



Bures CEVC Primary School

Governance Structure

and

Terms of Reference



The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal, Diocesan and Suffolk 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 arrange for the Governing Body to be represented at School Improvement discussions with the Local Authority and for reports to be received by the Governing Body.
- ❖ 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 – the Headteacher, Staff Governors

The Role of the Clerk to Committees

- ❖ 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.

We have high expectations and our ongoing aims are:

Children's Achievement – *To provide a curriculum full of rich opportunities to excite and challenge every child to adopt a growth mindset to learning. We will nurture a special interest in every pupil, whether it be academic, sporting, artistic or musical. We strive for Achievement with Enjoyment;*

Community Focused – *To work closely with the local community and churches, to build a strong relationship that enriches the learning of pupils, supports the community and embeds a Christian ethos within the School.*

Staff Development – *To value our staff and Governors and their development, to ensure we have passionate individuals who deliver high quality learning every day.*

Engaged Parents – *To communicate and engage with our parents to enable them to be active in the education of our pupils.*

Learning Environment – *To utilise all our physical assets to their maximum and maintain high standards of behaviour, ensuring that pupils can learn in a safe and positive environment.*

The Governing Body 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*** and induct 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 monitor the progress of work being undertaken by committees and individuals, to receive reports from any individual or committee to whom a responsibility or decision has been delegated and to consider whether any further action by the Governing Body is necessary*.**
- To consider recommendations made by committees or individuals in respect of the working of the Governing Body.
- To review **statutory** performance and progress data as a mechanism to inform the School Improvement Plan.
- To approve the first formal budget plan of the financial year and, on an ongoing basis, monitor financial performance to plan.
- 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 establish and keep under review policy and procedure documents.
- To establish and keep under review the Governing Body Code of Conduct.
- 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 conduct an annual self-assessment review.
- *Any other items which the Governing Body may wish to include.*

***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.

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor | End of term of Office |
|--|------------------------------|
| T. Fairbairn (Co-opted) Headteacher | 12.04.2023 |
| S. Morley (Foundation) | |
| A. Kendall (LEA) | 07.07.2023 |
| S. Baker (Co-opted) | 26.01.2025 |
| C. Lloyd (Parent) | 01.12.2024 |
| A. Hills (Co-opted) | 06.02.2021 |
| C. Frewin (Parent) | 19.01.2022 |
| V. Holmes (Associate Member) | 02.10.2022 |
| W. Box (Foundation) | 30.09.2023 |
| L. Baker (Staff) | 03.12.2023 |
| H. Main (Co-opted) | 03.12.2023 |
| L. Hammett (Parent) | 24.02.2024 |

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| Chair of the Governing Body | Tim Fairbairn |
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| Vice-Chair of the Governing Body | Helen Main |
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| Clerk (s) to the Governing Body | Laura Benns |
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| Quorum: | One half of the number of Governors in post |
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Executive Committee

This Committee is open to all Governors.

Terms of reference:

- To review the School's curriculum ensuring it contains breadth and depth and is impacting on pupil outcomes.
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a committee to oversee a building project or a special committee to oversee an Ofsted inspection or consider a move to federation.
- To be available and respond to matters of particular complexity, difficulty, sensitivity or emergency and offer advice to the Headteacher.
- To provide input into the formulation of the annual financial budgets.
- To provide input into the School Improvement Plan generally.
- To keep under review the staffing structure and staff wellbeing in consultation with the Headteacher.
- To undertake tasks delegated by the Governing Body.
- *Any other items which the Governing Body may wish to include.*

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor |
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| All Governors |
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| Chair of the Committee | Helen Main |
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| Clerk to the Committee | Laura Benns |
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| Quorum (minimum of 3) | 3 |
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| Date of review: | Oct 21 |
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Hearings Committee

Terms of reference:

- To consider any appeal against a decision on pay grading or pay awards.
- **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 Complaints Procedure for parents and others.
- *Any other items which the Governing Body may wish to include.*

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced Governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor |
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| To be convened as needed selecting Governors with no prior knowledge of the issue at stake. |
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| Chair of the Committee | As above |
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| Clerk to the Committee | As above. |
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| Quorum (minimum of 3) | 3 |
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| Date of review: | Oct 21 |
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Appeal Committee

Terms of reference:

- 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*
- Any other items which the Governing Body may wish to include.

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher

Any members of the Hearings Committee, unless the Hearings Committee has not been convened to discuss the issue at stake.

(It is suggested that only experienced Governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor |
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| To be convened as needed, selecting Governors as outlined above. |
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| Chair of the Committee | As above. |
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| Clerk to the Committee | As above. |
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| Quorum (minimum of 3) | 3 |
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| Date of review: | Oct 21 |
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Pupil Discipline Committee

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*).
- To review the School Behaviour Policy, Anti-Bullying Policy and the Governors' Statement of General Principles with Regard to Behaviour, and make recommendations on changes to the Governing Body or relevant committee.
- *Any other items which the Governing Body may wish to include.*

Membership – not less than three members of the Governing Body and recommended to include the SEND Governor.

NB. The Governing Body may nominate a pool of Governors from which three 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.

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)

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor |
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| Rev Steve Morley |
| Mrs Helen Main |
| Mrs Clare Frewin |
| Mrs Sam Baker |

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| Chair of the Committee | Steve Morley |
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| Clerk to the Committee | Laura Bennis |
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| Quorum: | 3 |
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| Date of review: | Oct 21 |
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Pay Committee

Terms of reference:

- To discuss and / or 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 the performance of the Headteacher during the year against the targets.
- To make decisions in respect of pay awards and staff promotion.

Membership - In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor.

Disqualification –

The Headteacher and Staff Governors

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| These terms of reference agreed by the Governing Body | December 2020 |
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| Name of Governor |
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| Mr Adam Kendall |
| Mr Tim Fairbairn |
| Mrs Helen Main |
| Mr William Box |

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| Chair of the Group | Adam Kendall |
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| Review Officer | Kerrie McGrory |
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| Clerk to the Committee | Kerrie McGrory |
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| Quorum (minimum of 2 suggested) | 2 |
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| Date of review: | Oct 21 |
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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 Executive 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 |
|--------------------------------|----------------------------|--|----------------|
| Safeguarding and Online Safety | Helen Main | Safeguarding DSLs and Online Safety Lead | Governing Body |
| SEN | Clare Frewin | SENCO/Headteacher | Governing Body |
| Training | Tim Fairbairn | LA Governor Support | Governing Body |
| Looked After Children | Anna Hills | Headteacher | Governing Body |
| Pupil Premium | Anna Hills | Headteacher | Governing Body |
| Health and Safety | Leighton Hammett | Headteacher/Business Manager | Governing Body |
| Finance | Adam Kendall | Business Manager | Governing Body |
| Reception | Anna Hills | Class Teacher | Governing Body |
| Year One | Bill Box | Class Teacher | Governing Body |
| Year Two | Clare Frewin | Class Teacher | Governing Body |
| Year Three | Steve Morley | Class Teacher | Governing Body |
| Year Four | Leighton Hammett | Class Teacher | Governing Body |
| Year Five | Claire Lloyd/Tim Fairbairn | Class Teacher | Governing Body |
| Year Six | Tim Fairbairn | Class Teacher | Governing Body |

These terms of reference agreed by the Governing Body | December 2020

Date of review: | Oct 21

Meeting Dates for the Academic Year

| Meeting | Autumn Term | Spring Term | Summer term |
|--|--|--|--|
| Full Governing Body | 7/10/2020 at 6.30 pm 2/12/2020 at 6.30 pm | 27/1/2021 at 6.30 pm 24/3/2021 at 6.30 pm | 12/5/2021 at 6.30 pm 14/7/2021 at 6.30 pm |
| Executive Committee | 15/9/2020 at 4.30 pm | 9/2/2021 at 4.30 pm | 15/6/2021 at 4.30 pm |
| Headteacher's Performance Review Group | 5/10/2020 at 9.45 am | TBC | |
| Pupil Discipline Committee | TBC (if required) | | |

Please note that the dates for the meetings may change. Additional meetings may take place that are not recorded above.