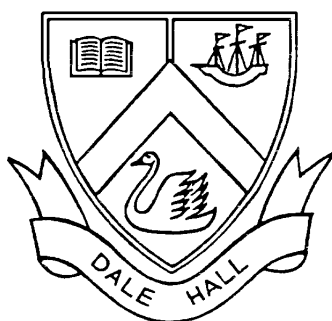


Committee Structure
and
Terms of Reference
Dale Hall Primary School
2022-2023



The Role of the Chair of the Governing Body

- To ensure that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement and development
- Attracting governors with the necessary skills and ensuring tasks are delegated across the governing body so that all members contribute and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared
- To establish and foster an effective relationship with the Headteacher by offering support, challenge and encouragement, holding the Headteacher to account and making sure that performance management is rigorous and robust
- Ensure that school improvement and development is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement and development priorities
- Ensure that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that governing body business is conducted efficiently and effectively.

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 procedural and legal matters, duties and powers
- 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 – Headteacher

The Role of the Clerk to Committees

- 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 key role of the Governing Body is to:

- ensure clarity of vision, ethos and strategic direction
- hold the school leaders to account for the educational performance of the organisation and its pupils and the performance management of the staff
- oversee the financial performance of the organisation and make sure that its money is well spent

Terms of reference:

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development/Improvement Plan
- To allocate targets within the School Development Plan to committees to monitor progress and success criteria on a termly basis
- To monitor progress and evaluate the effectiveness of the priorities allocated to the within the School Development Plan
- To review and challenge internal and externally available pupil data in relation to the educational performance of the school.
- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To draw up the instrument of government and any amendments thereafter*
- 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 review the delegation arrangements annually* (*links to SFVS evidence 3*)
- 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 (*if not delegated to a committee*)
- To set up a Register of Governors' Business Interests
- (*links to SFVS evidence 20*) *unless delegated to the Finance Committee*
- To review and monitor the Summary School Self Evaluation Form annually
- To formally approve and adopt the School Development Plan (*links to SFVS evidence 29*)
- To review and formally approve the Governing body Decision Planner on an annual basis (*links to SFVS evidence 1*)
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures (*links to SFVS evidence 7*)
- To consider training requirements on a regular basis to include whole Governing body and individual governor training (*links to SFVS evidence 24*)
- To ensure all documents required under statutory regulation are published on the school's website
- To review and approve any policies as delegated by the Governing Body (see list)

- To review and agree the Governor Code of Conduct on an annual basis
- To approve arrangements for Type 2 visits including the monitoring of risk assessments
- To carry out an annual evaluation of the governing body and review impact
- To maintain a current list of policies, detailing which committee is responsible for them and the date of review and to draw the Committee Chair's attention to any concerns or backlog
- *Any items which individual governing bodies may wish to include*

***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

These terms of reference agreed by the Governing Body		27.09.22
Name of Governor	End of term of Office	
Frith Allum	Associate Governor	
Hansa Bhatt	09.02.24	
Trish Clarke	11.01.23	
John Clinton	14.12.24	
Chris Cox	12.10.25	
Jo Dedicoat	Head Teacher	
Lesley Fisk	14.12.24	
Angela Gage	28.01.23	
Alice Hardie	12.11.22	
Christine Hayward	Associate Governor - September 2023	
Vici Morris	Associate Governor - September 2023	
Martyn Reason	28.01.23	
Ivy Scott	10.12.22	
Sarah Sheridan	13.05.23	
Jade Spalding	Associate Governor	
Chair of the Governing Body	Angela Gage	
Vice-Chair of the Governing Body	John Clinton	
Clerk to the Governing Body	Joy Stodart	
Quorum:	One half of the number of Governors in post	

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
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 3 members

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee i.e. there must be an equal number of governors on both committees and governors can only sit on hearings or appeals)

Disqualification – The Headteacher

Any members of the Appeals Committee

(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)

These terms of reference agreed by the Governing Body	27.09.22
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Name of Governor	Date Appointed to the Committee
To be appointed from Governing Body	
(reserve)	

Chair of the Committee	
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Clerk to the Committee *	
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	11.12.18	Date of review:	27.09.22
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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*
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(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)

These terms of reference agreed by the Governing Body	27.09.22
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Name of Governor	Date Appointed to the Committee
To be appointed from Governing Body	
(reserve)	

Chair of the Committee	
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Clerk to the Committee *	
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	11.12.18
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Date of review:	27.09.22
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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 within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
the exclusion is permanent;
it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Body.

Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three 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)

These terms of reference agreed by the Governing Body	27.09.22
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Name of Governor	Date Appointed to the Committee
To be selected from whole Governing Body	

Chair of the Committee	
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Clerk to the Committee *	
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*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
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Date Committee established	13.12.17
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Date of review:	27.09.22
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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 scrutinise and review on an annual basis (statutory requirement), a Pay Policy for all categories of staff
- Monitor the arrangements for the performance management of staff including CPD
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (*links to SFVS evidence 26*)
- Monitor the arrangements for the induction and training of NQT
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (*links to SFVS evidence 21*)
- To approve and review a Performance Management policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the headteacher (*links to SFVS evidence 4*)
- 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 be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To review and agree policies as delegated by the Governing body (please see list)
- *Additional items which individual Governing Bodies may wish to include*

* The Head teacher's 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

These terms of reference agreed by the Governing Body	27.09.22
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Jo Dedicoat	G	
Sarah Sheridan	G	
Angela Gage	G	
Hansa Bhatt	G	
Trish Clarke	G	

Chair of the Committee	Trish Clarke
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Clerk to the Committee	Louise Wegg
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Quorum (minimum of 3, committee can determine higher number)	3
Date Committee established	/ /
Date of review:	27.09.22

Finance and Resources Committee

Finance Terms of Reference:

- To review and formally approve policies as delegated by the Governing body (please list)
- In consultation with the Headteacher, to draft (and approve) (*if delegated authority given to the committee*) the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly) (*links to SFVS evidence 22*)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans - links to SFVS evidence 9)
- 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 (*links to SFVS evidence 10*)
- To review the Outturn Report and report any significant variances from the original budget to the Governing body (*links to SFVS evidence 13*)
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis (links to SFVS evidence 39)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable (links to SFVS evidence 43)
- To take a recommendation to the Governing body for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (*links to SFVS evidence 18/19*)
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS *links to SFVS evidence 30*)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To monitor the impact of grants and to review whether the money has been well spent
- To review and approve the charges and remissions policies and expenses policies and best value statement (*links to SFVS evidence 27/33/34*)
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- 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
- To be responsible, in conjunction with the Personnel Committee, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
- To review and agree policies relating to Finance as delegated by the Governing body (*please list*) e.g. *Finance Policy*, (*links to SFVS evidence 2*)
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (*links to SFVS evidence 11*)

- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (*links to SFVS evidence 23*)

Continued./

Premises Terms of Reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises (*links to SFVS evidence 14/17*)
- To oversee arrangements for repairs and maintenance (*links to SFVS evidence 14/17*)
- To make recommendations to the Finance Committee on premises-related expenditure (*links to SFVS evidence 14*)
- In consultation with the Headteacher and the Finance 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 (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated (*please list*)
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

These terms of reference agreed by the Governing Body

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
John Clinton	G	
Chris Cox	G	
Jo Dedicoat	G	
Alice Hardie	G	
Martyn Reason	G	
Roxanne Downes	AM	

Chair of the Committee Martyn Reason

Clerk to the Committee Louise Wegg

Quorum (minimum of 5, committee can determine higher number)

Date Committee established 5/5/2015

Date of review: 27.09.22

Learning and Development Committee

Terms of reference:

- To review anonymised SATs data, ASP information and other external data reports if not undertaken by Governing body.
- Monitor the impact of Pupil Premium and Sports Premium
- Ensure that the requirements of pupils in vulnerable groups are met
- To be informed alongside the governing body on quality of provision and other matters relating to the school's curriculum, including statutory requirements
- To consider how the school is preparing children to be life ready, including how to be active, healthy citizens
- To consider how the school supports the wellbeing of our pupils
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review and agree policies as delegated by the Governing body (please see list)
- To review the provision for Relationship and Health Education
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body

27.09.22

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
John Clinton	G	
Lesley Fisk	G	
Angela Gage	G	
Ivy Scott	G	
Frith Allum	A	

Chair of the Committee

Angela Gage (Acting Chair)

Clerk to the Committee

Louise Wegg

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee established	/ /
Date of review:	27.09.22

Headteacher's Performance Review Group

Terms of reference:

Headteachers Performance Review

- 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,

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	15.12.20
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Name of Governor	Date Appointed to the Group
Trish Clarke	27.09.2022
Angela Gage	

Chair of the Group	Angela Gage
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Quorum (minimum of 2 suggested)	2
Date Group established	

Date of review:	27.09.22
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Pay Review Group

Terms of reference:

- Scrutinise and review the annual pay policy prior to it being received by the personnel committee
- Scrutinise and review the performance management policy prior to it being received by the personnel committee
- to be responsible for the administration of the pay policy and respond to any requests for discretionary payments in a timely manner which may arise from time to time in line with the pay policy
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- *Additional items which individual Governing Bodies may wish to include*

Membership – 3

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	28.09.21
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Name of Governor	Date Appointed to the Group
Trish Clarke	
Angela Gage	
Martyn Reason	

Chair of the Group	Angela Gage
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Quorum (minimum of 3 suggested)	3
Date Group established	21.03.18

Date of review:	27.09.22
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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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation
- To regularly report to the Governing Body or the Committee, which 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
- To agree any specific requirements of the role directly with the governing body
- *Any items which individual governing bodies may wish to include*

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

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Chair	Angela Gage		Governing Body
Vice Chair	John Clinton		Governing Body
Child Protection	Angela Gage	Child Protection Coordinator	L & D Comm
Inclusion	Ivy Scott	Headteacher/SENCO	Governing Body
Looked After Children	Angela Gage	Headteacher/LAC Co-ordinator	L & D Comm
Safeguarding	Angela Gage	Headteacher/ DSL	Governing Body
Joint Health and Safety	Ivy Scott	Headteacher/ SBM	Governing Body
Joint Health and Safety	Sarah Sheridan	Headteacher/ SBM	Governing Body

These terms of reference agreed by the Governing Body	28.09.21
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Date Delegation Agreed	
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Date of review:	27.09.22
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