



# **Orton Church of England School**

## **Governing Body**

### **Terms of Reference**

**2024 -2025**

## 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** (*either in person or remotely*)\*
- **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

<b>These terms of reference agreed by the Governing Body</b>	<b>26/09/2023</b>
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<b>Name of Governor</b>	<b>Appointment</b>	<b>End of term of Office</b>
Mrs Emma Pomfret	Head Teacher	n/a
Mrs Andrea Mounsey	Staff	01/09/2027

Rev Brendan Giblin	Foundation ex-Officio	n/a
Mr Ian Simpson	Foundation	03/12/2025
Mr Richard Petty	Foundation	01/09/2025
Mrs Mary Jenkin	Foundation	11/02/2027
Mrs Rachel Woof	Foundation	01/09/2025
Rev Stephen Radford	Foundation	07/02/2027
John Newton	Foundation	12/12/2027
Vacancy	Foundation	
Vacancy	Co-opted	
John Murray	Local Authority	06/02/2028
Mr Daniel Morley	Parent	28/01/2028
Ms Rebecca Shelton	Parent	31/10/2026

<b>Chair of the Governing Body</b>	Richard Petty
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<b>Vice-Chair of the Governing Body</b>	Rebecca Shelton
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<b>Clerk to the Governing Body</b>	Siobhan Beck
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<b>Quorum:</b>	<b>One half of the number of Governors in post (rounded up)</b>
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# Resources Committee

## Terms of reference:

- To ensure that the school operates within the Financial Regulations of the County Council
- In consultation with the Headteacher, twice yearly, draft the three year budget plan of the financial year
- 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 monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To make decisions in respect of service agreements
- To make decisions on expenditure in line with Scheme of Delegation
- To make decisions on expenditure following recommendations from other committees
- 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 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 advise the Governing Body on priorities for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To oversee premises-related funding bids
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To consider the impact of the maintenance and development of the school's premises from a Health and Safety perspective
- 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:
  - Teacher Appraisal
  - Capability of Staff
  - Staff Code of Conduct
  - Staff Discipline, Conduct and Grievance Procedures
  - Anti-Fraud
  - Asset Management Plan
  - Health & Safety Policy
  - Financial Procedures Policy
  - Charging and Remissions
  - Accessibility Plan (physical aspects)
  - Governor Allowances
  - Recruitment of Offenders
  - Time off Work Procedures

Statement of Procedures for dealing with allegations of abuse against staff

\* The Headteacher Performance Review Group is formed from this committee and Educational Standards 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

<b>These terms of reference agreed by the Governing Body</b>	01/10/2024
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<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Emma Pomfret (Head Teacher)	G	01/10/2024
Richard Petty	G	01/10/2024
Rachel Woof	G	01/10/2024
Stephen Radford	G	01/10/2024
Daniel Morley	G	01/10/2024
Ian Simpson	G	01/10/2024
John Newton	G	01/10/2024
Vicky Percival	AM	

<b>Chair of the Committee</b>	Richard Petty
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<b>Clerk to the Committee</b>	Clerk to Governors
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<b>Quorum (minimum of 4, committee can determine higher number)</b>	4
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<b>Date Committee established</b>	01 /10 / 2024
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<b>Date of next review:</b>	Autumn 2025
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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:  
School Exclusion  
Collective Worship  
PHSE  
Uniform

These terms of reference agreed by the Governing Body 01/10/2024

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Andrea Mounsey	G	24/09/2019
Emma Pomfret (Headteacher)	G	
Mary Jenkin	G	24/09/2019
Brendan Giblin	G	26/09/2023
Rebecca Shelton	G	
Richard Petty	G	
John Murray	G	06/02/24

Chair of the Committee	Rebecca Shelton
Clerk to the Committee	Governor appointed at each meeting
Quorum (minimum of 4, committee can determine higher number)	4
Date Committee established	/ /
Date of next review:	Autumn 2025

## 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

<b>These terms of reference agreed by the Governing Body</b>	01/10/2024
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Ian Simpson	26/09/2023
Stephen Radford	26/09/2023
John Newton	01/10/2024

<b>Chair of the Group</b>	Stephen Radford
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<b>External Advisor</b>	Rachel Smith
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date Group established</b>	17/10/2012
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<b>Date of review:</b>	Autumn 2025
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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 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)

**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)

<b>These terms of reference agreed by the Governing Body</b>	01/10/2024
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Rachel Woof	26.09.2023
John Murray	22.09.2015
Brendan Giblin	26.09.2023

<b>Chair of the Committee</b>	John Murray
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<b>Clerk to the Committee</b>	Clerk to Governors
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<b>Quorum:</b>	3
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<b>Date Committee established</b>	/ /
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<b>Date of next review:</b>	Sept 2025
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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.
- 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:

- 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	R Petty	Headteacher/C Simpson	Gov Body
SEN	M Jenkin	SENCO/Headteacher	Ed Standards/Gov.Body
Art	R Shelton	P Woodmass	Ed Standards/Gov.Body
DT	R Shelton	E Pomfret	Ed Standards/Gov.Body
English	R Petty	English Co-ordinator (AM)	Ed Standards/Gov.Body
French	J Newton	C Simpson	Ed Standards/Gov.Body
Maths	J Murray	Maths Co-ordinator (CS)	Ed Standards/Gov.Body
Science	S Radford	Science Co-ordinator (EP)	Ed Standards/Gov.Body
Humanities	R Woof / D Morley	A Mounsey	Ed Standards/Gov.Body
Music	R Woof	C Simpson	Ed Standards/Gov.Body
PE	D Morley	A Potter/E.Pomfret	Ed Standards/Gov.Body
RHSE		H Lamb	Ed Standards/Gov.Body
RE/PCC/SIAMS	M Jenkin/B. Giblin	RE Co-ordinator (HL)	Ed Standards/Gov.Body
H & S	I Simpson	H & S Co-ordinator (EP)	Resouces/Gov Body
Computing & ICT	Ian Simpson		Gov Body
Data Protection Officer	R Petty	Headteacher	Gov Body
Pupil Performance	Ed Standards	Headteacher	Ed Standards/Gov.Body
School Council		Headteacher	Gov Body
EYFS		P Woodmass	Ed Standards/Gov.Body

<b>These terms of reference agreed by the Governing Body</b>	01/10/2024
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<b>Date Delegation Agreed</b>	01/10/24
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<b>Date of next review:</b>	Sept/Nov 2025
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