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The Full Governing Body (statutory)

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.

Three core strategic functions of the FGB:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the School and its pupils
- Overseeing the financial performance of the School and making sure that its

Terms of reference:

- To meet a minimum of four times a year
- **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 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***
- Any items which individual governing bodies may wish to include

Strategic vision and governance

- To ensure clarity of vision, ethos and strategic direction
- To meet with the Headteacher/Senior Leaders and review and agree the School Development Plan (SDP) and Self Evaluation Form (SEF).
- To monitor action plans following External Audits (e.g. Ofsted/ Finance Audits and review the impact of these.
- To review the school's Vision, Strategic Objectives and review the impact of the actions toward these.
- To monitor GDPR matters and receive notice of breaches
- To review the impact of the Governing Board using available review tools:

*these matters **cannot** be delegated to either a committee or an individual

Terms of reference agreed by the governing body on: 17th September 2026

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Membership: As per the Instrument of Government. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

Disqualification: As per Regulation 22 and Schedule 6 of the School Governance (England) Regulations 2007.

Chair of the governing body:	Sue Barkway
Vice-chair of the governing body:	Craig Taylor
Clerk to the governing body:	Hannah Coleman
Quorum: (one half of the number of governors currently appointed, rounded up)	6

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Finance, Staffing & Premises Committee

Terms of reference:

- To appoint a chair to the committee
- To meet six times per year

Finance

- In consultation with the headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- To ensure that the school operates within the financial regulations and guidance of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure sufficient funds are available for all pay increments
- To ensure that priorities in the school development plan are appropriately financed
- To monitor pupil premium and sports grant spend

Premises

- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- In consultation with the headteacher 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

Staffing

- To draft and keep under review the staffing structure in consultation with the headteacher
- To review 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 with appropriate delegation to the headteacher
- To review a performance management policy for all staff*
- To receive a written report from the headteacher on the impact of Performance Management and the needs for staff training and development, and make appropriate recommendations to the governing body
- 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 consider any appeal against a decision on pay grading or pay awards.

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Generally

- To report back to the governing body
- Additional items which individual governing bodies may wish to include
- Meetings can be held in person, remotely or hybrid

*The Headteacher Performance Management Panel could be formed from this committee, but its members should have received the appropriate training.

Terms of reference agreed by the governing body on: 17th September 2026

Name	**Governor or Associate Member**	**Voting rights**
Donna Evans	Governor	Yes
Craig Taylor	Governor	Yes
Iain Williams	Governor	Yes
Sue Barkway	Governor	Yes
Phil Holliday	Governor	Yes

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.

Chair of the committee:	Phil Holliday
Clerk to the committee:	Hannah Coleman

Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date committee established:	Long standing committee
Date of review by governing body:	September 2027

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Curriculum, Teaching & Learning and Pastoral Committee

Terms of reference:

- To appoint a chair to the committee
- To meet six times a year (alternating between T&L and P) * new September 2022
- 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 consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the FSP Committee or the governing body
- To make arrangements for the governing body to be represented at School Improvement discussions with the LA and for reports to be received by the governing body
- 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 the above and advise the governing body
- To oversee arrangements for educational visits
- To act as a critical friend for curriculum development
- To discuss matters relating to safeguarding
- To monitor attendance data
- To review RSE curriculum
- To address behaviour matters and make recommendations to the governing body
- To address relevant elements of the SEF and SDP priorities
- To monitor mental health and wellbeing for pupils and staff
- 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*
- To report back to the governing body
- Additional items which individual governing bodies may wish to include
- Meetings can be held in person, remotely or hybrid

*If not covered by the Pupil Disciplinary Committee

Terms of reference agreed by the governing body on: 17th September 2026

Name	**Governor / Associate Member**	**Voting Rights**
Sue Barkway	Governor	Yes
Donna Evans	Governor	Yes
Laura Constable	Governor	Yes
Katie Donaldson	Governor	Yes

Chair of the committee:	Katie Donaldson

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Clerk to the committee:	Hannah Coleman

Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date committee established:	Long standing committee
Date of review by governing body:	September 2027

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Headteacher's Performance Management Panel (statutory)

Terms of reference:

- To arrange to meet with the external adviser to discuss the headteacher's performance objectives
- To review annually the overall performance of the headteacher with the external adviser
- To decide, with the support of the external adviser, whether the targets have been met and to set new objectives annually
- To monitor through the year the overall performance of the headteacher and performance set against the objectives
- To make recommendations to the FSP Committee in respect of awards as a result of judgements of the overall performance of the headteacher and for the successful meeting of objectives set
- To report back to the governing body either directly or through a delegated committee
- Additional items which individual governing bodies may wish to include

Terms of reference agreed by the governing body on: 17th September 2026

Name of governor	**Date appointed to panel**
Craig Taylor	Long-standing
Sue Barkway	Long-standing

Chair: Will be appointed at the time.
Membership: Minimum of two governors in community schools, but three recommended for continuity and to accommodate illness.
Disqualification: The headteacher and any governor paid to work at the school

Quorum: (minimum of 2 suggested)	2
Date of review by governing body:	September 2027

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Hearings Committee (statutory)

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 eg 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 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
- To report back to the governing body
- Additional items which individual governing bodies may wish to include

*Cannot be delegated to an individual

Terms of reference agreed by the governing body on: 17th September 2026

Name of governor	**Date appointed to committee**
Phil Holliday	September 2026
Craig Taylor	September 2026
Iain Williams	September 2026

Chair of the committee:	Appointed at the time the panel is convened
Clerk of the committee:	Hannah Coleman

Membership: No fewer than 3 governors. 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.

Disqualification: The headteacher

Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date of review by governing body:	September 2027

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Appeals Committee (statutory)

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 eg disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy
- To report back to the governing body
- Any items which individual governing bodies may wish to include

*Cannot be delegated to an individual

Terms of reference agreed by the governing body on: 17th September 2026

Name of governor	**Date appointed to committee**
Katie Donaldson	September 2026

Chair of the committee:	Appointed at the time the panel is convened
Clerk of the committee:	Hannah Coleman

Membership: No fewer members than the Hearings Committee. 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.

Disqualification: The headteacher and any members of the Hearings Committee

Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date of review by governing body:	September 2027

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Pupil Discipline Committee (statutory)

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 6th and 50th school day 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 6th and 15th school day after receiving notice of the exclusion)
- To report back to the governing body
- Any items which individual governing bodies may wish to include

Terms of reference agreed by the governing body on: 17th September 2026

Name of governor	**Date appointed to committee**
Sue Barkway	September 2026
Katie Donaldson	September 2026
Phil Holliday	September 2026
Craig Taylor	September 2026
Iain Williams	September 2026

Chair of the committee:	Appointed at the time the panel is convened
Clerk of the committee:	Hannah Coleman

Membership: The governing body may nominate a pool of governors from which 3 or 5 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, 4 members consider an exclusion, the chair of the committee has the casting vote. (It is suggested that neither the chair of governors nor a member of staff, due to probable prior knowledge, should be a member.)

Disqualification: The headteacher and any governor with prior knowledge of the pupil or the incident.

Quorum: (minimum of 3 full governors, committee can determine a higher number)	3
Date of review by governing body:	September 2027

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Delegation of responsibility to individuals (link governors)

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference. For a detail of where functions cannot be delegated to an individual see item 1 in these notes of guidance.

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 through the CTL Committee, 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
- Any items which individual governing bodies may wish to include

Terms of reference agreed by the governing body on: 17th September 2026

Area of Responsibility	Name of Governor	Liaising with
Safeguarding	Sue Barkway	Safeguarding co-ordinator
Inclusion (SEND, PP & LAC)	Iain Williams	SENCO/Headteacher
Health & Safety	Craig Taylor	Headteacher
GDPR	Iain Williams	Headteacher

Date delegation agreed:	17th September 2026
Date of review by governing body:	September 2027