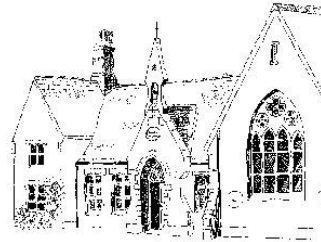


Blofield Primary School

Governing Body Terms of Reference



Date Committees Established: 16th September 2024

Date Last Updated: 21th September 2024

Date of Review: Autumn 2025

Roles within the Governing Body

The Role of The Chair Of the Governing Body

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

- 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
- To ensure Clerking of the committee is carried out. The Chair may also be the Clerk

Disqualification – none

The Role of the Clerk to the 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 – Head Teacher

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 recruit new members as vacancies arise and **to appoint 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 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
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- *Any items which individual governing bodies may wish to include*

*these matters cannot be delegated to either a committee or an individual

- To be able to make effective and timely decisions, to allow on exceptional occasions the ability for a governor to attend through the use of Skype, Facetime, MS Teams or on speaker phone where a key vote is crucial
- To consider 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
- 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, eg SEN, Literacy, Numeracy. To receive regular reports from them

Membership – *As per the Instrument of Government dated 9th April 2015*

Disqualification – *as per Schedule 4 of the School Governance (Constitution) (England) Regulations 2012.*

Chair of Governors : Paul Culley-Barber

Vice Chair of Governors : Simon McDougall

Clerk to the Governing Body: Mrs H Paterson

Quorum : One half of the number of Governors in post

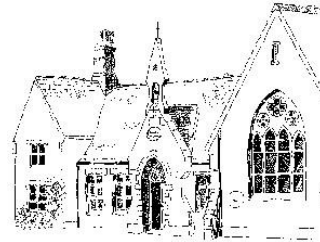
Terms of Reference Agreed : 16th September 2024

Review Autumn term 2025

Members	Type	Date of End of Office
Mr P Culley-Barber	Local Authority	11/09/2026
Mr S McDougall	Co-opted	31/03/2027
Mr K D’Rosario	Co-opted	31/03/2027
Mr J Barker	Co-opted	20/05/2026
Mr T Cheongvee	Parent	16/05/2025
Mrs K Gill	Parent	18/06/2028
Mrs F Powell	Co-opted	26/03/2027
Mrs T Doggett	Headteacher	N/A
Mrs S Barber	Co-opted	08/10/2027
Miss A Srokowski	Staff	08/10/2027
Mrs P Myhill	Parent	18/06/2028
Mrs C Petley	Co-opted	09/10/2026
Mr J Merrill	Parent	08/10/2027

Blofield Primary School

Committee Structure and Terms of Reference



Date Committees Established: 16th September 2024

Date of Review: Autumn term 2025

Finance & Premises Committee

Finance Terms of reference:

- To provide guidance and assistance to the headteacher and governing body in all matters relating to budgeting and finance, with reference to 'the Norfolk Scheme for Financing schools'
- In consultation with the headteacher, to draft the first formal budget plan of the financial year for agreement by the Governing Body. To agree termly revisions of the budget for ratification by the Governing Body
- To establish and maintain an up to date 3 year financial plan
- To ensure that the school's Finance Policy is reviewed annually
- To consider a budget position statement, including virement decisions, at committee meetings and to report the financial position to each meeting of the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- 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

Additional terms:

- Review the costs that are included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan.
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.
- Ensure annual submission of the Schools Financial Value Standards return.

Premises Terms of reference:

- To advise the Governing Body 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

· Additional items which the Governing Body may wish to include

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

Members

Ken D’Rosario

Teresa Doggett

Paul Culley-Barber

Simon McDougall

James Barker

Chair of Committee – Simon McDougall

Clerk to the Committee Helen Paterson

Quorum (Min3) Committee Established 16th September 2024

Terms of Reference agreed 16th September 2024

Personnel & Exclusions Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff (Governors to undertake Safer recruitment training)
- 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 the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To consider any requests from the Head to exclude a pupil for disciplinary reasons
- Additional items which individual Governing Bodies may wish to include

* 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*

Members

Ken D’Rosario
Teresa Doggett
Paul Culley-Barber
Simon McDougall
Frances Powell

Chair of Committee Paul Culley-Barber

Clerk to the Committee Helen Paterson

Quorum (Min 3)

Committee Established 16th September 2024

Terms of Reference Agreed 16th September 2024

Review: Autumn term 2025

Head Teacher's Performance Review

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
- Additional items which individual Governing Bodies may wish to include

Disqualification –*The Headteacher and Staff Governors*

Committee:

Ken D'Rosario
Paul Culley-Barber
Simon McDougall
Frances Powell

Chair of Committee Paul Culley-Barber

Clerk to the Committee n/a

Quorum (see membership) 2 or 3

Committee Established 16th September 2024

Terms of Reference Agreed 16th September 2024

Review: Autumn term 2025

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, the Curriculum Committee or the Steering Group, 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
- Any items which individual governing bodies may wish to include

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

Terms of Reference agreed: 16th September 2024

Review: Autumn term 2025

Area of Responsibility	Governor	Staff Liaison
English	Frances Powell	Abby Srokowski
Maths	Tom Cheongvee / Jacob Merrill	Emma Taylor & Joel Hansen
Curriculum	Tom Cheongvee	Sarah Barber
Science	Vacancy	Sarah Barber
Physical Education	Tom Cheongvee /	Emma Taylor & Chris Stocker

	Ken D’Rosario	
Computing	Paul Culley-Barber	Joel Hansen
Geography	Vacancy	Kathryn Tivey
History	Vacancy	Kathryn Tivey
PSHE	Vacancy	Emma Coates
SEND	Claire Petley	Emma Coates
Safeguarding/Bullying & Child Protection	Ken D’Rosario	Sarah Barber
Attendance	Simon McDougall / Ken D’Rosario	Sarah D’Rosario & Teresa Doggett
Pupil Premium	Paul Culley-Barber	Teresa Doggett
Modern Foreign Languages	Vacancy	Anita Pandit
Health & Safety	Simon McDougall	Teresa Doggett
Early Years Foundation Stage	Vacancy	Laura Tims
Premises Development	Premises Committee	Teresa Doggett
Cyber Security	Paul Culley-Barber	Teresa Doggett & Sarah D’Rosario
GDPR	Simon McDougall / Ken D’Rosario	Sarah D’Rosario & Teresa Doggett
Website Compliance	Simon McDougall / Ken D’Rosario	Sarah D’Rosario & Teresa Doggett
Outdoor Play and Learning (OPAL)	Paul Culley-Barber	Sarah Barber & Sarah Culley-Barber
RE	Vacancy	Emma Coates
Diversity	Ken D’Rosario	Laura Tims
Music	Vacancy	Laura Tims & Claire Moore
Educational Visits	Vacancy	Kathryn Tivey
Art	Vacancy	Sarah Barber
Design & Technology	Vacancy	Alice Nicholls