



# **COALWAY COMMUNITY INFANT SCHOOL GOVERNING BOARD TERMS OF REFERENCE 2023/24**

## **General Terms**

- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

## **Quorum**

- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

## **Meetings**

- The Governing Board is free to determine how often the committee meets and may delegate this to the committee
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Head Teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## **The Role of the Chair of the Governing Board**

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Gloucester County Council/Coalway Community Infant School 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 Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Head Teacher and provides strategic direction

**Disqualification – the Head Teacher, Staff Governors, Pupils, Staff Members**

## **The Role of the Clerk to the Governing Board**

- To work effectively with the Chair of Governors, the other Governors and the Head Teacher to support the Governing Board.
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers.
- To convene meetings of the Governing Board.
- To attend meetings of the Governing Board and ensure minutes are taken.
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Board from time to time.

**Disqualification – Governors, Associate Members, the Head Teacher**

The Role of the Chair of a Committee

- The Chair of each committee will be responsible for compiling an agenda, ensuring the Clerk to the committee distributes it along with any relevant papers to all committee members seven days prior to the meeting.
- 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 consult the Clerk to the Governors on procedural and legal matters in order to be able to advise the committee effectively on these matters.
- To convene meetings of the Committee
- To attend meetings of the committee, ensure minutes are taken and distributed to the Clerk to the Governors as soon as possible after the meeting or at least seven days prior to the next Full Governing Board Meeting.
- 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 Board from time to time

Disqualification – the Head Teacher

## The Governing Board

*The Governing Board 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 Board has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board 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 Board 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 Board is necessary\*
- To approve the first formal budget plan of the financial year\*
- To keep all Policies and their 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

Terms of reference were agreed at the full Governors meeting held on **12.10.23** and will be reviewed on **09.10.24**

<b>Governing Board Members</b>	<b>Date Appointed to the Committee</b>
Mr. K. Toombs – Chairperson/Local Authority	12.10.23 – 11.10.27
Mr. S. McLester – Vice-Chairperson/Co-opted Governor	12.10.23 – 11.10.27
Mrs. K. Turner – Co-opted Governor	13.10.22 – 12.10.26
Mrs. H. Alliston - Head Teacher	01.09.05 – on terminating appointment
Mrs. C. Bushell – Co-opted Governor	11.05.23 – 10.05.27
Mr. M. Fortet – Parent Governor	12.10.23 – 11.10.27
Mrs. M. Jordan – Support Staff Governor	27.05.22 – 26.05.26
Miss H Virgo – Associate Member	12.10.23 – 11.10.27
VACANCIES: 1 x Parent Governor 1 x Associate Member	

<b>Clerk to the Committee *</b>	Ms . D. Cornes
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Quorum:	One half of the number of Governors in post
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# Resources Committee

## Terms of Reference:

### Financial Policy and Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Head Teacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the School Improvement Plan
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head Teacher or HTPM Committee
- In the light of the Head Teacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments.

### Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To receive at least termly budget monitoring reports from the Head Teacher. To report back to each meeting of the full Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- 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
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.
- To ensure that the school operates within the Financial Regulations of the County Council

### Premises

- To provide support and guidance for the Governing Board and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To oversee arrangements, including Health & Safety, for the use of school premises by outside users, subject to governing Board
- To establish and keep under review a Building Development Plan (part of the School Development Plan) To make recommendations to the Governing Board on premises-related expenditure
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To arrange professional surveys and emergency work as necessary.
- The Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.

- In consultation with the Head Teacher and the Resources Committee, to oversee premises-related funding bids
- To oversee arrangements for repairs and maintenance
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable. ***"to ensure that the land (including highways) under their control is, so far as is practicable, kept clear of litter and refuse."***

## **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To draft and keep under review the staffing structure in consultation with the Head Teacher.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

**Disqualification** – Any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

<b>Quorum 3 Committee Members appointed on 12/10/23</b>
<b>Mrs. K. Turner – Chair</b>
<b>Mrs. H. Alliston – Head Teacher</b>
<b>Mr. K. Toombs</b>
<b>Mr. S. McLester</b>
<b>Mr M. Fortet</b>
<b>Ms. D. Cornes – Clerk</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on 12/10/23</b>
<b>Review 09/10/24</b>

## Pay Panel

### Terms of Reference:

#### Pay Panel:

- To apply the school pay policy on behalf of the Governing Board fairly and equitably
- To ensure that the school's management team provide all employees with a current and accurate job description which is regularly reviewed
- To regularly review the school's pay scales for leadership and teaching
- To ensure this policy links effectively with the school's appraisal policy
- To be responsible for annual performance related pay decisions and requests for the review of pay and grading based on changes in duties and responsibilities
- To make appropriate arrangements for representations from employees to be heard on pay related matters including salary, grading or pay decisions and to seek additional evidence, information or advice as necessary to respond to this request
- To exercise the governors' discretionary powers as specified in this document
- To review the Head Teacher group pay range and report findings and/or make recommendations for change to the Governing Board regarding leadership group grading where there is a new appointment or role responsibilities change significantly
- To ensure teachers have an annual review of their salary and a written salary statement, no later than one month after the date of determination

<b>Quorum 3 Committee Members appointed on 12/10/23</b>
<b>Mr. K. Toombs</b>
<b>Mrs. K. Turner</b>
<b>Mrs. C. Bushell</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on 12/10/23</b>
<b>Review 09/10/24</b>

# Pay Appeals Panel

## Terms of Reference:

### Pay Appeals Panel

- The Governing Board will select governors to hear representations relating to pay related decisions on its behalf. This group will have the same composition requirements as the Pay Panel, except that none of these governors can be a member of the Pay Panel or have been involved in any pay decisions
- Follow appeals procedure
- Ensure terms of this policy and related procedures have been correctly applied
- Periodically report to the Governing Board to present progress reports

<b>Quorum 3 Committee Members appointed on 12/10/23</b>
<b>Require 2 additional Governors</b>
<b>Mr. M. Fortet</b>
<b>Mr S. McLester</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on 12/10/23</b> <b>Review 09/10/24</b>

# Hearings Committee

## Terms of reference:

To make any determination to dismiss any member of staff (*unless delegated to the Head Teacher*)

To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action\*

To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board's personnel procedures (*unless delegated to the Head Teacher*)

To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others

To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:

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

**Membership** – not less than 3 members of the Governing Board

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – Any member of Staff

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, any governor or and member of staff with prior knowledge, should not be a member)

<b>Quorum 3 Committee Members appointed as required. TBA</b>
<b>TBA</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on: TBA</b>



# 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 Board.
- To refer to the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

## Membership – 3 or 5

NB. The Governing Board 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 Head Teacher, any Governor or member of staff with prior knowledge of the pupil or the incident.

<b>Quorum 3 Committee Members appointed as required. TBA</b>
<b>TBA</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on: TBA</b>

# Head Teacher's Performance Management Committee

## Terms of reference:

- To arrange to meet with the School Improvement Advisor (Local Authority) to discuss the Head Teacher'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 Head Teacher against the targets.
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set.

**Disqualification** – The Head Teacher and Staff Governors

<b>Quorum 2 Committee Members appointed on 12/10/23</b>
<b>Mr. K. Toombs – Chair</b>
<b>Mr. M. Fortet</b>
<b>LA Advisor</b>
<b>Terms of reference adopted at the Full Governing Board Meeting held on 12/10/23</b>
<b>Review 09/10/24</b>

## 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 Board or the Resources Committee, whichever the Governing Board 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 Board
- 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

<b>Area of Responsibility</b>	<b>Link Governor Appointed 12.10.23</b>	<b>Liaising with</b>	<b>Reporting to</b>
Safeguarding & Children in Care	Mrs. C. Bushell	Child Protection Co-ordinator	Governing Board
SEND & Pupil Premium	Mr. K. Toombs	SEND/CO/Head Teacher	Governing Board
Premises, Health & Safety	Mrs. K. Turner		Governing Board
Curriculum	Mrs. C. Bushell		Governing Board
Curriculum	Mr. S. McLester		Governing Board
Pupil & Staff Wellbeing	Mr. S. McLester		Governing Board
Early Years	Mr. M Fortet		Governing Board
School's Website	Mr. M. Fortet		Governing Board