

**CAPTAIN SHAW'S CE PRIMARY SCHOOL
GOVERNING BODY AND COMMITTEE
STRUCTURES
ACADEMIC YEAR 2024-2025**



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Section 1

Standing Orders – (for the procedural workings of the Governing Body)

The Governing Body of Captain Shaws CE Primary School in line with the School Governance (Constitution) (England) Regulations 2012.

The following are the procedures adopted herewith:

Meetings of the Governing Body

The Governing Body notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable and the Clerk, in consultation with the Chair and the Headteacher, will draw up the agenda. Signed minutes will be kept by the Clerk and are available for inspection at school.

Terms of Office

The Governing Body resolves that the Chairperson will have a term of four years. Vice-Chairperson of Governors will have a term of office of one year and the term of office will end one year from the date of his/her election.

Election of Chairperson and Vice-Chairperson

The Governing Body resolves that the following process will apply to the election of Chairperson and Vice-Chairperson(s):

- Governors will be able to submit verbal nominations at final meeting of the academic year
- A Governor can nominate him/herself for office
- Nominees will be asked to leave the room whilst the election process by secret ballot takes place
- If there is a tie, Governors should discuss the strengths of the nominees further and another vote will be taken
- Nominees will return to the meeting and the Clerk will announce the result

Terms of Office for each category of Governor

The Governing Body resolves to have the same terms for all categories of Governor. The agreed term is four years.

Quorum

The quorum for any Governing Body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies. For example, the full membership is 9 and if there is 1 vacancy then the quorum for a Governing Body meeting is 4 Governors (one half of 8).

Committees and Working Parties

Committees are set up with delegated powers by the Governing Body (minuted at full Governing Body meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

Working Parties may be set up by the Governing Body but do not have any delegated powers and cannot make any decisions. A working party can only bring recommendations to the full Governing Body.

Membership of Committees

Terms of Reference – See Section 6

Full membership – See Section 5

Quorum for all committee meetings is 2 Governors

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full Governing Body by the Clerk.

Delegation of Function

The Governing Body agrees the delegation of the functions as described in the Terms of Reference for each committee in Section 6

Declaration

The Governing Body, at its meeting on 14th July 2022, resolved to adopt the Standing Orders.

The Clerk to the Governing Body holds a copy in the formal Governing Body records and a copy has been retained at the school for reference.

Signature (Chairperson): Mrs Helen Webber

Date: 14/07/2022

Section 2

CUMBRIA COUNTY COUNCIL

INSTRUMENT OF GOVERNMENT

1. The name of the school is **Captain Shaw's Church of England School**.
2. The school is a voluntary controlled school.
3. The name of the governing body is "The governing body of **Captain Shaw's Church of England School**".
4. The governing body shall consist of:
 - a. 2 parent governors
 - b. 1 LA governor
 - c. 1 staff governor
 - d. 1 headteacher
 - e. 2 foundation governors
 - f. 2 co-opted governors
5. Total number of governors 9.
6. The term of office for all categories of governors is 4 years.
7. Foundation Governors are appointed by the Diocesan Board of Education after consulting the PCC of the ecclesiastical parish in which the school is situated.
8.
 - (a) the holder of the following office shall be a foundation governor ex officio:

The Principal Officiating Minister of the ecclesiastical parish in which the school is situated.
 - (b) The Archdeacon of the Archdeaconry in which the school is situated shall appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named in (a) above, in the event that the ex-officio foundation governor is unable to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
9. The Archdeacon of the Archdeaconry in which the school is situated shall be entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
10. A Trust exists for the school.
11. Recognising its historic foundation, Captain Shaw's Church of England School will preserve and develop its religious character in accordance within the principles of the Church of England and in partnership with the Church at parish and diocesan level.

Captain Shaw's Church of England School aims to serve its community by providing an education of the highest quality with the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.
12. This instrument of government comes into effect on 16 March 2015.
13. This instrument was made by order of Cumbria Local Authority on ^{9th}..... day of ^{June}..... 2015.

The COMMON SEAL of)

CUMBRIA COUNTY)

COUNCIL was hereunto)

Affixed in the presence)

of: C J Etweed



Section 3

Code of Conduct for Governing Bodies & Governors



Model code of conduct

For maintained school governing bodies

Reviewed August 2024

The following model code of conduct is anchored in the Seven Nolan Principles of Public Life. It aligns with the [Framework for Ethical Leadership in Education](#) which helps to guide governing boards in their decision making and behaviour.

How to use this code of conduct

- **Adapt this code of conduct** to meet the needs of your governing body and context.
- Review and approve the code of conduct annually (normally at the first meeting of the autumn term).
- New governors should agree to the board's code of conduct on being appointed as part of their [induction programme](#).
- Chairs may also use their code of conduct to support annual [governor evaluation conversations](#).
- NGA recommends that governing bodies publish their code of conduct on their school website.

Helpful NGA resources

These resources can help governors to meet the expected standards set out in the code of conduct:

- [Role descriptions for governors and trustees](#)
- [Guidance on school monitoring visits](#)
- [Webinar: complaints management](#)
- [Effective teamwork: a guide for governing boards](#)

nga.org.uk



As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities to school staff, ensuring a safe working environment, support for their wellbeing, and acting fairly and without bias.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.



NGA model code of conduct

Once this code has been adopted, all governors agree to faithfully abide by it.

We will abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
 2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
 3. overseeing the financial performance of the organisation and making sure its money is well spent
- NGA recognises the following as the fourth core function of governance:
4. ensuring the voices of stakeholders are heard



Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing body vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the [register of business interests](#).
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act as a governor; not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get Information about Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by: [Governing body] on [date] 12/09/24 Signed: *Helena Barber* [chair of board]

We agree that this code of conduct will be reviewed annually endorsed by the full governing body.

Section 4

Scheme of Delegation (Governing Body Decision Planner) GOVERNING BODY DECISION PLANNER

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

<p>KEY</p> <p>Level 1: Full governing body Level 2: A committee of the governing body Level 3: An individual governor Level 4: Headteacher</p> <p>Column blank: Action could be undertaken at this level. Column blocked off: Function cannot be legally carried out at this level. Cross – although legally possible this is not recommended</p> <p>Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation</p>							
			Level				Notes for our school
Responsibility	No	Activities	1	2	3	4	
Self-evaluation and strategic planning	1.	Ensure that systems are in place to monitor targets in the school improvement plan and evaluate impact. GB validates the SEF.			X		
Finance	2.	Ensure school meets the Financial Management Standard. Secondary by March 2007. Primary to be decided.			X		
	3.	Approve the first formal budget plan each financial year					
	4.	Establish and review a charging and remissions policy			X	X	
	5.	Establish and review a Governors' Expenses Scheme			X	X	
	6.	Enter into contracts (GB may wish to agree financial limits)			X		
Staffing	7.	Ensure the school operates safe recruitment practices.			X		
	8.	Ensure that appropriate checks are carried out for all new staff who will work with children	X	X	X		
	9.	Headteacher appointments (selection panel undertakes process)					
	10.	Deputy appointments (selection panel as above)					
	11.	Appoint other teachers	X		X		
	12.	Appoint support staff	X		X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
	13.	Review every teacher's salary annually taking advice from the head. Review the head's salary annually taking advice from the governors appointed for performance management			X		
	14.	Establish and review disciplinary/capability, redundancy and staff absence policies and procedures			X	X	
	15.	Dismissal of headteacher			X		
	16.	Dismissal of other staff The GB may delegate dismissal of staff to the ht, an individual governor or a group of governors. DfES staffing guidance recommends delegation to the ht but this is for the GB to decide			X		
	17.	Determine staff complement			X		
	18.	In voluntary aided and foundation schools to agree whether or not the Chief Education Officer/Diocesan Authority should have advisory rights. In VC schools to agree whether or not the Diocesan Authority should have advisory rights.			X		
	19.	Establish and review annually a performance management policy			X		
	20.	Undertake the headteacher's performance management review					
Curriculum	21.	Ensure National Curriculum is (NC) taught to all pupils and consider any disapplication for pupil(s)			X		
	22.	Ensure that the curriculum is balanced and broadly based and: <ul style="list-style-type: none"> • promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society • prepares pupils at the school for the opportunities, responsibilities and experiences of later life. 			X		
	23.	Establish and review the curriculum policy			X	X	
	24.	Implement the curriculum policy					
	25.	Establish and review sex education policy and ensure that parents are informed of their right to withdraw their children.			X	X	

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
Target Setting	26.	Set and publish targets for attendance and pupil achievement at KS2, 3 and 4 and monitor progress.			X	X	
Discipline/ Exclusions	27.	Establish and review a pupil discipline policy					
	28.	To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions in accordance with current regulations. (Can be delegated to chair/vice-chair in cases of urgency)	X				
Admissions	29.	VA and Foundation schools - establish and review an admissions policy and procedures which comply with the Code of Practice and current legal requirements.					
Religious Education	30.	Ensure provision of RE in line with school's basic curriculum. NB this must fall into line with locally agreed syllabus – Comm/VC/Foundation. In VA schools the GB determines policy for RE.			X		
Collective Worship	31.	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					
	32.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)					
	33.	Make arrangements for collective worship (schools without religious character) (after consulting GB)					
	34.	Make arrangements for collective worship in Foundation schools with religious character, VC or VA schools (after consulting head)			X		
Health & Safety	35.	Establish and review a health and safety policy. Overall responsibility for H&S rests with the employer. In Foundation and VA schools this is the gb; in community and VC schools - the LA.					
	36.	Ensure that health and safety regulations are followed					
	37.	Establish and review the Access Plan with due regard to current legal requirements			X	X	
	38.	Ensure that the school meets current requirements for nutritional standards			X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
School Organisation	39.	Decide the times of school sessions. In VA schools, set school term and holiday dates (in community schools this is the LA)			X		
Information For Parents	40.	Prepare and publish the school prospectus ensuring current requirements are met. (The head and leadership team will play a major part in producing it).					
	41.	Prepare and publish the school profile ensuring current requirements are met (the head and leadership team will play a major part in producing it)				X	
	42.	Ensure that each year a report on each learner's educational achievements is forwarded to their parents/carers.	X	X	X		
	43.	Ensure provision of free school meals to those pupils meeting the criteria	X	X	X		
	44.	Establish and review home-school agreement			X		
	45.	Ensure school complies with published scheme for Freedom of Information			X		
	46.	Establish and review a complaints procedure			X	X	

	No	Activities	Level				Notes for our school
			1	2	3	4	
Governing Body Procedures	47.	Instrument of Government – agree and decide any amendments					
	48.	Elect the chair and vice-chair of a governing body					
	49.	Appoint and dismiss the clerk to the governors					
	50.	Hold a full governing body meeting at least three times in a school year					
	51.	Appoint and remove community or sponsor governors and associate members.					
	52.	Establish and review annually the delegation of functions to individuals or committees					
Inclusion and equality	53.	Ensure that the school does not discriminate unlawfully against learners, job applicants or staff on the grounds of sex, race, disability, age or marital status.			X		
	54.	Establish and review a SEN policy and appoint a "responsible person"			X	X	
	55.	Establish and review a race equality policy			X	X	

	56.	Establish and review a child protection policy in accordance with local Safeguarding Board procedures			X	X	
Extended Schools	57.	To decide to offer additional activities and to what form these should take					
	58.	To put into place the additional services provided	X	X	X		
	59.	To ensure delivery of services provided			X		
	60.	To cease providing extended school provision					

Section 5

Membership of the Governing Body / Terms of Reference

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 Cumbria County Council delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

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

The Role of the Clerk to the Governing Body

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

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements

- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- ❖ To agree constitutional matters*, including procedures where the Governing Body has discretion
- ❖ To recruit new members as vacancies arise and to appoint new governors* where appropriate
- ❖ To hold at least three Governing Body meetings a year*
- ❖ To appoint or remove the Chair and Vice Chair*
- ❖ To appoint or remove a Clerk to the Governing Body*
- ❖ To establish the committees of the Governing Body and their terms of reference*
- ❖ To appoint the Chair of any committee (if not delegated to the committee itself)
- ❖ To appoint or remove a Clerk to each committee*
- ❖ To suspend a governor*
- ❖ To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- ❖ To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- ❖ To approve the first formal budget plan of the financial year
- ❖ To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- ❖ To review the delegation arrangements annually*

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

These terms of reference agreed by the Governing Body:	14 th July 2022
Name of Governor	End of term of Office
Rev Angela Overton Benghe	Ex officio - by virtue of office
Mrs Jean Hughes	Foundation 03/2026
Mrs Elaine Miller	Staff Governor 03/2027
Mr Terentius Jackson	Head Teacher - by virtue of office
Mrs Kirsty Muncaster	Parent Governor 07/2025
Mr Karl Fox	Parent Governor 07/2026
Mrs Helen Webber	Co-opted Governor 03/2026
Mrs Linda Sloan	Co-opted Governor 03/2026
Mrs Hannah Maiden	LA Governor 03/2025

Chair of the Governing Body	Mrs Helen Webber
Vice-Chair of the Governing Body	Rev Angela Overton Benghe

Clerk (s) to the Governing Body	Mrs Deborah Tyson
Nominated Governor Safeguarding	Mrs Helen Webber

Nominated Governor SEN/Inclusion	Mrs Linda Sloan
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Quorum: 4	One half of the number of Governors currently in post Full Compliment = 9
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Section 6

Committees / Terms of Reference Hearing 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
- To make any determination or decision under the Governing Body’s Curriculum Complaints Procedure, in respect of National Curriculum disapplication’s, and the operation of the Governing Body’s charging policy:

*cannot be delegated to an individual

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

Disqualification – The Headteacher

(It is recommended 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:	14 th July 2022
Name of Governor	Date Appointed to the Committee

Chair of the Committee	
Clerk to the Committee	

Quorum: minimum of 3			
Date Committee established		Date of review:	

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* *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 recommended 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	14 th July 2022
Name of Governor	Date Appointed to the Committee

Chair of the Committee	
Clerk to the Committee	

Quorum; minimum of 3

Date Committee established		Date of Review	
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Buildings, Staffing and Finance Committee

Terms of reference:

All outcomes to be recommended to the Governing Body.

Staffing and Finance

- To review and recommend for adoption the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these

- To review the criteria for redundancy in line with Local Authority guidelines and make recommendations to the Governing Body for approval
- To liaise and consult with other committees where necessary
- To review staffing structure
- To keep under review staff work/life balance, working conditions and wellbeing including the monitoring of absence
- To assist the Head Teacher in the appointment of staff with due regard to safe recruitment procedures
- To guide and assist the Head Teacher and the Governing Body in all budgeting and financial matters and to ensure that the school operates within the financial regulations of Cumbria County Council
- To prepare and review financial policy statements, including long term planning
- To prepare and present an annual budget for approval by the Governing Body including agreed priorities of the School Improvement Plan
- To monitor the budget at regular intervals
- To report the financial situation at each full Governing Body meeting and make recommendations where necessary
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school
- To monitor the income and expenditure of all public funds, to receive and where appropriate, respond to audits of these
- To audit all non-public funds for presentation to the full Governing Body
- To ensure as far as is practical that Health and Safety issues are appropriately prioritised
- To adopt the Local Authority policy on Equality and Diversity and make reference to it as appropriate in relation to staffing and pay conditions

Pay Policy

- To review the salaries of all staff annually in accordance with existing arrangements
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- In the light of the Head Teachers Performance Management Groups recommendations, to determine whether sufficient funds are available for increments
- To undertake a salary review at any other time the Governing Body directs there is a need to do so
- Make recommendations to the Governing Body for ratification

Health and Safety

- To ensure the school complies with the Health and Safety regulations
- To consider the Local Authorities policies on Health and Safety and to recommend to the Governing Body a policy for the school
- To ensure the necessary school management organisation is in place to implement the policy
- To monitor the effectiveness of the schools Health and Safety arrangements
- To make periodic inspections of the buildings and equipment within/without school, and report back to the Governors with a statement of priority for maintenance and development

- To annually review risk assessments

Buildings

- To assess the requirements necessary to implement the Accessibility Plan
- To provide support and help to the Head Teacher on all matters relating to the premises and grounds
- To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for approval by the Governing Body
- To monitor the costs and arrangements for maintenance, repairs and redecorations within the budget allocation
- To monitor Service Level Agreements with respect to buildings and grounds
- To ensure any necessary liaison with the Local Authority regarding premises issues

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		14 th July 2022
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs Hannah Maiden	Governor	September 2021
Mrs Helen Webber	Governor	September 2021
Mr Terentius Jackson	Headteacher	September 2021
Mrs Kirsty Muncaster	Governor	September 2021
Mr Karl Fox	Governor	July 2022

Chair of the Committee	Mrs Hannah Maiden
Clerk to the Committee	Mrs Deborah Tyson

Quorum minimum of 3

Date Committee established	September 2021	Date of Review	September 2024
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Pupil Progress and Welfare Committee

Terms of reference:

- To review the school's Curriculum Statements, including RE and Collective Worship and make recommendation to the Governing Body as required in the light of National Curriculum obligations
- In collaboration with staff, provide information on the standards and how the curriculum is taught, evaluated and resourced
- To ensure that the requirements of children with Special Educational Needs are met as laid out in the Code of Practice
- To ensure that the requirements of children who are gifted and talented are met
- To monitor and review the information about school performance and reporting to parents according to statutory requirements
- To contribute towards the school improvement plan
- Establish and review policies

Disqualification: none

These terms of reference agreed by the Governing Body	14 th July 2022	
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs Elaine Miller	Governor	September 2021
Mrs Helen Webber	Governor	September 2021
Mr Terentius Jackson	Headteacher	September 2021
Rev Angela Overton-Benge	Governor	September 2021
Mrs Jean Hughes	Governor	September 2021

Chair of the Committee	Mrs Elaine Miller
Clerk to the Committee	Mrs Deborah Tyson

Quorum (minimum of 3)

Date Committee established	September 2021	Date of Review	September 2024
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Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership – 2

Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	September 2021
Name of Governor	Date Appointed to the Group
Hannah Maiden	September 2021
Helen Webber	September 2021

Chair of the Group	Helen Webber
Review Officer	Lindsay Grayless

Quorum: 2

Date Committee established	September 2021	Date of mid-year review	23 rd November 2023
		Date of end of year review	4 th July 2024

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 6th and 50th 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 6th and 15th school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

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	14 th July 2022
Name of Governor	Date Appointed to the Committee

Chair of the Committee	
Clerk to the Committee	

Quorum: 2

Date Committee established		Date of Review	
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Governance Structure

Full Governing Board

Pupil Progress and Welfare Sub-committee

Church

A Overton-Benge

SEND

L Sloan
Co-opted

Community

E Miller
Chair of PP & W

Attendance, Safeguarding & Curriculum

J Hughes
Foundation Governor

D Tyson
Clerk to Governors

T Jackson
Headteacher

H Webber
Co-opted / C of G

Buildings, Staffing and Finance Sub-committee

Health & Safety

K Muncaster
Parent Governor

Finance & Curriculum (ICFP)

H Maiden
Chair of B & F

Premises

K Fox
Parent Governor

Governor Meeting Dates for the Academic Year 2024-2025

Full Governors:

Thursday 12th September 2024, 6.00pm

Thursday 5th December 2024, 6.00pm

Thursday 13th March 2025, 6.00pm

Thursday 10th July 2025, 6.00pm

Building, Staffing & Finance Committee:

Monday 17th October 2024 6.00pm

Thursday 23rd January 2025, 6.00pm

Thursday 8th May 2025, 6.00pm

Pupil Progress + Welfare Committee:

Thursday 5th December 2024, 6.00pm

Thursday 13th March 2025, 6.00pm

Thursday 10th July 2025, 6.00pm