

Orton Church of England School

Governing Body

**Terms of Reference
2021/2022**

**Agreed at the Full Governors Meeting on 23rd
November 2021**

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

Disqualification – none

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 formal budget plans 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***
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To monitor and review the following policies:
 - Special Educational Needs
 - Teacher's Pay
 - Admissions Arrangements
 - Behaviour Principles Written Statement
 - Staff Discipline, Conduct and Grievance (procedures for addressing)
 - Supporting Pupils with Medical Conditions
 - Complaints Procedure
 - Safeguarding

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Name of Governor	End of term of Office
Mrs Sally Seed (Foundation)	31/10/2022
Mrs Emma Pomfret (Headteacher)	n/a
Mrs Andrea Mounsey (Staff)	01/09/2023
Mr Richard Petty-(Foundation)	01/09/2025
Mr Glen Watson (Parent)	17/06/2022
Mr Daniel Morley (Parent)	29/01/2024
Vacancy (Foundation)	
Rev. Sandra Ward (Foundation ex-officio)	n/a
Mr Nigel Coward (Associate)	31/01/2023
Mr Chris Bland (Foundation)	16/07/2022
Mr Julian Thorpe (Co-opted)	01/09/2025
Mr Matthew Wray (Foundation)	09/09/2023
Mrs Mary Jenkin (Foundation)	11/02/2023
Mrs Rachel Woof	01/09/2025
Vacancy (Local Authority)	

Chair of the Governing Body	Richard Petty
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Vice-Chair of the Governing Body	TBC at Feb 22 meeting
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Clerk to the Governing Body	Charlotte Kimber
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Quorum:	One half of the number of Governors in post (rounded up)
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Finance and Staffing Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay awards
- To monitor and review the following policies:
 - Capability of Staff
 - Charging and Remissions
 - Teacher Appraisal
 - Statement of Procedures for dealing with allegations of abuse against staff

* The Headteacher Performance Review Group is formed from this committee and Curriculum Committee and its members have received the appropriate training.

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	29/09/2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Nigel Coward		
Emma Pomfret (Head Teacher)		
Julian Thorpe		23/09/2021
Rachel Woof		23/09/2021
Sally Seed		
Matthew Wray		
Chris Bland		
Daniel Morley		29/09/2020

Chair of the Committee	Nigel Coward
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Clerk to the Committee	Charlotte Kimber
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Quorum (minimum of 4, committee can determine higher number)	4
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Date Committee established	/ /
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Educational Standards Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements
- To consider latest performance and tracking data and address any issues arising
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To evaluate trends and opportunities arising for the curriculum from cluster and other networking
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To monitor behaviour, attendance and safeguarding and agree appropriate indicators and actions
- To monitor and review the following policies:
 - Accessibility Plan (Curriculum Aspect)
 - Special Educational Needs (for approval by the FGB)
 - Safeguarding Policy (to be approved by the FGB)
 - SRE Policy
 - Anti-Bullying Policy
 - Supporting Pupils with Medical conditions (to be approved by the FGB)
 - E Safety Policy

These terms of reference agreed by the Governing Body	29/09/2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Andrea Mounsey		24/09/2019
Emma Pomfret (Headteacher)		
Sally Seed		
Mary Jenkin		24/09/2019
Matthew Wray		
Chris Bland		
Richard Petty		

Chair of the Committee	Richard Petty
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Clerk to the Committee	Charlotte Kimber
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Quorum (minimum of 4, committee can determine higher number)	4
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Date Committee established	/ /
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Date of review:	Sept 22
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Buildings and Grounds & Health and Safety Committee

Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To monitor and review the following policies:
 - Building Development Plan
 - Accessibility Plan (physical aspects)
 - Premises Management Policy
 - Health & Safety Policy

These terms of reference agreed by the Governing Body	29/09/2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Julian Thorpe		
Emma Pomfret (Headteacher)		
Ian Simpson		
Glen Watson		
Daniel Morley		29/09/2020

Chair of the Committee	Julian Thorpe
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Clerk to the Committee	Charlotte Kimber
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	/ /
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Date of review:	Sept 2022
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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 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	29/09/2020
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Name of Governor	Date Appointed to the Group
Julian Thorpe	
Matthew Wray	24/09/2019
Sally Seed	
Rev Sandra Ward	28/09/2021

Chair of the Group	Julian Thorpe
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Review Officer	
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Quorum (minimum of 2 suggested)	2
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Date Group established	17/10/2012
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Date of review:	Sept 2022
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Pupil Discipline Committee

This committee will only meet under exceptional circumstances in the case of a parental appeal following exclusion of a pupil after the schools' normal process has been exhausted

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*)

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The 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	29/09/2020
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Name of Governor	Date Appointed to the Committee
Nigel Coward	22.09.2015
Chris Bland	22.09.2015
Julian Thorpe	22.09.2015

Chair of the Committee	
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Clerk to the Committee *	
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Quorum:	3
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Date Committee established	/ /
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Date of review:	Sept 2022
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body or the relevant Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection/Early Help/Safeguarding	M Wray	Headteacher/C Simpson	Gov Body
SEN	M Jenkin	SENCO/Headteacher	Ed Standards/Gov.Body
Training & Link	S Seed	LA Gov Support/Diocese	Governing Body
Gifted and Talented	S Seed	SENCO/Headteacher	Ed Standards/Gov.Body
Art	S Ward	P Woodmass	Ed Standards/Gov.Body
DT	J Thorpe	E Pomfret	Ed Standards/Gov.Body
English	R Petty	English Co-ordinator (AM)	Ed Standards/Gov.Body
French	S Seed	C Simpson	Ed Standards/Gov.Body
Maths	N Coward	Maths Co-ordinator (CS)	Ed Standards/Gov.Body
Science	G Watson	Science Co-ordinator (EP)	Ed Standards/Gov.Body
Humanities	R Woof / D Morley	A Mounsey	Ed Standards/Gov.Body
Music	J Thorpe	C Simpson	Ed Standards/Gov.Body
PE	D Morley	A Potter	Ed Standards/Gov.Body
RSE	M Wray	H Lamb	Ed Standards/Gov.Body
RE/PCC/SIAMS	M Jenkin/ C Bland	RE Co-ordinator (HL)	Ed Standards/Gov.Body
H & S	J Thorpe & I Simpson	H & S Co-ordinator (EP)	B & G/Gov Body
Computing & ICT	Ian Simpson	D Green	Gov Body
Data Protection Officer	R Petty	Headteacher	Gov Body
Pupil Performance	Ed Stds	Headteacher	Ed Standards/Gov.Body
School Council		Headteacher	Gov Body
EYFS	M Wray	P Woodmass	Ed Standards/Gov.Body

These terms of reference agreed by the Governing Body	23/11/2021
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Date Delegation Agreed	29/09/2020
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Date of review:	Sept 2022
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