

Terms of Reference for the Governing Body of St. Leonard's C of E (A) Primary School



'Growing in Faith and Learning'

2024 -2025

The Role of the Chair/Co-Chairs of the Governing Board

- ❖ To ensure the business of the Governing Board is conducted properly, in accordance with legal and Staffordshire 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 Board 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 Board

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- ❖ To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Board
- ❖ To attend meetings of the Governing Board and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Board from time to time

Disqualification – Governors, Co-opted Members, the Headteacher

The Governing Board

The Governing Board 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 Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Full Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board 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 Board 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 Board is necessary***
- To approve the first formal budget plan 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 ensure the distinct Christian character of the school supports and enables all decision making**
- **To ensure the school values and mission statement run through the core vision and ethos of the school: Our vision is to be an outstanding church school, guided by God, where learning is irresistible, achievement for all is high and our pupils leave us as successful learners, happy confident individuals and caring responsible citizens, excited by challenge and possibility.**
- **Our motto is: Growing in Faith and Learning.**

*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

These terms of reference agreed by the Governing Board	12/3/25
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Co -Chair of the Governing Board	Rev Debra Dyson
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Co -Chair of the Governing Board	Jo Scott
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Clerk (s) to the Governing Board	Entrust – Natasha Wright
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Quorum:	One half of the number of Governors in post+1
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Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Board'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 Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Board

(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)

These terms of reference agreed by the Governing Board	12/3/25
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Chair of the Committee	To be nominated as necessary by the co - chairs.
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Clerk to the Committee *	Natasha Wright / Andria Ward
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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Appeals 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 Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(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)

These terms of reference agreed by the Governing Board	12/3/25
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Chair of the Committee	To be nominated as necessary by the co - Chair.
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Clerk to the Committee *	Natasha Wright/ Andria Ward
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3
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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 ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

Membership – 3 or 5

NB. The Governing Board 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 Board	12/3/25
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Chair of the Committee	To be nominated as necessary by the co - chair
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Clerk to the Committee *	Natasha Wright/ Andria Ward
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*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
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Standards Meetings Terms of Reference

The full board meets twice termly- one meeting is focussed on Standards and the associated agenda items reflect the points below:

SIAMS terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's SIAMS' SEF, action plan and development points

Curriculum terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the Learning and Teaching Policy
- To consider curricular issues which have implications for Finance and Human Resources decisions and to make recommendations to the relevant committees or the Governing Board
- To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, English, Maths. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

Attendance terms of reference:

- To establish a policy and systems in place to ensure attendance levels in school remain above National averages
- In consultation with the Headteacher, to oversee arrangements for procedures to address persistent absence or lateness
- To establish and keep under review a termly notice system for parents

Outcomes for pupils terms of reference:

- To advise the Governing Board on target setting for each year group
- To oversee arrangements for the pupils eligible for Pupil Premium fund and further interventions to support learning
- To establish and keep under review a School Development Plan and document of termly results
- To robustly review tracking and assessment arrangements in school – including reviewing data each term to identify trends and issues in school
- To conduct learning walks, book scrutinies and link meetings to review the curriculum in school
- To review curriculum managers' termly governor reports and action plans
- To ensure all legal responsibilities are met for testing procedures throughout the year.

Teaching, Learning and Assessment terms of reference:

- To advise the Governing Board on whole school triangulation of teaching, learning and assessment procedures and their impact
- To conduct learning walks, book scrutinies and link meetings to review the curriculum in school
- To ensure all legal responsibilities are met for NQT inductions and new staff training.

Chair of the Committee	Jo Scott
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Clerk to the Committee	Natasha Wright – Entrust
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Quorum (minimum of 3, committee can determine higher number)	Half+1
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These terms of reference agreed by the Governing Board	12/3/25
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Resource Meetings Terms of Reference

The full board meets twice termly- one meeting is focussed on Resources and the associated agenda items reflect the points below:

Financial 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 (for 10% under or overspend) at least termly and to report significant anomalies from the anticipated position to the Governing Board
- 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 Board
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

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

Staffing terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Pay committee
- To oversee the appointment procedure 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 make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- Overview of implementation and application of policies and procedures.

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

Buildings/Health & Safety terms of reference:

- To advise the Governing Board 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 establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

Chair of the Committee	Rev Debra Dyson
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Clerk to the Committee	Natasha Wright – Entrust
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Quorum (minimum of 3, committee can determine higher number)	Half+1
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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 Pay Committee in respect of awards for the successful meeting of targets set

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	12/3/25
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Name of Governor
Rev Debra Dyson
Jo Scott
Linda Jackson

Chair of the Group	Rev Debra Dyson
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Quorum (minimum of 2 suggested)	2
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Pay Committee Review Group

Terms of reference:

- To monitor the Appraisal Cycle.
- To ratify pay awards in respect of awards for the successful meeting of targets set.
- To approve the pay policy and the appraisal policy.

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	12/3/25
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Name of Governor
Rev Debra Dyson
Jo Scott
Sue Sly

Quorum (minimum of 2 suggested)	2
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Governor Led provision Review Group

Terms of reference:

- To oversee arrangements for before and after school club including policies and procedures.
- To oversee arrangements for Early Years Foundation Stage provision including reviewing admissions, policies and procedures.
- Review lettings policy.

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	12/3/25
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Name of Governor
Amy Passey
Sue Sly
Debra Dyson- purely to review foundation place applications

Quorum (minimum of 2 suggested)	2
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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 Board, the Curriculum Committee or the Steering Group, whichever the Governing Board 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 Board
- To attend training as appropriate
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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

Link governor roles 24/25

Name of Governor	Role
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• Christian distinctiveness link governor	Rev Debra Dyson
• English Link governor	Sue Sly
• Maths Link Governor	Amie Bishop
• SEND Link governor	Louise Clayton
• Safeguarding Governor	Jo Scott
• H+S Governor	Lawrence Tall
• Finance	Oliver Leedham
• Ospreys	Amy Passey
• Early Years	Amy Passey

All governors are responsible for strategic planning of school, target setting and financial budget setting

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