

THE GOVERNING BODY OF INGHAM PRIMARY SCHOOL

The Roles and responsibilities of the Committees and
Officers of the Governing Body



TERMS OF REFERENCE

ROLES AND RESPONSIBILITIES

1. THE GOVERNING BODY

- See Scheme of Delegation Document for FGB responsibilities.

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| Membership: | As per the Instrument of Government. |
| Disqualification: | As per Regulation 17 and Schedule 4 of the Constitution Regulations. |
| Quorum: | One half of the number of Governors in post (5). |

2. CHAIR OF THE GOVERNING BODY

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Lincolnshire 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.

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| Disqualification: | The Headteacher, Staff Governors, Pupils, Staff Members. |
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3. 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 has been determined in the Clerks Job Description.

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| Disqualification: | Governors, Associate Members, the Headteacher. |
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4. 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.

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| Disqualification: | Headteacher |
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5. CLERK TO A COMMITTEE

- 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.

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| Disqualification: | The Headteacher. |
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COMMITTEE STRUCTURE AND RESPONSIBILITIES

1. RESOURCES COMMITTEE

The main functions of this committee are to consider and monitor:

- *the school's budget in line with the Finance Policy;*
- *premises and health and safety*

Financial Responsibilities

- To prepare and submit to the governing body recommendations for the annual budget plan.
- To receive reports from the Headteacher on the management of the school's budget.
- To monitor expenditure against the budget plan, to take any action which may be necessary to avoid unplanned deficit and to report any such action to the next governing body meeting.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To consider and approve proposals for single items of expenditure in excess of £10,000.00 which form part of the budget plan.
- To recommend to the governing body proposals for the use of any budget surplus.
- To monitor expenditure of all voluntary funds kept on behalf of the governing body.
- To make decisions in respect of service agreements.
- To prepare any other financial statements of school accounts as may be required.
- To deal with any other financial matters which the governing body may refer from time to time.

Premises Responsibilities

- To provide support and guidance for the governing body and the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that annual statutory inspections of the premises and grounds take place and a report is received identifying any issues.
- To set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To establish and keep under review an Accessibility Plan and a Premises Plan
- To review, adopt and monitor a Health and Safety policy.

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| Membership: | Any member or associate member of the governing body and the Headteacher (ex officio). Members (except the Headteacher) will be appointed annually at the autumn term meeting of the governing body. |
| Disqualification: | None. |
| Quorum: | One half of the membership of the committee (minimum 3). |
| Chair: | Appointed by the governing body at the autumn term meeting. |
| Clerk: | The Clerk to Governors. The Headteacher cannot be the Clerk. |
| Meetings: | Meet each large term and as and when necessary and will be called by the Clerk. |

2. QUALITY OF EDUCATION COMMITTEE

Responsibilities

- Monitoring and holding to account the school for the standard of education it provides
- All matters relating to the curriculum of the school, including SEND
- Analysis of school performance indicators and comparison against National Expectations

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| Membership: | Any member or associate member of the governing body and the Headteacher (ex officio). Members (except the Headteacher) will be appointed annually at the autumn term meeting of the governing body. |
| Disqualification: | None. |
| Quorum: | One half of the membership of the committee (minimum 3). |
| Chair: | Appointed by the governing body at the autumn term meeting. |
| Clerk: | The Clerk to Governors. The Headteacher cannot be the Clerk. |
| Meetings: | Meet each large term and as and when necessary and will be called by the Clerk. |

3. HEADTEACHER'S PERFORMANCE REVIEW GROUP

- 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 Pay Committee in respect of awards for the successful meeting of targets set.

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| Membership: | Any member of the governing body. Members will be appointed annually at the autumn term meeting of the governing body. (2/3 Governors & External Advisor) |
| Disqualification: | Staff governors. |
| Chair: | To be appointed at the first meeting of the group. |
| Clerk: | The Clerk to the Governing Body. |

4. PAY COMMITTEE

The main function of the Committee is to implement the School's Pay and Performance Policy in line with the appropriate Lincolnshire County Council Policy as ratified by the Governing Body.

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| Membership: | Any members of the Governing Body. Members will be appointed annually at the autumn term meeting of the governing body. (3 Governors). The Headteacher has the right to attend the committee meetings. |
| Disqualification: | Chair of Governors and Staff Governors. |
| Chair: | To be appointed at the first meeting of the group. |
| Clerk: | The Clerk to Governors. |
| Meetings: | To be held as and when necessary and called by the Clerk. |
| Notes: | Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Human Resources will be notified in writing immediately following the Committee's decision. In the case of pay decisions for teachers, this will be done in accordance with the School Pay Policy. |

5. COMPLAINTS COMMITTEE

The main functions of this committee are:

- to consider any complaints which the Headteacher nor the Chair of Governors have been able to resolve following the Lincolnshire County Council procedure as adopted by the governing body

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| Membership: | Committee will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as necessary. |
| Disqualification: | Staff governors and Chair of Governors who may have prior knowledge. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The clerk to Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |

6. PUPIL DISCIPLINE COMMITTEE

The main functions of this committee are to:

- consider and review the pupil discipline policy and the application of it;
 - in certain circumstances, to conduct a hearing to decide whether action to exclude a pupil is appropriate.
- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate but will give further guidance and advice to the Headteacher*).
 - 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 agree a submission on behalf of the governing body, to nominate a member of the committee to appear at and to make any arrangements for the governing body to be represented at the hearing of any appeal submitted by parents against a decision of this committee to an independent review panel.

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| Membership: | Committee will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as appropriate. |
| Disqualification: | Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The Clerk to the Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |

7. APPEALS COMMITTEE

The main function of this committee is to decide whether to uphold or overturn a decision (not relating to staff dismissal or staff discipline) taken by a committee of the governing body which has been referred to this committee for consideration.

To hear any appeal arising from the decision of any committee or individual governor or the head in whom any executive power has been vested which it is not the responsibility of any other committee to hear. Any appeal will be conducted in accordance with the relevant procedure adopted by the governing body.

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| Membership: | Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate. |
| Disqualification: | Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The Clerk to the Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |

8. STAFF DISCIPLINE/DISMISSAL COMMITTEE

The main functions of this committee are to decide whether:

- *a member of staff (including the Headteacher) should be dismissed under disciplinary procedures/made redundant/dismissed due to ill health;*
- *not renew a member of staff's contract.*
- *The Committee will follow the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.*

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| Membership: | Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as necessary |
| Disqualification: | Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The Clerk to the Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |

9. STAFF DISCIPLINE/DISMISSAL APPEALS COMMITTEE

The main function of this committee is to decide whether to uphold or overturn a decision taken by the staff disciplinary/dismissal committee of the governing body which has been referred to this committee for consideration in line with the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.

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| Membership: | Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate. |
| Disqualification: | Staff governors, Headteacher, the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The Clerk to the Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |

10. ADMISSIONS COMMITTEE

The main function of this committee is to consider decisions based on MOU with LCC regarding admissions – refer to academic year Admissions LCC Policy (updated annually in Summer Term).

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| Membership: | Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate. |
| Disqualification: | Staff governors, Headteacher. |
| Quorum: | All 3 governors must be present. |
| Chair: | Appointed by the committee at its first meeting. |
| Clerk: | The Clerk to the Governing Body. The Headteacher cannot be the Clerk. |
| Meetings: | Will be held as and when necessary and will be called by the Clerk. |