

SPRINGDALE FIRST SCHOOL GOVERNING BODY
Terms of Reference



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INTRODUCTION

The following Terms of Reference describes the purpose & structure Springdale's governing body. They scope deliverables for each committee alongside key requirements & ownership.

UPDATES FROM PREVIOUS VERSION

- October 2017: Updated to reflect move to academy status therefore reference to LA replaced with Trust.

LEARNING & CURRICULUM COMMITTEE

Overview

The Learning & Curriculum Committee's (L&C) primary role is to take delegated responsibility for the Governing Body in relation to the curriculum, the teaching of subjects and all matters in relation to pupils learning.

The L&C Committee monitors on behalf of the Governing Body how the curriculum is taught, evaluated and resourced.

Members should have an in depth understanding of the school curriculum, assessment and pupil achievement.

Membership

- Governors are elected to the committee by the Full Governing Body
- At least three governors who are representative of the different groups in the Governing Body (i.e. staff, parent, co-opted and LA).
- The governors will seek to ensure that at least one member of this committee has a teaching background
- The Chair of Governors may attend and has voting rights
- The Headteacher (voting rights if a governor)

- The L&C Committee will be quorate with 3 governors in attendance.
- One member of the Committee will be the Inclusion Governor (SEND & Pupil Premium).

Meeting Frequency: The L&C Committee will meet at least once per term.

General: The Committee Chair will report to the Full Governing Body at least once a term about matters arising. Meetings must be clerked and minutes circulated to the Full Governing Body.

Delegated Responsibilities: Refer to the Scheme of Delegation

RESOURCES

Overview

The Resources Committee's primary role is to take delegated responsibility for the Governing Body in relation to financial accountability and responsibilities.

The Resources Committee ensures the school complies with good practice, legal requirements and financial regulations of both central government and the Trust.

The Resources Committee assists the Headteacher in monitoring the school budget throughout the year in meeting the priorities identified in the School Development Plan.

Membership

- Governors are elected to the committee by the Full Governing Body
- At least 3 governors who are representative of the different groups in the Governing Body (i.e. staff, parent, co-opted).
- The Chair of Governors may attend and has voting rights
- The Headteacher (voting rights if a governor)

- The Resources Committee will be quorate with 3 governors in attendance.
- One member of the committee will be the Health & Safety Governor.
- The School Business Manager is permitted to attend committee meetings in order to present financial data but may not participate in any vote to pass a resolution and does not count towards the number required for the committee to be quorate.
- Meetings must be clerked.

Meeting Frequency: The Resource Committee will meet at least once per term.

General: The Committee Chair will report to the Full Governing Body at least once a term about matters arising. Meetings must be clerked and minutes circulated to the Full Governing Body.

Delegated Responsibilities: Refer to the Scheme of Delegation

PASTORAL

Overview

The Pastoral Committee's primary role is to take delegated responsibility for the Governing Body in relation to overseeing the provision of safeguarding within school and promote the welfare of students and staff in support of their teaching, learning and development.

The Pastoral Committee assists the Headteacher in the analysis of information regarding the school context and evaluation of the impact. Ensuring pastoral arrangements are in place and effective within school, covering a wide range of subjects from: safeguarding, admissions, equalities, vulnerable children, SEND, digital wellbeing, human resources, educational visits and complaints.

Membership

- Governors are elected to the committee by the Full Governing Body
 - At least 3 governors who are representative of the different groups in the Governing Body (i.e. staff, parent, co-opted).
 - The Chair of Governors may attend and has voting rights
 - The Headteacher (voting rights if a governor)
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- The Pastoral Committee will be quorate with 3 governors in attendance.

Meeting Frequency: The Pastoral Committee will meet at least once per term.

General: The Committee Chair will report to the Full Governing Body at least once a term about matters arising. Meetings must be clerked and minutes circulated to the Full Governing Body.

Delegated Responsibilities: Refer to the Scheme of Delegation

EXECUTIVE COMMITTEE

Overview

The Executive Committee's primary role is to act as a Standing Committee of the Governing Body, taking urgent decisions as required between meetings of the Full Governing Body on any aspect of school life, under powers delegated by the Full Governing Body.

Membership

- Chair or Vice Chair of Governors
- Chair or Vice Chair of any of the Committees
- The Headteacher (voting rights if a governor)

- The Executive Committee will be quorate with 3 governors in attendance.

General: A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

PAY REVIEW COMMITTEE

Overview

The Pay Review Committee's primary role is to convene annually, following the performance management review cycle, to consider pay increment recommendations

The Pay Review Committee is responsible for ensuring the school's Pay Policy is applied in a fair and consistent manner and that all statutory and contractual requests are applied.

Membership

- Chair or Vice Chair of Governors
- Chair or governor of any of the committees who are non-staff.
- The Headteacher (voting rights if a governor)

- The Pay Review Committee will be quorate with 3 governors are in attendance one of which will be either Chair or Vice Chair of Governors.

General: The chair will be appointed from within the committee once formed. A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

PAY REVIEW APPEALS COMMITTEE

Overview

The Pay Review Appeals Committee's primary role is to convene when required to consider any appeals against the decision of the Pay Review Committee in accordance with Trust procedures.

Membership

- Chair or Vice Chair of Governors, whomever has not been on the Pay Review Committee in relation to the appeal.
- Chair or governor of any of the committees who are non-staff and have not been on the Pay Review Committee in relation to the appeal.
- The Headteacher (voting rights if a governor)

- The Pay Review Appeals Committee will be quorate with 3 governors are in attendance.

General: The chair will be appointed from within the committee once formed. A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

STAFF DISMISSAL COMMITTEE

Overview

The Staff Dismissal Committee's primary role is to convene when required to consider and make any initial decisions about matters relating to staff capability, discipline and dismissal in accordance with Trust procedures.

The committee determines whether a person employed by the Trust at the school should cease to work in school. The full governing body will be informed of any decisions made by the committee.

Membership

- At least 3 governors who are non-staff
- The Staff Dismissal Committee will be quorate with 3 governors in attendance.
- The Headteacher is not a member of this committee.
- The Trust will be informed and consulted whenever it is necessary to convene a meeting.

General: The chair will be appointed from within the committee once formed. A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

STAFF DISMISSAL APPEAL COMMITTEE

Overview

The Staff Dismissal Appeal Committee's primary role is to convene when required to consider any appeals against the decision of the Staff Dismissal in accordance with Trust procedures.

The committee determines whether a person employed by the Trust at the school should cease to work in school. The full governing body will be informed of any decisions made by the committee.

Membership

- At least 3 governors who are non-staff
- The Staff Dismissal Committee will be quorate with 3 governors in attendance
- The Headteacher is not a member of this committee.
- The Trust will be informed and consulted whenever it is necessary to convene a meeting.

General: The chair will be appointed from within the committee once formed. A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

PUPIL DISCIPLINE COMMITTEE

Overview

The Pupil Discipline Committee's primary role is to convene when required and take delegated responsibility for the Governing Body in hearing pupil exclusion matters.

The committee considers the circumstances and any representation made regarding the exclusion of any pupil, if that exclusion is permanent, fixed period (more than 15 days in any one term) or covers the period of an examination.

They should consider the circumstances and make decisions about reinstating excluded (suspended or expelled) pupils;

consider the circumstances regarding an exclusion of five days or less where the parent raises an objection to the exclusion and to decide whether to make a statement on the pupil's records;

consider any representations from the parent(s) of an excluded pupil, or from the pupil if he or she is over 18, (where the exclusion is for more than five school days in any one term); and

advise the Governing Body of decisions taken within the powers delegated by providing at the next full Governing Body making a written statement of any decisions made.

Membership

- At least 3 governors
- The Pupil Discipline Committee will be quorate with 3 governors in attendance
- The Headteacher is not a member of this committee.

General: The chair will be appointed from within the committee once formed. A nominated attendee at the meeting will take minutes in the absence of the clerk.

Delegated Responsibilities: Refer to the Scheme of Delegation

INCLUSION GOVERNOR (INCLUDING SEN, DISABILITY & PUPIL PREMIUM)

Overview

Our governing body has important statutory duties towards children identified as vulnerable; children with special educational needs & disabilities (SEND) & children in receipt of Pupil Premium funding (PPG) or those who do not fall into either category but have been identified as vulnerable for other reasons.

Along with the Headteacher we should decide the school's general policy & approach to meeting these pupils' needs for those with & those without an education and/or health & care plan.

This governor should have specific oversight of the schools arrangements for all children identified as vulnerable. They will need to build a good working relationship with the Inclusion Lead (SENCo) to understand how funding is being used & in particular what impact this is having on the pupils who receive it, in order that their achievements are at least in line with their peers.

This is a highly sensitive role & information available to the governing body should always remain confidential.

Delegated Responsibilities: Refer to the Scheme of Delegation

HEALTH & SAFETY GOVERNOR

Overview

The primary role for the Health & Safety Governor (H&S) is to ensure that the school complies with legislation (Health & Safety Work etc. Act 1974) & follows best practice in the management of health & safety.

Ultimately ensuring all staff, pupils & volunteers are not exposed to unacceptable risks by monitoring & prioritising timely actions alongside the nominated school Health & Safety person.

Delegated Responsibilities: Refer to the Scheme of Delegation

DIGITAL WELL-BEING GOVERNOR

Overview

On behalf of the governing body, the Digital Well-Being Governor ensures that the school has the right measures in place to keep our children safe from online exploitation or radicalisation & that the school is fulfilling its safeguarding duty in this area.

The role ensures that policies are in place & reviewed efficiently given the ever-changing world of technology. Also, that the whole school community, along with parents/carers, is equipped with the information they need for their children to explore the internet safely.

Delegated Responsibilities: Refer to the Scheme of Delegation

SAFEGUARDING GOVERNOR

Overview

Our governing body must ensure that the school has regard to statutory & local guidance in considering what arrangements should be in place to ensure the safeguarding & welfare of children.

On behalf of the governing body the Safeguarding Governor works closely with the schools dedicated safeguarding lead to ensure effective process is in place for the early identification of any welfare concerns about a child, additional needs they might have, indicators of possible abuse, neglect or other safeguarding concerns.

There is also a duty of care to our employees & volunteers, so we must ensure the school provides safe recruitment procedures so only suitable applicants & prospective volunteers work within our school & anyone facing an allegation is provided with effective support.

The Prevent Duty states that we should all have “due regard to the need to prevent people being drawn into terrorism”, this duty covers the whole school including governors & the Safeguarding Governor should be aware of the schools approach in implementing this duty.

Delegated Responsibilities: Refer to the Scheme of Delegation