.

Area Of Responsibility*	Name of Governor	Liaising with	Reporting to
Safeguarding	<b>Mr B Axon</b> Mr O Garwood	DSL	Personnel C'tee/Gov. Body
SEND/Equalities	<b>Mrs H Marchand</b>	SENCO/Headteacher	Curriculum C'tee/Gov. Body
Link Governor	Vacancy	LA Governor Support	Governing Body
Gifted and Talented	<b>Mr O Garwood</b> Mrs H Marchand	Gifted & Talented Co-ordinator	Curriculum C'tee/Gov. Body
English/Library	<b>Mrs C Crossland</b> Mrs S Holbrough	English Subject Leader	Curriculum C'tee/Gov. Body
Mathematics	<b>Mrs H Marchand</b> Mr B Axon	Mathematics Subject Leader	Curriculum C'tee/Gov. Body
Target Setting	<b>Mr M Bodmer</b> <b>Mr P Hobbs</b> <b>Mr B Axon</b>	Headteacher	Curriculum C'tee/Gov. Body
LAC & Pupil Premium Children	<b>Mr B Axon</b>	Headteacher	Personnel C'tee/Gov. Body
Assessment/Attainment	<b>Mrs H Marchand</b>	Headteacher/Subject Leader	Curriculum C'tee/Gov. Body
Art/DT	<b>Mrs M Brown</b>	Art Subject Leader	Curriculum C'tee/Gov. Body

RE/Collective worship	<b>Mr P Hobbs</b> Rev'd P Cudmore	Headteacher/RE Co-ordinator	Curriculum C'tee/Gov.Body
SMSC & British Values	<b>Mr P Hobbs</b> Rev'd P Cudmore	SMSC & British Values Subject Leader	Curriculum C'tee/Gov.Body
Science	<b>Mr P Hobbs</b> Mrs C Crossland	.Science Subject Leader	Curriculum C'tee/Gov.Body
History & Geography	<b>Mr B Axon</b>	History & Geography Subject Leader	Curriculum C'tee/Gov.Body
Music	Mr M Bodmer Mr O Garwood	Music Subject Leader	Curriculum C'tee/Gov.Body
PE	<b>Mr M Bodmer</b>	PE Subject Leader	Curriculum C'tee/Gov.Body
Primary Languages	Mr P Hobbs	Primary Language Subject Leader	Curriculum C'tee/Gov.Body
On-Line Safety and Computing	<b>Mr M Bodmer</b>	Headteacher/DSL	Personnel & H&S C'tees/Governing Body
Prevent	<b>Mr M Brown</b> <b>Mr M Bodmer</b>	Headteacher	H&S C'tee/Governing Body
DSL	<b>Mr M Brown</b>	Headteacher/Chair of Governors	Governing Body

\*For example, a curriculum subject, a key stage, a year group.

<b>These terms of reference agreed by the Governing Body</b>	23.06.2020
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<b>Date Delegation Agreed</b>	2000
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<b>Next review date</b>	23.06.2021
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# Meeting Dates for the Academic Year

2020/2021

<b>Meeting</b>	<b>Autumn term</b>	<b>Spring term</b>	<b>Summer term</b>
Briefing of Chair of Governors by the LA			
Curriculum and Ethos Committee	10.11.20 10.00am	To be arranged	To be arranged
Finance Committee	11.11.20 4.30pm	To be arranged	To be arranged
GOVERNING BODY 1	01.12.20 4.30pm	23.03.21 4.30pm	22.06.21 4.30pm
Personnel Committee	10.11.20 4.30pm	To be arranged	To be arranged
Headteacher's Performance Review Group	To be arranged		
Health & Safety Committee	11.11.20 4.30pm	To be arranged	To be arranged
GOVERNING BODY 2			