



JOY SERVE ACHIEVE

'I will praise you because I am fearfully and wonderfully made' Psalm 139:14

Blakedown CE Primary School Governing Body	
Terms of Reference for the Full 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.	
<ul style="list-style-type: none"> ▪ 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 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 or 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 review the delegation arrangements annually 	
Quorum	50% of members = 6 members
Chair of the governing body	Freda Griffith
Vice-Chair of the governing body	Richard Thomas
Clerk of governing body	Hannah Coleman
Terms of reference agreed by the governing body on	27th September 2023
Review Date	September 2024



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Terms of Reference for the Strategy Group	
To take a strategic and co-ordinating role to increase the effectiveness of the work of the governing body as a whole	
<ul style="list-style-type: none"> ▪ To meet on a monthly basis to agree the work of the governing body and its committees ▪ To agree the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents ▪ To monitor the progress of work being undertaken by committees and individuals ▪ To establish and keep under review a protocol of the governing body ▪ 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 and School Development Plan ▪ To make recommendations to the governing body to establish exceptional working arrangements where particular circumstance arise e.g. working groups to oversee a building project or to oversee an OfSTED inspection ▪ To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher (including immediate staffing issues), discuss and make decisions on behalf of the governing body; and to report back to FGB re: any decisions made. Bearing in mind any declarations of interests. ▪ To undertake tasks delegated to them by the governing body ▪ Any decisions to be brought back to the full governing body or the appropriate committee for final approval 	
Membership of the Strategy Team	
Quorum	Minimum of 3 governors (of which 2 should not be staff members)
Chair of Governors	Freda Griffiths
Headteacher	Helen Beckford-Bond
Governor	Richard Thomas
Governor	
Clerk	Hannah Coleman
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Terms of Reference for Resources Committee	
The Resources Committee is expected to work within the following terms of reference.	
General	<ul style="list-style-type: none"> ▪ To elect a committee chair ▪ To appoint a clerk ▪ To monitor progress against the priorities of the School Plan, particularly those related to finance & premises targets ▪ To undertake monitoring visits to the school ▪ To make regular reports to the Full Governing Body (FGB) ▪ To ensure that the school has in place all statutory policies and to keep these under review on a regular basis, consulting with representative stakeholders as appropriate ▪ To meet at least once per term
Budget	<ul style="list-style-type: none"> ▪ To approve the draft budget plan ▪ To monitor Pupil Premium and Sports Premium spend and impact thereof ▪ To make decisions on any SP carry forward ▪ To monitor income and expenditure, ensuring that corrective action is taken where necessary ▪ To monitor the spend and impact of the Covid-19 catch-up funding ▪ To ensure that all in-school financial procedures are reviewed ▪ To report monitoring and rollover to the full governing body, highlighting any significant variances ▪ To establish and maintain an up- to- date 'balanced' budget plan projected forward as necessary, which is useful and shows clear links to the 'School Improvement' and 'Staffing' plans ▪ To determine whether sufficient funds are available for pay increments as recommended under Appraisal arrangements ▪ To benchmark school financial performance against similar schools and report to the Governing Body ▪ To consider any virement decisions, at least termly and report to the Governing Body ▪ To complete the Statement of Internal Control, annually ▪ To ensure that the school operates within the LA Finance Scheme & Accounting Procedures (as laid down in the Budget Book) ▪ To ensure that all spending provides 'Value for Money' in terms of raising standards in education ▪ To make decisions on expenditure following recommendations (from



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	<p>the Headteacher or governing body)</p> <ul style="list-style-type: none"> ▪ To use the competency matrix to update the Governor Training Plan ▪ To ensure that the school has, or is working towards achievement of the Schools Financial Value Standard in School (SFVS) ▪ To monitor and evaluate the management of the School Fund and to receive the audited accounts ▪ To make regular reports to the Governing Body and ensure that key financial decisions are recorded ▪ To review annually the Charging and Remissions policy ▪ To review annually the Finance Policy and agree levels of delegation ▪ To make decisions in respect of service agreements and insurance ▪ To advise the FGB of any consultations to change the LA Finance Scheme
Staffing	<ul style="list-style-type: none"> ▪ To determine the staff complement in consultation with the Headteacher and recommend to the Full Governing Body ▪ To review and agree a pay policy and pay discretions ▪ To end the suspension of staff ▪ To determine dismissal payments/early retirement
Premises and Insurance	<ul style="list-style-type: none"> ▪ To develop and monitor a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements ▪ To procure and maintain buildings, including a properly funded maintenance plan, replace existing resources ▪ To seek advice from the LA or diocese where appropriate to ensure adequate levels of buildings insurance and personal liability ▪ To monitor the maintenance plan ▪ To establish and keep under review Critical Incident policy and procedures
Health & Safety	<ul style="list-style-type: none"> ▪ To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate ▪ To receive a copy of the Health & Safety Inspection report ▪ To assist with the Annual Health & Safety Audit
Membership of the Resources Committee	
Quorum	50% of members (round up) = 4 committee members
Chair	Robbie Turner
Headteacher	Helen Beckford-Bond
Governor	Freda Griffith
Governor	Christine Rostron
Governor	Doug Wood
Governor	Laura Lench
Clerk	Hannah Coleman



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Blakedown CE Primary School Governing Body	
Terms of Reference for Learning & Development Team	
The Learning & Development Team is expected to work within the following terms of reference.	
General	<ol style="list-style-type: none"> 1. To elect a committee chair 2. To appoint a clerk 3. To undertake monitoring visits to the school 4. To make regular reports to the Full Governing Body (FGB) 5. To approve all school trips involving an overnight stay away from home 6. To review and update the SDP in relation to Teaching and Learning and the Curriculum and report to FGB 7. Meet at least 3 times each year 8. Take an active role in School Self Evaluation, monitoring success in all areas and identifying areas requiring improvement
Faith, SIAMS, and the Community	<ol style="list-style-type: none"> 1. To monitor all policies relating to collective worship & faith and the delivery of the curriculum within the Christian ethos 2. 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 3. To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school
Curriculum and target setting	<ol style="list-style-type: none"> 1. To monitor all policies relating to the curriculum 2. To monitor the progress against the curriculum and personnel targets of the School Development Plan 3. To understand the performance and assessment data for the school 4. To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success 5. To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets 6. To evaluate the extent of success at the end of the set timescale 7. To monitor pupil achievement against published targets 8. To approve and publish targets for pupil achievement
School Organisation	To set the time of the school sessions and the dates of school terms and holidays
Admissions	To monitor pupil numbers and report to the FGB
Information	<ol style="list-style-type: none"> 1. To adopt and review home school agreements



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for Parents	2. Review regularly how the school is regarded by pupils and parents
Extended Services	To monitor the impact of any extended services provided against pupil achievement
Discipline/ Exclusions (See Terms of Reference for Panel Hearings)	<ol style="list-style-type: none"> 1. To establish, review and monitor policies for behaviour, discipline, exclusions and related policies. 2. To review the use of exclusion 3. To decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency) 4. To direct the reinstatement of excluded pupils
Membership of the Learning & Development Team	
Quorum	50% of members = 3 (not including the Headteacher)
Chair	Richard Thomas
Headteacher	Helen Beckford-Bond
Governor	Dan Eaton
Governor	Andy Hewines
Governor	Shane Kitching- Miller
Clerk	Hannah Coleman
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Terms of Reference for Panel Hearings	
<ul style="list-style-type: none"> ▪ 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 under the Governing Body's personnel procedure e.g. disciplinary, grievance, capability, unless delegated to the Headteacher ▪ To make any determination or decision under the Governing Body's Complaints Procedure for Parents ▪ To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability. ▪ To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals ▪ To consider any representations by parents in the case of an exclusion ▪ To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination ▪ All panels to be convened by the Clerk to the Governing Body. <p>NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.</p>	
Membership not less than 3	
Any three governors from a pool of governors comprised of the whole governing body, who are:	
<ol style="list-style-type: none"> 1. Suitably qualified to undertake the role, and 2. Are available on the date specified. 	
<i>The Headteacher is disqualified from serving in this role.</i>	
<i>Any governor having a connection with either a pupil, a member of staff of the incident in question which could affect their ability to act impartially, should not serve on the panel.</i>	
Staff Discipline/Complaints	Freda Griffith, Andy Hewines & Christine Rostron
Staff Appeals	To be convened as necessary
Pupil Discipline	Freda Griffith, Andy Hewines & Christine Rostron
Pupil Appeals	To be convened as necessary
Wrap Panel	Freda Griffith, Richard Thomas & another
Clerk	Hannah Coleman
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