



**Cockfield Church of England Voluntary Controlled Primary
School**

Committee Structure

and

Terms of Reference

May 2019



Suffolk
County Council

The Role of the Chair to the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal 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 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 draw up the instrument of Government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new Governors* where appropriate
- To oversee the arrangements for the induction of new Governors to include an induction pack and procedures
- 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 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 first formal budget plan of the financial year
- Appointment of Headteacher
- To set up a Register of Governors' Business Interests
- To review and formally approve the Governing Body Decision Planner on an annual basis
- To consider training requirements on a regular basis to include whole Governing Body and individual Governor training
- To ensure all documents required under statutory regulation are published on the school's website
- 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 monitor the progress of work being undertaken by committees and individuals and set up working parties for special projects
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*

*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

Name of Governor	End of Term of Office
Mrs Trudie Harkin – Headteacher	
Mr Dick Bayes – Co-opted Governor	31 st August 2019
Mrs Joanne Walton – LEA Governor	13 th October 2020

Rev Sharon Potter – Foundation Governor	
Dr Norman Kelly – Foundation Governor	15 th May 2020
Mr James Scott – Parent Governor	2 nd October 2020
Miss Amy Perkins – Staff Governor	30 th September 2019
Mrs Viola King – Parent Governor	24 th March 2022
Mrs Kristina Green – Parent Governor	25 th June 2019
Mrs Christine Stainer – Co-opted Governor	16 th May 2020

Co-Chair of the Governing Body:	Dr Norman Kelly
Co-Chair of the Governing Body:	Mr James Scott
Vice-Chair of the Governing Body:	Revd Sharon Potter
Clerk to the Governing Body:	Mrs Patricia Thomas

Quorum: One half of the number of Governors present

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 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 Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:

***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)

Name of Governor	Date Appointed to the Committee
James Scott	3 rd October 2012
Jo Walton	3 rd October 2012
Kristina Green	9 th December 2015

Chair of the Committee:	Jo Walton
Clerk to the Committee:	James Scott
Quorum	3

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 Body'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 and 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)

Name of Governor	Date Appointed to the Committee
Dick Bayes	3 rd October 2012
James Scott	8 th October 2014
Norman Kelly	8 th October 2014

Chair of the Committee: James Scott

Clerk of the Committee: Dick Bayes

Quorum: 3

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
 - It would result in a pupil missing a public examination or national curriculum test
- 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 Body
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

Membership – 3 or 5

N.B. 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 and 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)

Name of Governor	Date Appointed to the Committee
Norman Kelly	11 th September 2013
Christine Stainer	20 th September 2016
Viola King	9 th December 2015

Chair of the Committee: Norman Kelly
 Clerk to the Committee: Rota
 Quorum: 3

Premises Committee

Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises within the School Development Plan
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- 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
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To undertake tasks delegated to it by the Governing Body

Name of Governor	Date Appointed to the Committee
Dick Bayes	3 rd October 2012
Trudie Harkin	11 th September 2013
Norman Kelly	20 th September 2016
Christine Stainer	20 th September 2016

Chair of the Committee: Dick Bayes
 Clerk to the Committee: Rota Basis
 Quorum: 3

Curriculum 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 and the School's Curriculum Policy
- 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 make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual Governors to take a leading role in specific areas of provision, e.g. 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

Name of Governor	Date Appointed to the Committee*
Norman Kelly	22 nd January 2019
Amy Perkins	22 nd January 2019
James Scott	22 nd January 2019
Christine Stainer	22 nd January 2019
Viola King	22 nd January 2019

* 22nd January 2019 was the first meeting of the Committee following its reconstitution

Chair of the Committee: Norman Kelly
 Clerk to the Committee: Rota Basis
 Quorum: 3

Finance & Personnel Committee

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 at least termly and to report significant anomalies from the anticipated position to the Governing Body
- 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 Body
- To annually review charges and remissions policies and expenses policies.
- 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
- 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 and the Finance Committee
- To establish and approve on an annual basis a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- 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 make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards

* The Headteacher Performance Review Group could be formed from this committee, but its members should 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

Name of Governor	Date Appointed to the Committee
James Scott	3 rd October 2012
Sharon Potter	11 th September 2013
Trudie Harkin	11 th September 2013
Norman Kelly	4 th December 2013
Kristina Green	7 th October 2015

Chair of the Committee: James Scott
 Clerk to the Committee: Sharon Potter
 Quorum: 3

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

Disqualification – The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Group
Jo Walton	3 rd October 2012
Sharon Potter	3 rd October 2018
Christine Stainer	24 th January 2018

Chair of the Group: Sharon Potter
 Review Officer: TBA
 Quorum: 2

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 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 Governing Body 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

Disqualifications – the following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of the school
- 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
Literacy	Viola King	Amy Perkins
Numeracy	James Scott	Trudie Harkin
Science	Norman Kelly	Greg Pemberton
Collective Worship	Sharon Potter	Trudie Harkin
Religious Education	Sharon Potter	Amy Perkins
Computing	James Scott	Amy Perkins
Art	Dick Bayes	Jenni Fairless
Design and Technology	Kristina Green	Jenni Fairless
Special Educational Needs and Disability (SEND)	Jo Walton	Greg Pemberton
Early Years Foundation Stage (EYFS)	Dick Bayes	Jenni Fairless
Outdoor Learning	Dick Bayes	Trudie Harkin
Safeguarding	Jo Walton	Trudie Harkin
Online Safety	Jo Walton	Kerrie Carter
Geography	Norman Kelly	Kerrie Carter
History	Norman Kelly	Kerrie Carter
Physical Education	Christine Stainer	Trudie Harkin
Modern Foreign Languages	Viola King	Trudie Harkin
Personal, Health, Social and Economic (PHSE)	Sharon Potter	Kerrie Carter
Able, Gifted and Talented (AGT)	James Scott	Trudie Harkin
Music	Viola King	Amy Perkins
Pupil Premium	Kristina Green	Trudie Harkin
Wellbeing	Jo Walton	Trudie Harkin
Data Protection	Kristina Green	Trudie Harkin

Date agreed by FGB: May 2019

Date of review: May 2020