



Spaldwick Primary School

Terms of Reference of the Committees of the Governing Body

Content of this document

Full Governing Body

Standing Orders for Governing Body reviewed 1st October 2020 for academic year 2020-21.

Code of Conduct

Main Committees

Agreed systems for meetings

Resources Committee [Finance, Personnel and Premises]

Standards Committee

Special Committees

Appeals Committee

Disciplinary Committee

Working Party for Head's Performance Review.

Pupil Discipline Committee

Joint Committee Terms of Reference

The terms of reference should be agreed by FGB/ Committee members as agenda item in the first meeting of a new academic year.

Chairs of the committees will also be agreed at this time.

STANDING ORDERS FOR THE GOVERNING BODY AND COMMITTEES OF THE GOVERNING BODY

These Model Standing Orders are an attempt to provide governing bodies with clear operating procedures and fall into two categories: Statutory and Good Practice. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, The School Governance (Constitution) (England) Regulations 2012 and The Constitution of Governing Bodies of Maintained School – Statutory Guidance August 2015 and the associated statutory guidance have been used in compiling this document:

- http://www.legislation.gov.uk/ukxi/2013/1624/pdfs/ukxi_20131624_en.pdf
- http://www.legislation.gov.uk/ukxi/2012/1034/pdfs/ukxi_20121034_en.pdf
- <https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

This document seeks to assist governing bodies to understand and interpret the regulations. This document should be considered in conjunction with other key documents: the school's Instrument of Government and the Code of Practice.

Regulation 6: Roles of the Governing Body and Headteacher

- (1) The functions of the governing body include the following core functions:
 - (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
 - (b) ensuring that the headteacher performs his or her responsibilities for the educational performance of the school; and
 - (c) ensuring the sound, proper and effective use of the school's financial resources.
- (2) In exercising their functions the governing body shall:
 - (a) act with integrity, objectivity and honesty and in the best interests of the school; and
 - (b) be open about the decisions they make and the actions they take and in particular shall be prepared to explain their decisions and actions to interested parties.
- (3) The governing body must appoint a clerk with a view to ensuring their efficient functioning and must have regard to advice from the clerk as to the nature of the governing body's functions.
- (4) The headteacher's responsibilities include:
 - (a) the internal organisation, management and control of the school; and
 - (b) the educational performance of the school.
- (5) The headteacher is accountable to the governing body for the performance of all his or her responsibilities.
- (6) The headteacher must comply with any reasonable direction of the governing body.
- (7) In this regulation the term "governing body" includes the temporary governing body of a new school.

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
1. Election and Removal of Chair and Vice-Chair (Regulations 7 & 9)		
<p>The Governing Body must decide the length of office of the Chair and Vice-Chair.</p> <p>[A Chair/Vice Chair may resign at any time and a new Chair/Vice Chair elected].</p> <p>Election procedures need to be decided by the Governing Body.</p> <p>Any governor who is paid to work at the school may not be Chair or Vice-Chair of the Governing Body.</p> <p>All candidates must withdraw whilst the election process is undertaken and shall not vote (Regulation 14 & Schedule).</p>	<p>Governing bodies may wish to consider retaining the one-year term of office for Chair and Vice-Chair, as it gives flexibility and avoids a possible deterrent effect of a longer term.</p> <p>If the Chair/Vice-Chair resigns mid-term the new Chair/Vice-Chair will be elected for the rest of the remaining term of office.</p> <p>The Clerk should manage the election procedures.</p> <p>Written or oral nominations should be notified to the Clerk before the meeting at which the election will take place.</p> <p>Additional nominations can be received on the day. All nominations can be self-nomination or nominations from colleagues. Elections should be by secret ballot. If only one candidate the ballot should accept/decline candidate.</p> <p>We recommend that in the event of a tie the outcome is decided by either the toss of a coin or drawing lots.</p>	<p>Term of office1..... Years</p> <p>Term of office expires on ...First FGB of the academic year</p> <p>This decision must be recorded by the clerk in the minutes</p> <p>Clerk to manage process? (Y)</p> <p>Nominations oral</p> <p>Additional nominations accepted? Y</p> <p>Secret Ballot N</p>

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
2. Urgent Action (Regulation 8)		
<p>The Chair (or the Vice-Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of:</p> <ul style="list-style-type: none"> • the school; • any pupil at the school (or their parent); • any person who works at the school. 	<p>A meeting can be called in less than 7 days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting could be called.</p> <p>Emergency action should only be used in extreme circumstances.</p>	
3. Appointment and Removal of the Clerk to the Governing Body (Regulation 10)		
<p>The Governing Body shall appoint the Clerk to the Governing Body and it can remove a Clerk by resolution. The Clerk to the Governing Body must not be:</p> <ul style="list-style-type: none"> • A governor; • Headteacher of the school. <p>The Clerk to the Governing Body must:</p> <ol style="list-style-type: none"> a) convene meetings by circulating the agenda (Regulation 13); b) attend meetings of the Governing Body and ensure minutes of the proceedings are produced; c) maintain a register of members of the Governing Body and of associate members and report any vacancies to the Governing Body; and d) perform such other tasks as may be determined by the Governing Body from time to time. <p>[In an emergency a governor (not the headteacher) may clerk for that meeting only].</p>	<p>A full job description for a Clerk is available from the Local Authority or from the Department for Education website.</p> <p>'Other tasks' might include meeting with the headteacher and Chair to plan a schedule of work or individual meeting agendas. (If this is not part of an SLA it may require negotiation and extra payment).</p> <p>The Governing Body may need to seek HR advice from their personnel provider if the Clerk is employed directly by the Governing Body.</p>	<p>Name of Clerk: ...Lorna Lawrence- Camclerk.....</p> <p>Refer to agreement with Clerk if additional other tasks have been negotiated</p>
4. Meetings and Proceedings of the Governing Body		

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
<p>Right to attend meetings (Regulation 12)</p> <p>The following persons have a right to attend all meetings of the Governing Body:</p> <ul style="list-style-type: none"> • Headteacher (whether or not that person is a governor); • All governors (unless suspended); • Clerk to the Governing Body; • Associate members of the Governing Body (unless the Governing Body requires them to leave for items relating to an individual member of staff or pupil); • In certain circumstances the Local Authority may also have a right to attend. <p>The Governing Body decides whether to have associate members and who they shall be. The Governing Body can also remove associate members. Associate members have voting rights on committees where they are members.</p> <p>The Local Authority must be invited to the meeting and sent an agenda where the governing body is considering changing the category of the school.</p> <p>Convening meetings (Regulation 13)</p> <p>There must be at least 3 meetings of the full Governing Body each school year.</p> <p>Meetings of the full Governing Body must be convened by the Clerk.</p>	<p>Governing bodies are required to be open and transparent and so should allow observers as a matter of principle.</p> <p>Observers are required to remain silent unless specifically invited to speak by the Chair. Observers must leave the meeting for any confidential items.</p> <p>The Governing Body may invite other persons to attend at their discretion.</p> <p>Most schools hold six meetings per year but this depends on the way in which a Governing Body and its committee meetings are organised. Fewer meetings of the full Governing Body may be appropriate if more responsibilities are delegated to committees.</p>	<p>Meetings will be open to the public? N</p> <p>The names of associate members and the committee to which they have been appointed must be recorded in the minutes.</p> <p>Number of planned meetings per term</p> <p>Autumn2.....</p> <p>Spring2.....</p> <p>Summer2.....</p> <p>The minimum time before meetings that papers must be made available to all governors is: 7 days;</p>

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
<p>The agenda shall be sent to the governors at least 7 days before the meeting.</p> <p>Governors failing to attend meetings A governor who without the consent of the Governing Body fails to attend full Governing Body meetings for a period of 6 months is disqualified (refer to The School Governance (Constitution) (England) Regulations 2012: Schedule 4 Paragraph 9).</p>	<p>Ideally items for the agenda should be notified to the Chair or Clerk two weeks before the meeting.</p> <p>The regulations no longer specify 'reports and papers'. However we strongly recommend all papers are circulated in advance to make the best use of everyone's time at the meeting. It is recommended that papers are only tabled at meetings in exceptional circumstances.</p> <p>A record (in the minutes of the meeting) of Governing Body consent or otherwise for absence is essential in order to invoke disqualification.</p> <p>If no apology is received then consent cannot be granted.</p>	<p>Exceptional circumstances that the governing body may accept for the tabling or late circulation of papers are restricted to:</p> <ul style="list-style-type: none"> • an issue that could not be foreseen which requires urgent discussion • serious illness of the paper's author <p>The maximum acceptable length of a late or tabled paper is: Select or amend: 2 sides A4 11 point text.</p> <p>If the late or tabled paper must be dealt with before the next scheduled meeting, an extra meeting of the Governing Body will be arranged at a date convenient to the majority of governors.</p> <p>Agreement, or otherwise, of absence is a standard item on the Governing Body agenda? This decision can be recorded under apologies for absence Y</p>

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<p>5. Quorum (Regulation 14)</p> <p>For full Governing Body meetings the quorum needs to be calculated as 50% of only those governors in post, rounded up to the nearest whole number. Vacancies need no longer be included in the calculation.</p> <p>Associate members must not be included in the calculation for quorum.</p> <p>Remote participation The Governing Body may approve alternative arrangements for governors to participate or vote at meetings of the Governing Body including but not limited to telephone or video conference.</p>	<p>If the Governing Body is carrying a large number of vacancies resulting in a very low quorum it is recommended that governing bodies try to ensure that attendance is generally above the minimum quorum level.</p> <p>While having the flexibility to agree to remote participation in meetings may be useful in exceptional circumstances, the benefit of having everyone discussing an issue in the same room should not be undermined by too many governors, taking part remotely, too often.</p> <p>Consideration need to be given to the chairing and clerking of the meeting.</p> <p>Hearing the views of other governors in the meeting is necessary to arrive at a considered view. Telephone or video conference enables the remote governor to hear views; but we recommend that written or email voting in advance of discussion is not permitted.</p> <p>Practical issues will need to be agreed, such as:</p>	<p>The Clerk will advise the Chair of the current quorum at the start of each meeting.</p> <p>The Governing Body approves in principle remote participation in meetings Y</p> <p>If Yes this will be by:</p> <ul style="list-style-type: none"> • • Video conference <p>Managing remote access:</p> <ul style="list-style-type: none"> • Remote participation will be limited to no limit • Prior agreement must be sought prior to the meeting from the Chair/Clerk (please specify) • Participation by remote access should normally be limited (specify) unless the Governing Body gives their agreement due to the exceptional circumstances of a specific situation or no limit

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	<ul style="list-style-type: none"> • What is the maximum number of governors who could participate remotely at a meeting and for it not to adversely affect the meeting? • Do you have the appropriate equipment? • How frequently an individual governor can participate remotely? • How will a governor seek agreement to participate remotely before a meeting? • Will your allowances policy include the payment of telephone calls or other costs incurred by governors? 	<ul style="list-style-type: none"> • Governors will ensure that no other persons are present or can hear the meeting when they are participating remotely. Unless the Governing Body has given its approval for the observer • Remote participation is not applicable for use by associate members (N) • Link to Governors Allowance Policy (if costs are reimbursed)
6. Voting (Regulation 14)		
<p>All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional (casting) vote. An exception is in the election of the Chair or Vice-Chair – when it is decided by chance, eg tossing a coin.</p>		
7. Minutes and Papers (Regulation 15)		
<p>Minutes should be prepared by the Clerk and signed minutes must be available for public inspection.</p> <p>[Excluding confidential items:</p> <ul style="list-style-type: none"> • items which refer to an individual parent, pupil or member of staff • other items the Governing Body deems confidential] 	<p>Draft minutes that have been approved by the Chair should be made available as soon as possible after the meeting. These should be marked 'DRAFT - subject to change'. [Excluding confidential items]</p> <p>Confidentiality should be restricted to a few very sensitive items.</p>	<p>The Governing Body's minutes will be available <u>to the public</u>:</p> <p>Once approved at the next meeting</p> <ul style="list-style-type: none"> • On the school notice board N • Website N • From the school office Y • Other (Y/N)

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	The way individual governors vote, and their opinions should be regarded as confidential.	
8. Restrictions on Participation (Regulation 16 & Schedule 1)		
<p>Governors must complete annually a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.</p> <p>Each governor must declare at the start of any meeting if there is an item on the agenda which poses a potential conflict of interest or where a fair hearing is required and his/her impartiality is in doubt. In such a case, the governor concerned must withdraw from the discussion and may not vote. In the event of a dispute the Governing Body decides whether the individual should withdraw.</p>	An annual register of interests must be established and updated annually.	<p>Date for annual update of register: ...First FGB of the academic year.....</p> <p>The register is kept securely in a confidential file by:</p> <ul style="list-style-type: none"> • The headteacher
9. Suspension of Governors (Regulation 17)		
A Governing Body can suspend a member of the Governing Body for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations).	This should be used as a last resort.	Code of Conduct adopted by all governors? Y.....
10. Delegation to Committees and Individuals (Regulations 18-20)		
<p>The full Governing Body, in accordance with regulations, must annually decide any delegation to committees or individuals.</p> <p>These requirements do not apply to other working groups without delegated powers.</p> <p>The Governing Body shall establish every year such committees as are required in accordance with the regulations.</p> <p>Reporting (Regulation 20)</p>	<p>Refer to Regulations/Staffing Regulations.</p> <p>It is recommended that all working groups have terms of reference.</p>	

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<p>Any governor, headteacher or committee who has been given delegated authority to carry out a Governing Body function must report any decisions or actions to the Governing Body.</p> <p>Quorum (Regulation 22) The committee shall decide the quorum which must be at least 3 governors.</p> <p>Chairing (Regulations 22) A Chair shall be appointed annually to each committee by the Governing Body or elected by the committee, as determined by the Governing Body.</p> <p>Associate Members (24) The Governing Body must agree which committees associate members are members of. Where associate members are members of a committee they have voting rights. But may be excluded from any confidential item concerning a member of staff or pupil.</p>	<p>That committee minutes appear on the agenda of the Governing Body and are recorded by the Clerk as being 'received and noted'.</p> <p>All governors should be notified of the committee agendas and be able to contribute in writing or by attending with the permission of the committee chair.</p> <p>If the Governing Body takes care in selection of Chairs of committees it helps succession planning by giving selected governors practice at chairing.</p>	<p>All committee meetings open to all governors Y</p> <p>Chair of committees will be chosen by the:</p> <ul style="list-style-type: none"> • Governing Body
<p>Clerking (Regulation 26) All committees must be clerked but this can be undertaken by a governor who is a member of the committee or an associate member. The headteacher is not permitted to clerk a committee.</p> <p>Seven days notice must be given for all committee meetings and agendas circulated.</p>	<p>Minutes of all committee meetings to be circulated to all governors.</p> <p>Confidential minutes are confidential to those present at the meeting only.</p> <p>Delegated decisions taken by committees should be reported to the Governing Body but not re-debated except where a rescission is being considered.</p>	<p>Clerking arrangements will be set out in the committee terms of reference.</p>

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<p>Governors' Allowances (Regulations 27-30) The Governing Body cannot pay allowances unless it has an agreed policy.</p>	<p>It is recommended that the Governing Body appoint and pay a trained Clerk (or receiving training).</p> <p>While we recognise that many governors will be reluctant to claim allowances, it is important to acknowledge that some people may be discouraged from volunteering their time to become governors if they cannot afford the extra expense.</p> <p>An Allowances Policy will define:</p> <ul style="list-style-type: none"> • The circumstances when expenses will be paid • The expenses that will be covered • Amounts and limits on what can be claimed 	<p>The governing body has an Allowances Policy Y</p> <p>If Yes, append to Standing Orders.</p>
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<p>11. Composition and membership of the Governing Body – The Constitution of Governing Bodies of Maintained Schools Statutory Guidance</p>		
<p>All governing bodies are responsible for their size and composition.</p> <p>Governing bodies should ensure that it has the required skills and knowledge to be effective and dynamic.</p>	<p>Effective governing bodies will:</p> <ul style="list-style-type: none"> • Make all prospective governors aware of the commitment and expects of the role • Make all prospective governors aware of the need to publicly disclose 	<ul style="list-style-type: none"> • All prospective governors made aware of skills needed, commitment, disqualifications and expectations Y • All governors to undertake a skills audit Y

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	<p>information about their business interests and connections to the school</p> <ul style="list-style-type: none"> • Use a skills audit to identify gaps and training needs • Governing bodies should pro actively state the skills they are looking for when they seek to elect or appoint governors • Keep the size and effectiveness of the governing body under review 	<ul style="list-style-type: none"> • The governing body will review its size, composition and effectiveness: annually Y
12. Publication of Governor’s Details and Register of Interests – The Constitution of Governing Bodies of Maintained Schools Statutory Guidance		
<p>Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible format.</p> <p>The same information needs to be disclosed for associate members making it clear if they have voting rights on a committee</p>	<p>This should include:</p> <ul style="list-style-type: none"> • the structure and remit of the governing body and any committees, and the full names of the chair of each; • for each governor who has served at any point over the past 12 months: • their full names, date of appointment, term of office, date they stepped down (where applicable), appointing body; • relevant business and pecuniary interests (as recorded in the register of interests) and also including: governance roles in other educational institutions and any 	<p>Information about the governing body published on the school website Y</p> <p>Information about governors to be kept up to date by</p> <p>Person responsible the Clerk and headteacher</p>

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	<p>relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and</p> <ul style="list-style-type: none"> • their attendance record at governing body and committee meetings over the last academic year. 	
13. Failure to Provide Information for Disclosure – The Constitution of Governing Bodies of Maintained Schools Statutory Guidance		
<p>Any governor failing to provide information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor. In the case of associate members the governing body can remove them.</p>	<p>Governing bodies should make it clear in their code of conduct that this information will be published on their governors and any associate members.</p>	<p>Code of Practice signed by all governors and associate members Y</p>
14. DBS Checks for Governors - The School Governance (Constitution and Federations) (England) (Amendment) Regulations		
<p>All governors must hold an enhanced criminal record certificate (DBS). Where a governor is elected or appointed and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election. It is recommended that the governor applies for the update service at this point, to reduce the need for repeat checks as a governor in the future.</p> <p>Where a governor fails to provide the necessary documentation to enable a DBS check to be carried out within the 21 days; the Chair should</p>	<p>Governing bodies should make it clear in their governor recruitment, appointment and induction information that this requirement is mandatory</p> <p>Y/N</p> <p>As the Headteacher and any governor responsible for ensuring that a member of staff will already have completed an Enhanced DBS and a Section 128 check, these pre-appointment checks would not be required on appointment/re-appointment. They have a contractual obligation to report issues that may arise during their employment.</p>	<p>All new governors made aware of the requirement to have a DBS check undertaken as part of the induction procedure</p> <p>Person responsible for ensuring DBS checks are undertaken within 21 days:</p> <p>Governor requests the update service when the DBS is conducted</p> <p>...No.....</p> <p>Person responsible for ensuring Section 128 check is undertaken and the check is recorded on the Single Central Record:</p>

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<p>remind the governor of the required documentation, give a reasonable deadline (e.g. 2 weeks) for it to be provided and a DBS check to be undertaken. The Chair should make it clear to the governor that if the deadline is not met they will be disqualified in line with the regulations.</p> <p>During this period without a DBS check the governor should not be allowed to attend any governing body meetings. If the governor fails to provide the necessary information by the deadline, the Clerk should send the governor a letter of disqualification and keep a copy on file. The disqualification letter should be copied to any appointing body, for example, the LA for an LA governor and the Diocese for a foundation governor. The Chair should inform the governing body at the next meeting and ensure the action is captured in the minutes.</p> <p>All governors are required to have a Section 128 check undertaken in accordance with the latest safeguarding guidance. A Section 128 direction prohibits or restricts a person from taking part in the management of an academy. It also disqualifies a person from holding office as a governor in a maintained school.</p>		<p>...Headteacher</p>
15. Removal of Appointed Governors – The School Governance (Constitution) (England) Regulations 2012		
<p>Regulations 20 to 25 give the procedures for the removal of appointed governors: foundation, ex officio, appointed parent, partnership and co-opted governors. All appointing bodies have to</p>	<p>This action should only be used as a last resort when there has been an irretrievable breakdown in trust between</p>	<p>Code of Conduct for Governors (Y) Reviewed annually (Y)</p>

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<p>allow the governor who the proposal is to remove, to have a right of representation. For co-opted governors the procedure is as follows:</p> <ul style="list-style-type: none"> • A clear proposal to remove at a governing body meeting • An opportunity for the governor to respond • A vote on whether to remove or not • If the vote is to remove a second meeting must be held after at least 2 weeks and where the proposal and response is considered again • If the second decision is again to remove, the governor is removed 	<p>the governor and appointing body. Governing bodies are recommended to have clear, agreed expectations about the conduct of governors in a written document. All new governors must be made of aware of the conduct expected and existing governors reminded on an annual basis.</p>	<p>Given to new governors as part of induction (Y)</p>
<p>16. Removal of Elected Governors – The School Governance (Constitution) (England) (Amendment) Regulations 2017</p>		
<p>The new amended regulation 24a applies to elected parent and staff governors. The governing body has to use the same procedure outlined in regulation 25, of the 2012 regulations.</p> <ul style="list-style-type: none"> • A clear proposal to remove at a governing body meeting • An opportunity for the governor to respond • A vote on whether to remove or not • If the vote is to remove a second meeting must be held after at least 2 weeks and where the proposal and response is considered again • If the second decision is again to remove, the governor is removed <p>Once an elected governor has been removed they are disqualified for becoming a governors for a period of five years.</p>	<p>This action should only be used as a last resort when there has been an irretrievable breakdown in trust between the governor and appointing body. Governing bodies are recommended to have clear, agreed expectations about the conduct of governors in a written document. All new governors must be made of aware of the conduct expected and existing governors reminded on an annual basis.</p>	<p>Code of Conduct for Governors (Y)</p> <p>Reviewed annually (Y)</p> <p>Given to new governors as part of induction (Y)</p>

Code of Conduct – [NGA Model]

The governing board 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 headteacher
- Monitoring progress towards targets
- Performance managing the 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

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training .
- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate

Governor Committee Agreed Systems.

- The number of Governors on the committee (minimum of 3 excluding the Head)
- Number of Governors needed for a quorum (50% excluding Head)
- Chairs from other committees will be invited according to need of committee / agenda.
- Minutes of the meetings will be recorded by a committee members.
- Frequency of meetings – at least termly
- It is a committee with delegated powers
- The committee will accept Cambs Governor Guidance constitution

DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter

Agendas sent out 7 days before meetings.

Members withdrawing if they have a special interest to any item

Public minutes must be kept with the minutes of the full Governing body

The following pages contain the terms of reference detail for each specific committee

Resources -Personnel

The personnel committee will have delegated powers from the governing body to:

a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LEA, the governing body, the staff and their unions/professional associations

b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,

c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and

- possible staff salary adjustments in line with appraisal and INSET developments,
- d) establish and regularly review personnel policies and procedures in line with EPM recommendations.
 - e) report to the governing body on all staff matters which relate to conditions of service.
 - f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
 - g) determine and monitor the appointments procedure on behalf of the governing body.
 - h) Monitor the training strategy each year to ensure that adequate teaching staff training[including NQT programme] and governor training is taking place.
 - i) delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
 - j) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
 - k) receive regular information from the Link Governor
 - l) comply with the performance management regulations for teachers.
 - m) form a salary appeals committee when required

Resources Finance

The finance committee has delegated powers which takes decisions on behalf of the governing Body and should consider the following

- Prepare a draft budget based on the priorities in the SDP
- Notify the approved budget to the LEA
- Agree the level of delegation to the Head for the day to day financial management of the school
- The committee supports the Financial Standards mark, and its regular review
- Monitor income and expenditure of all public funds to an agreed timescale
- Approve virement of funds between budget headings within limits
- Authorise signatories for the school bank account
- Arrange audit of any non LEA funds
- Respond to any issues arising from the audit of school accounts
- Charging policy

Resources - Premises

This is committee with delegated powers which takes decisions on behalf of the governing Body and should consider the following

- A planned on-going programme of repairs and maintenance based on an inspection of the premises
- Capital works and improvements
- Level of maintenance the school wishes to buy from service providers
- Lettings and charges policy
- Premises insurance
- Policies for H&S, security, fire safety including monitoring procedures
- Ensures the school complies with H&S recommendations
- Ensure that suitable risk assessment take place and that action is taken to minimise risk
- Action to meet governor's responsibilities under Environmental Protection Act 1990 relating to litter and refuse
- Action to meet governor's responsibilities for accessibility under Special Educational Needs and Disability Act 2001
- Monitoring gas, water, oil and electricity services

Standards

This is a committee with delegated powers which takes decisions on behalf of the governing Body and should consider the following

- Review the effectiveness of the pupil behaviour and discipline policy
- Monitor and review the progress of school priorities in the SDP and Ofsted action plan
- Agree the annual statutory and non-statutory pupil performance targets and monitor and review progress (full Goves agree targets)
- Monitor and review pupil attendance
- Prepare, with the Head, for an Ofsted inspection
- Approve curriculum policy for pupils with Special Educational needs and monitor it's implementation
- Review procedures for parents complaints
- Approve off site visits of more than 24 hours or which involve hazardous pursuit or journey by sea or plane
- Monitor all Governors statutory policies
- Ensure a timescale is in place to review school curriculum policies
- Monitor the review of these policies, through committee meetings, emailed policy responses.
- Support the school's policy and curriculum focused working parties.
- Regularly review the School website.

The standards Committee can make recommendations to the full Governing body on the following

- Policy and provision for Relationships Education and Collective Worship

- Statement of general principles for pupil behaviour, discipline and managing drug incidents
- Timing of school sessions
- Approval and review of Home School Agreements
- Review, update School Key Information
- Standards of achievement of pupils [Data Information]

Headteacher's Performance Review Group PERSONNEL

- 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

Discipline Committee

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 disapplications, and the operation of the Governing Body's charging policy:

Appeals Committee

- 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

Pupil Discipline Committee (Statutory) STANDARDS

- 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

TERMS OF REFERENCE JOINT HEARINGS COMMITTEE

Name of School: Spaldwick Primary School

Name of School:

It is a statutory requirement that all delegation is reviewed annually and approved by both governing bodies.

1) Membership: All governors

Both governing bodies have to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Each governing body needs to either list all governors or a pool of governors. When a hearing is to be called three governors from the list will be called to serve on the panel subject to their impartiality and availability.

Each panel will elect from their number a chair.

2) Name of Clerk: Katie Dodsley

The governing body of each school will need to name the clerk for their hearings.

The clerk will convene the meetings, invite governors to serve on the panel subject to their impartiality and availability. The clerk will circulate papers, take minutes and inform all parties of the outcome.

3) Quorum:

The quorum shall be three members of the committee.

4) Meetings:

Meetings will be held as and when required.

5) Function:

To form panels to carry out the governing bodies' functions and provide an impartial and fair review process for the following situations:

- Complaints
- Grievance
- Pupil exclusion
- Staff dismissal and appeal

The panels will follow the relevant agreed procedure from the school where the case has arisen. The panel may want to seek advice either from the LA, where it is complaint or in the case of staffing issues the personnel providers of the school concerned.

Name of School Spaldwick Primary School

Date terms of reference approved by governing body...26/9/19

Name of School

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Date terms of reference approved by governing body.....