BIRCHWOOD & HOLBROOK PRIMARY SCHOOLS PARTNERSHIP

Governing Body Terms of Reference 2025-26

Terms of Reference adopted on: tbc

Review date: 1st Governing Body meeting of Autumn Term 2026

Signed (Chair of Governors):

Purpose

The core functions of the Governing Body are and include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined.
- that the Executive Headteacher performs their responsibilities for the educational performance of the school.
- the sound, proper and effective use of the school's financial resources.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2)

Membership

Membership – As per the Instrument of Governance. Number of governors is 12. A chair and vice-chair will be elected, and a clerk will be appointed.
Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations.

Quorum

One half of the number of Governors in post.

Roles

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 Executive 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 Executive Headteacher and provides strategic Direction.

Disqualification – The Executive Headteacher, Staff Governors, Staff Members

The Role of the Vice Chair of the Governing Body

- To deputise the role of the Chair and cover the role of Chair in their absence.

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Executive 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 Executive 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 – the Executive Headteacher, Heads of School, Staff Governors, Staff Members

THE ROLE OF THE GOVERNING BODY

The Full Governing Body decides all policy matters concerning the management of the school, taking into account the requirements of legislation. The Full Governing Body may delegate any of its statutory functions to a committee, a working/steering party, a Governor or to the Executive Headteacher, subject to prescribed restrictions.

The Governing Body has the following core strategic functions:

Establishing the strategic direction, by:
• Setting the vision, values, and objectives for the school.
• Agreeing the school improvement strategy with priorities and targets.
• Meeting statutory duties.

Ensuring accountability, by:
• Appointing the Executive Headteacher.
• Monitoring progress towards targets.
• Performance managing the Executive Headteacher.
• Engaging with stakeholders.
• Contributing to school self-evaluation.

Ensuring financial probity, by:
• Setting the budget.
• Monitoring spending against the budget.
• Ensuring value for money is obtained.
• Ensuring risks to the organisation are managed.

To enable the Governing Body to ensure financial probity the Resource Committee will follow Government recommended 'good practice' by incorporating Key Performance Indicators (KPI) into their monitoring. This will involve benchmarking against other similar schools and linking finance resources with school improvement targets.

All Governors are required to attend Finance Training regularly and at least bi-annually for those involved with the Resources Committee.

The school 'Three Year Budget' will be monitored termly, so attempting to identify trends and projected financial impacts of any changes forecast.

Resource Committee members will actively support the preparation and implementation of the annual Schools Financial Value Standard (SFVS) throughout the year, thereby having an on-going and accurate overview of the school's income and spending patterns at all times.

The Governing Body will undertake these functions by:

Planning, review and monitoring

• Review, approve and monitor the School Improvement & Development Plan (SIDP).
• Review, approve and monitor the School Evaluation Form (SEF).
• Establish, approve and adhere to the school monitoring (SEP school visits) policy, process and feedback procedure.
• Set dates of meetings for the year ahead.
• Agree curriculum plans.
• Receive regular updates on pupil progress and attainment.
• Receive the Headteachers' report.
• Receive reports from governors with governor link responsibilities.
• Review Admissions.
• Receive and consider proposals for change of status.
• Note term dates for the academic year and agree the Professional Development days.
• Review, monitor and evaluate examination/national test results.
• Review and evaluate the level of exclusions and attendance.
• Review, adopt and monitor the procedures for dealing with complaints from parents/carers.
• Monitor and evaluate attendance of pupils/staff/governors.
*Agree, monitor and evaluate Pupil Premium and PE plans and spending.
• Involve all stakeholders in review of values and vision for the school.

Structure and Training

- Establish and review an Instrument of Governance.
- Establish and review a Governor's Code of Practice.
- Hold at least 3 full Governing Body meetings per academic year (1 per term) and 3 informal full Governing Body meetings per academic year.
- Elect or remove Chair or Vice-Chair.
- Appoint or remove Clerk.
- Recruit new governors and co-opt associate members according to their skillset and the SDP.
- Hold Governor elections in accordance with statutory guidance.
- Provide induction for new governors.
- Organise support and training for governors.
- Review the effectiveness of the Governing Body.

Governor Links

- Establish governor link roles and responsibilities and cadence of reporting during Full Governing Body meetings.
- Review annually the delegation of responsibilities, governor link structure, terms of reference and their subsequent roles and responsibilities.
- Delegate functions to governor link roles and working/steering groups.
- Ensure that governor link and working/steering groups are approved by the full Governing Body.
- Appoint governor links.
- Maintain and update annually a file of pecuniary interest declarations.

Executive Headteacher Performance Management

- Ensure at least 3 governors are appointed to complete the Executive Headteacher's Performance Management.
- To arrange the appointment of an External Adviser to review the Headteacher's Performance and give guidance on key objectives for the year.
- Meet with the Executive Headteacher to outline/set the Executive Headteacher's key objectives alongside the External advisor.
- Meet at least twice a year with Executive Headteacher to discuss objectives/progress.
- Measure the results of the previous year in the Autumn Term of the following academic year.

Marketing and Stakeholder (parents, students, teachers) Collaboration

- Ensure the school websites fulfils the statutory requirements.
- Engage with parents and other stakeholders.
- Ensure all stakeholders understand the role, structure and objectives of the Governing Board through varied media, including Governor newsletters.

Use of Technology, e.g. emails, conference calls

- Ensure the attendance of meetings, and participation is "in person" but also adapt to governor's work commitments and allow for approvals to be conducted over email and/or group conference and/or video calls.
- Governors to use secure school email addresses.
- Use email, conference and video calls to hold meetings and Lines of Enquiry / monitoring tasks if necessary.
- Governor Hub to be used as a tool for communication.

Chair of the Governing Board	Paul HESKETH
Vice Chair of the Governing Board	Andy DALLAS
Clerk to the Governing Board	Catherine HOLMES
Quorum: One half of the number of Governors in post	

Signed: Chair of Governors

<u>Delegation of responsibilities and Committee structure.</u>

The Governing Body will not delegate any functions relating to

- the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations).
- the appointment or removal of the Chair and Vice-Chair.
- the appointment of the Clerk.
- the suspension of governors.
- the delegation of functions and the establishment of committees.

HEARINGS COMMITTEE (Complaints Review Panel)

Terms of reference:

- To make any determination to dismiss any member of staff *(unless delegated to the Executive headteacher)*
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Executive Headteacher is the subject of the action *(cannot be delegated to an individual).*
- To make any decisions relating to any member of staff other than the Executive Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Executive 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 disapplication, and the operation of the Governing Body's charging policy.

Membership: Not less than 3 qualifying members of the Governing Body

Disqualification: The Executive Headteacher, and any members of the Appeals Committee

Quorum: Minimum of 3, of qualified members of the Governing Body.

Terms of reference agreed by the Governing Body: tbc

Clerk to the Committee: to be appointed by Schools' Choice adviser.

Date of review: Autumn 2026 **Signed:**

APPEALS COMMITTEE

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee *(cannot be delegated to an individual).*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability *(cannot be delegated to an individual).*
- To consider any appeal against selection for redundancy *(cannot be delegated to an individual).*

Membership: No fewer qualifying members than the Hearings Committee.

Disqualification: The Executive Headteacher, Heads of School and any members of 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)

Quorum: Minimum of 3 qualified members of the Governing Body.

Terms of reference agreed by the Governing Body: tbc

Clerk to the Committee: to be appointed by Schools' Choice adviser.

Date of review: Autumn 2026 **Signed:**

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.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee.

Membership: minimum of 3 qualifying governors
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 Executive Headteacher, Heads of School and any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Quorum: 3

Terms of reference agreed by the Governing Body: tbc

Clerk to the Committee: to be appointed by Schools Choice adviser.

Date of review: Autumn 2026 **Signed:**

RESOURCES COMMITTEE

Membership:

- All members of the Governing Body are invited to be members of the Resources Committee and are invited to attend and participate in all meetings.

- The Committee may appoint non-voting members (Associate Members) as agreed by the full Governing Body, to act in an advisory capacity when additional knowledge and skills would be advantageous to decision-making.
- Other members of the Governing Body may attend meetings of the Committee and may contribute to discussions on matters under consideration at the discretion of the Chair
- Non-Governor members (Associate Members) may not vote on matters concerning the budget and financial commitments of the Governing Body.

Name of Governor/Associate Member	G/AM
Steve CLOKE	Executive Head Teacher (G)
Daniel CLOVER	G
Rebecca COULSON-PARKER	G
Andy DALLAS	G
Peter FINCH	G
Paul FIRMAN	G
Caroline HETHERINGTON	Executive Business Manager (AM)
Paul HESKETH	G
Alex HOSKING	G
Mike JUDE	G
Chris PERRY	Head of Holbrook (AM)
Annie TYLER	G
Pippa WAKE	Head of Birchwood (AM)
Andy WILESMITH (CHAIR)	G

Quorum

- Quorum of three governors, which can include the Executive Headteacher or his/her designate.
- Governors, who are employed at the Partnership are entitled to sit on this committee, but, with the exception of the Executive Headteacher and Executive Business Manager cannot take part in discussions or decisions relating to the pay or performance review of any staff member.
- The Executive Headteacher and Executive Business Manager have to withdraw from the meeting when his/her pay or performance review is discussed.

Meetings

- The Resources Committee shall meet approximately each half-term, and otherwise as required.
- Core meetings will be scheduled prior to the start of each academic year, while the committee will be alerted to the need for any emergency meetings relating to such issues, as complexities over setting of the budget or a need to review the staffing structure of the

school, at the earliest opportunity by the Executive Headteacher and Chair of the Committee.

Chairing

- The Chair and Vice-Chair of the Committee will be appointed annually at the last full Governing Body meeting of the academic year.
- The terms of reference for the Committee will be reviewed annually at the last meeting of the committee before the final full Governing Body meeting of the summer term, where amendments can be ratified.

Standing Orders:

- The agenda for the meeting should, when possible, be circulated seven days in advance of the meeting.
- Papers for discussion should, when possible, also be circulated seven days in advance of the meeting, to enable committee members to have time to read and prepare.
- The Chair will consider items of Any Other Business brought to the meeting by other committee members and with the Executive Headteacher, will decide whether these should form part of the agenda, or be held for either the next committee meeting, or be addressed at the next full Governing Body meeting.
- Minutes for the meeting will be written with clear actions included and, when possible, these will be distributed to members of the committee for checking within seven days of the meeting.
- If there is an equality of votes for and against a particular resolution the matter will be decided by the casting vote of the Chair.

Terms of Reference:

The fundamental roles of the Resources Committee are to provide assistance, through both support and challenge, to the Executive Headteacher, and clear guidance and advice to the full Governing Body, in all matters pertaining to the budget and finance, personnel issues, including safer recruitment, the school building and grounds with particular reference to security and health and safety.

Finance:

- In consultation with the Executive Headteacher and Executive Business Manager agree and recommend to the full Governing Body a draft budget that is designed to achieve value for money and best outcomes for the children at the Partnership.
- To ensure that the school operates within the financial regulations of the County Council
- To establish and maintain an up-to-date and three year financial plan with reference to the DfE's Schools Financial Value Standard (SFVS).
- To review the SFVS documentation as required and agree an action plan and a clear timetable for any remedial action and take a recommendation for formal approval of the SFVS to the full Governing Body annually.
- To consider a budget position statement including virement decisions at least termly and report significant anomalies from the anticipated position to the full Governing Body.
- To review the Outturn Report and report any significant variances from the original budget to the full Governing Body.
- To receive and review the Cash-flow report prior to presentation to the Governing Body at least annually.

- To consider a medium term plan report at least annually to inform the recovery of deficit if applicable.
- To establish and review a Continuity Plan.
- To make decisions on expenditure following recommendations from other committees, working parties and Curriculum Link Governor roles.
- To monitor expenditure of all voluntary funds on behalf of the Governing Body.
- To monitor ring-fenced budget expenditure, including pupil premium and sports premium.
- To monitor expenditure of the Devolved Capital Fund.
- To monitor the impact of spending decisions on pupil outcomes within the school including of all pupils, and from different groups (for example children from disadvantaged backgrounds, children with SEND).
- To review benchmarking data on an annual basis.
- To review and agree policies relating to finance, as delegated by the Governing Body (e.g. Finance Policy, Record of Financial Responsibility, Charging, Best Value, Bad Debt, Pecuniary Interests).

Site Management:

- To ensure that the school complies with Health and Safety regulations and that Health and Safety issues are appropriately prioritised, with external advice sought when and where appropriate.
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability).
- To carry out termly monitoring walks with the Executive Business Manager and Heads of School to inspect the premises and site to identify issues relating to health and safety, including site security, and general site maintenance and upkeep.
- To approve arrangements and costs for maintenance, repairs and redecoration within the budget allocations.
- In consultation with the Heads of School, to oversee premises-related funding bids.
- To keep under review the School's Accessibility Plan.
- To oversee arrangements, including Health and Safety, for use of school premises by outside users, subject to Governing Body policy.
- To review and agree all policies relating to Premises and Health and Safety as delegated (e.g. Lettings, Health and Safety).

Personnel:

- In consultation with the Executive Headteacher agree and keep under review the staffing structure of the school.
- To draft and approve on an annual basis (statutory requirement) a Pay Policy for all categories of staff and oversee its administration and review.
- To approve and review a Performance Management Policy for all staff and ensure, via reports from the Executive Headteacher and Heads of School, that the Performance Management policy is implemented effectively throughout the school and that all staff are included in the system of performance review.
- To ensure that the Governing Body appoints at least three governors and an external adviser to conduct the Performance Review of the Executive Headteacher.

- Monitor the school's procedures for staff development and the associated impact upon the quality of teaching.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of staff absence.
- To oversee the appointment procedure for all staff and ensure through effective monitoring that all procedures relating to the recruitment, selection and appointment of all staff in the school meet statutory and safeguarding requirements, notably around a fair, consistent and inclusive recruitment process, all pre-employment checks and safer recruitment training.
- To ensure that termly checks are carried out on the Single Central Record.
- To monitor the reasons for staff leaving the school and instigate, organise and review staff exit interviews with an annual report tabled at the start of the Autumn Term.
- To oversee the process leading to any staff reductions.
- To consider any appeal against a decision on pay grading or pay awards.
- To be responsible for determining dismissal payments/early retirement.
- To agree, monitor and review all policies and procedures relating to personnel matters as delegated (e.g. Performance Management, Safer Recruitment, Conduct, Capability, Grievance, Recruitment and Selection, Whistleblowing) and ensure that all staff are reminded of the school's whistleblowing policy on a regular basis.

Date of review: Autumn 2026 **Signed:**

CURRICULUM COMMITTEE

Membership:

- All members of the Governing Body are invited to be members of the Curriculum Committee and are invited to attend and participate in all meetings.
- The Curriculum Committee shall consist of not fewer than three Governors.
- The Committee may appoint non-voting members (Associate Members) as agreed by the full Governing Body, to act in an advisory capacity when additional knowledge and skills would be advantageous to the work of the Committee.
- Non-Governor members (Associate Members) do not have voting rights.

Name of Governor/Associate Member	G/AM
Steve CLOKE	Executive Head Teacher G
Daniel CLOVER	G
Rebecca COULSON-PARKER	G
Andy DALLAS	G
Peter FINCH	G
Paul FIRMAN	G
Caroline HETHERINGTON	Executive Business Manager (AM)
Paul HESKETH	G
Alex HOSKING	G
Mike JUDE	G
Chris PERRY	Head of Holbrook (AM)
Annie TYLER (CHAIR)	G
Pippa WAKE	Head of Birchwood (AM)
Andy WILESMITH	G

*

Quorum:

- Quorum of three governors, which can include the Executive Headteacher or his/her designate.
- Governors who are employed at the Partnership are entitled to sit on this Committee but are not able to be Chair or Vice Chair.

Meetings:

- The Curriculum Committee will meet three times a year (usually Autumn 2, Spring 2 and Summer 2), and additional meetings may be called as needed.
- Core meetings will be scheduled prior to the start of each academic year.

Chairing:

- The Chair and Vice-Chair of the Committee will be appointed annually at the last full Governing Body meeting of the academic year.
- Staff Governors, Heads of School and the Executive Headteacher cannot take on the role of Chair or Vice Chair.
- The terms of reference for the Committee will be reviewed annually at the last meeting of the committee before the final full Governing Body meeting of the summer term, where amendments can be ratified.

Standing Orders:

- The agenda for the meeting should be circulated seven days in advance of the meeting.
- Papers for discussion should be circulated seven days in advance of the meeting.
- Committee members are expected to read papers and prepare in advance of the meeting.
- The Chair will consider items of Any Other Business brought to the meeting by other committee members and, with the Executive Headteacher (or their substitute), will decide whether these should form part of the agenda, or be held for either the next committee meeting, or be addressed at the next full Governing Body meeting.
- Minutes for the meeting will be written with clear actions included and, when possible, these will be distributed to members of the committee for checking by 7 days after the meeting.
- Minutes will be recorded and shared with all members of the Governing Body.
- If there is an equal number of votes for and against a particular resolution, the matter will be decided by the casting vote of the Chair.

Terms of Reference:

The Curriculum Committee looks at academic progress of all groups of children across the school and monitors to ensure they are accessing a broad and balanced curriculum. The Committee monitors to ensure the Partnership schools are maintaining a warm, welcoming and inclusive environment, and that all policies and practices reflect the best interests of all Partnership pupils, including with regard to the Equality Act 2010 and the Partnership's Equality Objectives. The Committee scrutinises information and data on pupil attendance and behaviour, and support and promotes the welfare of all children and their families.

Curriculum:

- To monitor progress against relevant School Development Plan objectives.
- To monitor and scrutinise progress of all pupils, and from different groups (for example children from disadvantaged backgrounds, children with SEND) and to effectively challenge and support school leaders on actions taken to enhance their progress.
- To ensure that strategies are in place to raise achievement (progress and attainment) for all pupils;
- To monitor and scrutinise attendance, behaviour and exclusions data for different groups (see categories above, with regard to the Protected Characteristics) and challenging/supporting on strategies to promote positive outcomes.
- To monitor the effective inclusion of all children into the curriculum so they can enjoy effective, inclusive education and learning opportunities to ensure they make at least good progress.
- To oversee the work of subject associate governors and to ensure all visits are made, reports are completed and the information fed back to the Committee and the wider Governing Body.
- To analyse, review and approve the Partnership's PSHE & RSE policy as delegated by the Governing Body.

Children's wellbeing:

- To ensure safeguarding is at the heart of all the committee's work and discussions.
- To evaluate the effectiveness of pastoral care, and emotional support provided to pupils.
- To ensure that the voice of children is frequently considered in committee discussions and decisions.
- To monitor the provision and impact of activities that support children's personal development including social, moral, spiritual, and cultural development, for example extra-curricular clubs.

- To understand and evaluate the ways in which the school promotes healthy lifestyles.

Community:

- To look at procedures, policies and actions through the lens of pupils, parents/carers, staff and the wider school community including relating to the cost of living crisis and being mindful at all times of the Protected Characteristics and the Partnership's statutory obligations under the Equality Act 2010.
- To regularly analyse progress against the relevant Partnership Equality Objectives and receive an update on EDI in the school from one of the following: member of SLT / EDI Lead member of staff / EDI link governor.
- Monitor how the teaching of British Values is being implemented within the school.
- To discuss the school's communication strategy with parents and the community, ensuring it is clear, accessible, and effective.
- To understand any barriers facing parents/carers with regard to their engagement with school and their child's education (for example parent/carer consultations, assemblies, written communications etc) particularly for those parents/carers who may have a special educational need or disability, or a vulnerability. To challenge and support school leaders on how these barriers might be improved/mitigated.
- To ask questions on progress with environmental sustainability, and to receive any monitoring documents or verbal reports from the sustainability governor.

Date of review: Autumn 2026 **Signed:**

STEERING GROUP

To agree, by the end of the summer term, the programme of work and calendar of meetings for the Governing Body and its committees for the next school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents

- To meet soon after the termly briefings for governors to agree the work of the Governing Body and its committees for that term and beyond.
- To monitor the progress of work being undertaken by committees and individuals.
- To adopt and keep under review the Critical Incident policy and procedures, Performance Management policy for all staff, Pecuniary Interests Policy and Policy for Governor Visits to the school (*unless delegated to another committee).*
- To adopt and keep under review the Data Protection Policy (subject to statutory review every 2 years).
- To adopt and keep under review the Publication of Equality Information and objectives (*information to be published on website on annual basis and objectives to be reviewed every four years).*
- To suggest changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Body and its sub committees.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan, School Self Evaluation Form and OFSTED action plan.
- To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an OFSTED inspection.
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Executive Headteacher / Heads of School.
- To act as a forum for discussion of general issues and innovative practices.
- To review and monitor overall progress with the School Improvement & Development Plan on a regular basis.
- To allocate targets within the School Improvement & 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 committee within the School Improvement & Development Plan.
- To draft and keep under review the staffing structure in consultation with the Head Teacher.
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks in particular regard to safeguarding (DBS checks, safer recruitment training).
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (it is to be included in the Staff Handbook – reviewed annually).
- To review and agree policies relating to Safeguarding as delegated by the Governing Body.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To carry out termly assurance on the Single Central Record checks.
- To organise and review staff exit interviews. Anonymised exit interview feedback is discussed annually.
- To carry out a half termly safeguarding review (Executive Headteacher and named Safeguarding Governor) and that the Heads of School and Safeguarding Governor review and complete the annual safeguarding audit.
- To ensure that all staff and governors have annual safeguarding training and updates as necessary.

- To ensure that Keeping Children Safe in Education (KCSiE) (or relevant parts) is read and understood by staff and governors in line with updates.
- To receive regular updates from the Designated Safeguarding Lead & Assistant Safeguarding Lead (DSL/ASL) and make sure that their training is up to date.j
- To work with the DSL/Executive Headteacher to report to the whole governing body
- To be familiar with the contextual safeguarding needs of the local community.

Steering Group
Terms of reference agreed by the Governing Body: tbc

Membership: Chair and Vice Chair of the Governing Body, Chairs of the committees, named Safeguarding governor and Executive Headteacher.

Quorum: 3

Name of Governor/Associate Member	G/AM	Committee Chair
Paul HESKETH	G	Chair of Governors
Annie TYLER	G	Chair of Curriculum committee
Andy WILESMITH	G	Chair of Resources committee
Andy DALLAS	G	Vice Chair of Governors and Named Safeguarding Governor (AD)
Steve CLOKE	G	Executive Headteacher

Clerk to the group	On a rolling programme of Governor members

Date of review: Autumn 2026 **Signed:**

EXECUTIVE HEADTEACHER PERFORMANCE MANAGEMENT GROUP

Terms of Reference

- To appoint an External Adviser
- To arrange to meet with the External Adviser to discuss the Executive Headteacher's performance targets (Summer term 2)
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually (Summer term 2)
- To monitor throughout the academic year, the performance of the Executive Headteacher against the targets (including a formal mid-year review meeting)
- To make recommendations to the Governing Body in respect of awards for the successful meeting of targets set

Membership: At least 3 governors

Disqualification: The Executive Headteacher and Staff Governors

Quorum: 3

Terms of reference agreed by the Governing Body: tbc

Name of Governor/Associate Member	G/AM
Andy DALLAS	G
Peter FINCH	G
Annie TYLER	G

Clerk to the group	External Advisor. Committee member (mid-year review only)

Date of review: Autumn 2026 **Signed:**

DELEGATION OF RESPONSIBILITY TO INDIVIDUAL GOVERNORS

SUBJECT ASSOCIATE GOVERNORS

Terms of Reference

- To meet with their subject lead at least once each term – being a critical friend.
- To be familiar with subject action plans including strengths and areas for development.
- To review the impact of the subject action plan and associated actions.
- To follow a specific Line of Enquiry linked to the subject action plan.
- To monitor progress of the subject action plan with the subject lead at relevant points during the subject champion cycle.
- To regularly report to the Governing Body on developments and progress within their subject.
- To be familiar with the key strengths and areas for development linked to data scrutiny.
- To regularly view the associated subject information available on the school website, for example the subject learning journey or the learning posters.
- To help conduct pupil perception work linked to the subject and if possible meet the pupil subject ambassadors.

- To raise the profile of the subject when related matters are considered by the Governing Body.
- To attend training as appropriate.

Subject Associate Team	Link Governor
English	Paul HESKETH
Maths	Paul HESKETH
Science	Andy WILESMITH
History	Mike JUDE
Geography	Mike JUDE
Art & Design / Design Technology	Annie TYLER
PSHE	Mike JUDE
Music	Rebecca COULSON-PARKER
Computing	Peter FINCH
RE	Rebecca COULSON-PARKER
MFL (Modern Foreign Languages)	Annie TYLER
PE	Andy WILESMITH

NON-CURRICULUM SUBJECT LINK GOVERNORS

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 (this may be done using telephone calls, video conferencing or email as well as face to face visits/meetings).
- To monitor progress of the School Improvement & Development Plan when linked to a specific subject / area of delegation e.g. Pupil Premium.
- 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

Area of additional responsibility	Named Link Governor
Safeguarding including: Filtering and monitoring, cyber security, children in care and Single Central Record (SCR)	Andy DALLAS
Special Educational Needs and Disability (SEND)	Mike JUDE
Pupil Premium	Peter FINCH
Sports Premium and PE	Andy WILESMITH
Attendance	Peter FINCH
Recruitment	Andy DALLAS
GDPR and GIAS	Annie TYLER
Equality, Diversity and Inclusion (EDI)	Rebecca COULSON-PARKER
Health and Safety and premises	Mike JUDE
Partnership websites	Rebecca COULSON-PARKER
Early Years Foundation Stage (EYFS)	Andy DALLAS
Governor Induction and training	Paul HESKETH
Staff well-being	Annie TYLER
Sustainability	Annie TYLER
Policy Monitoring & Compliance	Paul FIRMAN
Finance	Rebecca COULSON-PARKER (temporary Link Governor)