



## **Governing Board / Statutory Committees Terms of Reference And Delegation of Functions to Headteacher**

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## The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and North Yorkshire 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, 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 Board from time to time

**Disqualification – the Headteacher**

# Delegation of Responsibility to Individuals (Link governors)

*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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Full Governing Board 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

**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

**Statutory link Governors and Lead Governors with specific areas of responsibility can be found on the School Website Governance tab.**

# The Governing Board - Terms of Reference

*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*

The Governing Body has resolved to conduct all its business as a full governing body, and to work without committees.

Delegation. The attached Standing Order 'Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher. The main responsibilities to be managed by the governing body are outlined below. **Items in bold cannot be delegated.**

<p><b>Procedural</b></p>	<ul style="list-style-type: none"> <li>• <b>To draw up the Instrument of Government and any amendments thereafter</b></li> <li>• <b>To review the standing order for election of the Chair and Vice Chair including the length of the term of office.</b></li> <li>• <b>Elect (or remove) the Chair and Vice Chair.</b></li> <li>• <b>To appoint (or dismiss) the Clerk to the Governing Body.</b></li> <li>• <b>To hold at least 4 Governing Body meetings each year.</b></li> <li>• <b>To appoint and remove Co-opted and any associate members.</b></li> <li>• <b>To suspend or remove a governor.</b></li> <li>• <b>To decide which functions of the Governing Body will be delegated and to whom.</b></li> <li>• <b>To receive reports from appropriate individual or committee to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.</b></li> <li>• <b>To review the delegation arrangements including those for the Headteacher annually.</b></li> <li>• To recruit new governors as vacancies arise.</li> <li>• To set up and publish a register of Governors' Business Interests.</li> <li>• To review the Governors' Allowances Scheme.</li> <li>• To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders.</li> <li>• To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher (attached).</li> <li>• To arrange a suitable induction process for newly appointed or elected governors</li> <li>• To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.</li> <li>• To agree, by early in the autumn term, the calendar of meetings for the Governing Board for the school year, based on the Monitoring and Quality Assurance Cycle.</li> <li>• To establish statutory committees. To receive timely reports and act on as necessary.</li> <li>• To establish ad hoc committees or working groups where particular circumstances arise and as appropriate decide if any functions should be delegated to these entities. To receive timely reports and act on as necessary.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To review the vision and values of the school and ensure that these are shared with all stakeholders.</li> <li>• To review, monitor and formally approve the School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To review, monitor and formally approve the School Development Plan</li> <li>• To ensure the school has in place all <b>statutory policies</b> and to keep these under regular review, consulting with representative stakeholders as appropriate.</li> <li>• To have in place appropriate policies as necessary. These to be approved by</li> </ul>

	<p>the Full Governing Board.</p> <ul style="list-style-type: none"> <li>• To adhere to all approved school policies and ensure there is a Policy Review schedule in place.</li> <li>• To approve all educational visits involving an overnight stay away from home.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND link governor'</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the governing body complies with all other legal duties placed upon them.</li> <li>• To ensure all documents required under statutory regulation are published on the school's website</li> <li>• To adopt and keep under review the Equalities Scheme and objectives</li> </ul>
<b>Standards and Achievement</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils</li> <li>• To review anonymised SATs/GCSE data, Raiseonline information and FFT data if appropriate.</li> <li>• To consider pupil progress</li> <li>• To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention</li> <li>• To discuss (using anonymised data), targets for pupil performance</li> <li>• To monitor the impact of Pupil Premium funding</li> <li>• To ensure that the requirements of pupils in all groups are met</li> <li>• To consider other matters relating to the school's curriculum, including statutory requirements</li> <li>• To receive Key Performance Indicator reports regarding student behaviour, attendance and admissions</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• To approve the Start budget plan each year.</li> <li>• To review and monitor the budget at least termly.</li> <li>• To engage in strategic planning.</li> <li>• To agree a 3 year budget.</li> <li>• To annually review and approve the Budget Management Policy and recommend levels of delegation.</li> <li>• To act in accordance with the Budget Management Policy and terms of reference.</li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To ensure the school complies to the SFVS guidelines and to complete the self-evaluation of Governing Board competencies on an annual basis.</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• To make SLT appointments.</li> <li>• To review the staff structure.</li> <li>• To agree a pay policy annually.</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• To develop a school Buildings Development Plan strategy</li> <li>• To maintain buildings, including a maintenance plan within budget.</li> <li>• To receive annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• <b>To institute a Health &amp; Safety policy</b></li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> <li>• To receive Health &amp; Safety Inspection Reports and agree any actions.</li> </ul>
<b>Religious Education</b>	<ul style="list-style-type: none"> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> </ul>

**Membership – As per the Instrument of Government**

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

### Delegation of Functions to Headteacher

**The Headteacher is expected to work within the following terms of reference, and to provide the Governing Body with such reports in connection with his or her functions as the governing body requires**

<b>Finance</b>	<ul style="list-style-type: none"> <li>• To make miscellaneous financial decisions up to an agreed limit of £5000.</li> <li>• To enter into contracts up to the limit of £5000.</li> <li>• To monitor monthly expenditure.</li> <li>• To make payments.</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• To appoint teachers and non-teaching staff.</li> <li>• To establish disciplinary, capability and grievance procedures.</li> <li>• To suspend staff.</li> <li>• To dismiss staff.</li> </ul>
<b>Standards and Achievement</b>	<ul style="list-style-type: none"> <li>• To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate.</li> <li>• To establish and implement a Curriculum policy.</li> <li>• To decide which subject options should be taught.</li> <li>• To be responsible for standards of teaching.</li> <li>• To be responsible for each individual child's education.</li> <li>• To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery.</li> <li>• To ensure the balanced treatment of political issues and to prohibit political indoctrination.</li> <li>• To promote British values.</li> </ul>
<b>Appraisal</b>	<ul style="list-style-type: none"> <li>• To formulate and implement an Appraisal policy.</li> </ul>
<b>Target Setting</b>	<ul style="list-style-type: none"> <li>• To set targets for pupil achievement.</li> </ul>
<b>Religious Education</b>	<ul style="list-style-type: none"> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To ensure that Health &amp; Safety regulations are followed.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To ensure that the school meets for 380 sessions in a school year.</li> <li>• Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To prepare and publish the School Prospectus</li> <li>• To ensure that free school meals are provided to those pupils meeting the criteria.</li> <li>• To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education.</li> <li>• To ensure that a report on each child's educational achievement is forwarded to parents /guardians.</li> </ul>
<b>Extended Schools</b>	<ul style="list-style-type: none"> <li>• To put into place the additional services provided.</li> <li>• To ensure delivery of services provided.</li> </ul>

## Headteacher's Performance Management 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 in respect of awards for the successful meeting of targets set

Membership - 3 (The Headteacher Performance Review Group members should have received the appropriate training).

Disqualification: The Headteacher and Staff Governors

## Hearings Committee (Staff Discipline)

### Terms of reference:

- To consider matters relating to staff discipline
- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- 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 be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)

**\*cannot be delegated to an individual**

**Membership** – not less than 3 members of the Governing Board. (It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member).

**(NB. The number appointed to this committee directly affects the number required for an Appeal Committee i.e. there must be an equal number of governors on both committees and governors can only sit on either Hearings or Appeals)**

**Disqualification** – The Headteacher  
Any members of the Appeals Committee

## Appeals/Complaints 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 make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To determine an appeal of any formal complaint made pursuant to the school's formal complaints procedure

**Membership** – no fewer members than the Hearings Committee. (It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

**Disqualification** – The Headteacher, Any members of the Hearings Committee

## 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 within 50 school days after receiving notice of the exclusion)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
  - the exclusion is permanent;
  - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
  - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Board.

### Membership – minimum of 3

NB. The Governing Board 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. 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 Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member

## Selection Committee (Redundancy)

***A Committee for Redundancy and another for any Redundancy Appeals is appointed by the Full Governing Board at any time a redundancy / restructure is considered.***

### Terms of reference:

- Should the need arise, establish criteria for selection;
- To apply the agreed criteria in the selection of staff for redundancy or other terminations.
- To oversee the process leading to staff reductions

Membership 3

## Appeals Committee (Redundancy)

### Terms of reference:

- consider any appeal against selection for redundancy\*

Membership 3

## Working Parties and Task Groups

The Governing Board or committees may establish other groups such as a working party or a task group to look at a specific matter. These are less formal than committees and do not have delegated authority (unless granted by Governing Board). Any such group must report back to the Governing Board or originating committee on its work and is usually disbanded once its work has been completed.