



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

Committee 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 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 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**

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 Body	3/10/2012
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Name of Governor	End of term of Office
Trudie Harkin – Headteacher	
Mr Dick Bayes – Community 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 February 2018
Mrs Kristina Green – Parent Governor	25 th June 2019
Mrs Christine Stainer – Co-opted Governor	16 th May 2020

Chair of the Governing Body	Revd Sharon Potter
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Vice-Chair of the Governing Body	James Scott
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Clerk (s) to the Governing Body	Mrs Jenny Winser
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Quorum:	One half of the number of Governors in post
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Date of review:	09/17
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Hearings Committee

<p>Terms of reference:</p> <ul style="list-style-type: none"> To make any determination to dismiss any member of staff (<i>unless delegated to the headteacher</i>) 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 (<i>unless delegated to the Headteacher</i>) 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: <i>Additional items which individual Governing Bodies may wish to include</i> <p>*cannot be delegated to an individual</p>
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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)

These terms of reference agreed by the Governing Body	3/10/2012
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Name of Governor	Date Appointed to the Committee
James Scott	3/10/2012
Jo Walton	3/10/2012
Kristina Green	9/12/2015

Chair of the Committee	Jo Walton
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Clerk to the Committee *	James Scott
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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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Date Committee established	3/10/2012	Date of review:	09/17
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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 Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- Any items which individual governing bodies 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

(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 Body	3/10/2012
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Name of Governor	Date Appointed to the Committee
Dick Bayes	3/10/2012
James Scott	8/10/2014
Norman Kelly	8/10/2014

Chair of the Committee	James Scott
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Clerk to the Committee *	Dick Bayes
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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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Date Committee established	3/10/2012
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Date of review:	09/17
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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 Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership – 3 or 5

NB. 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

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 Body	3/10/2012
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Name of Governor	Date Appointed to the Committee
Norman Kelly	11/9/13
Christine Stainer	20/09/2016
Viola King	09/12/2015

Chair of the Committee	Norman Kelly
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Clerk to the Committee *	rota
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*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
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Date Committee established	3/10/2012
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Date of review:	09/17
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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
- 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 individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body	3/10/2012
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Dick Bayes	G	3/10/2012
Trudie Harkin	G	11/9/2013
James Scott	G	11/9/2013
Christine Stainer	G	20/09/2016

Chair of the Committee	Dick Bayes
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Clerk to the Committee	Rota basis
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	3/10/2012
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Date of review:	09/17
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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 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
- 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
- *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

- *Additional items which individual Governing Bodies 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

These terms of reference agreed by the Governing Body	3/10/2012
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Norman Kelly	G	4/12/2013
Kristina Green	G	7/10/2015
Trudie Harkin	G	11/9/2013
Sharon Potter	G	11/9/2013
James Scott	G	3/10/2012

Chair of the Committee	James Scott
Clerk to the Committee	Sharon Potter
Quorum (minimum of 3, committee can determine higher number)	3
Date Committee established	3/10/2012
Date of review:	09/17

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
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	3/10/2012
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Name of Governor	Date Appointed to the Group
Jo Walton	3/10/2012
Norman Kelly	21/5/2014
Sharon Potter	11/9/2013

Chair of the Group	Sharon Potter
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Review Officer	Gay Whent
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Quorum (minimum of 2 suggested)	2
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Date Group established	3/10/2012
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Date of review:	09/17
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Reviewed by FGB on 01/02/2017