

Ratified FGB: September 2024
Review: September 2025

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

ORGANISATION OF THE GOVERNING BOARD Committees and Terms of Reference

SCHOOL AIMS

At Holy Trinity Church of England Primary School our aim is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

INTRODUCTION

The Governing Board has been constituted in accordance with its Instrument of Government dated 1 June 2015. In order to deliver its legal remit of strategic leadership and overall responsibility for all aspects of the School, it shall follow closely the advice and principles of the current issue of the Governors Handbook [The Reference]. The version published in October 2020 can be accessed [here](#).

In summary, as stated in the Reference, the Governing Board should have a strong focus on three core strategic functions:

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- c. Overseeing the financial performance of the school and making sure its money is well spent.

Elected Governors serve for periods of four years. If eligible, they may be re-elected every four years. The Governing Board is required by statute to take direct responsibility for certain decisions and functions. (The Reference provides details.) Others may be delegated to committees, to the Headteacher and to specific governors. This document defines these committees and the authority it delegates to them, the Headteacher and other specific governors.

ORGANISATION

The Governing Board shall have:

1. FINANCE AND RESOURCES COMMITTEE

This Committee shall have a Panel to be known as the **PAY PANEL**.

2. STANDARDS, ACHIEVEMENTS & CURRICULUM COMMITTEE (SACC)

3. ADMISSIONS COMMITTEE

The Governing Board shall have arrangements to provide, when necessary, other committees required by statute:

1. DISCIPLINE AND GRIEVANCE COMMITTEE

2. APPEALS COMMITTEE

The Governing Board, at its first meeting each academic year and subsequently as required, shall allocate roles to specific Governors for the academic year. These shall include:

- Two Performance Appraisal Governors
- Safeguarding and Child Protection Governor,
- SEND & Inclusion Governor
- Health and Safety Governor
- A lead Committee for each of the Governing Board's Policies
- Governor for Looked After and Previously Looked After children
- A link Governor for curriculum subjects based on the current SDP priorities

COMMITTEE MEMBERSHIP

At the first meeting in the academic year, each governor (except the staff Governor due to teaching commitments) shall be appointed to one of the two **Main Committees**. The Chair of the Governing Board and the Headteacher shall be a member of both main committees. The Governing Board shall elect its Chair and

the Chair of each of the main Committees and the Admissions Committee. The Governing Board shall also agree the tenure of between one and four years for each of these positions at the time of each appointment.

Any governor is entitled to attend as an observer, meetings of a committee of which they are not a member.

Non-governors may be co-opted onto the committees. They shall be non-voting members unless specifically granted voting rights on their committee by the Governing Board.

At the first meeting in the academic year governors will also be appointed for the Pay Panel and the Admissions Committee. The **Pay Panel** shall consist of at least **three** Governors, to include the Chair or the Vice Chair of the Governing Board, and the Headteacher, but not a Teacher or Staff Governor. The **Admissions Committee** shall consist of at least **four** Governors, to include the Headteacher and the Anglican Vicar of Sunningdale Parish, if a Governor.

The Discipline and Grievance, and Appeals **Committees** shall each consist of **three** Governors, none of which shall be the Headteacher, nor a Teacher or Staff Governor. The **Discipline and Grievance Committee** shall normally include the Chair of the Governing Board. **The Appeals Committee** shall normally include the Vice Chair of the Governing Board. Membership of the Discipline and Grievance Committee shall exclude a Governor from serving on the Appeals Committee.

Appointments to the Discipline and Grievance and to the Appeals committees will be made when required.

QUORUMS

The quorum for meetings of the Governing Board shall be **one half, rounded up, of its membership, not including vacant positions**. When decisions are required on Governing Board membership and organisation, Committee and Panel membership or on removal of the Chair the quorum shall be three quarters, rounded down, of its membership, not including vacant positions.

The quorum for each of the **Main Committees** shall be **four** members who are also members of the Governing Board, one of which must be the Headteacher.

The quorum for the **Pay Panel** shall be **three**, of which one must be the Headteacher, except for business relating to the Headteacher's pay.

For the **Admissions Committee** the quorum shall be **three** members of the Governing Board one of which must be the Headteacher.

For the other **Committees** the quorum shall be **three** members of the Governing Board.

MEETINGS

A minimum of seven days' notice shall be given for all meetings unless urgent matters dictate otherwise. Formal minutes of Committees shall be circulated with the Agenda for the subsequent Governors Meeting. Paperwork, including notices of meetings, will be sent electronically wherever possible. Paper copies will be provided by the Clerk if requested.

GOVERNING BOARD LEADERSHIP TEAM

The Chair and Vice Chair of the Governing Board, the Headteacher, the Chairs of the Main Committees, and the Chair of the Admissions Committee, will assist the Chair of Governors with urgent matters and the development of business for the Governing Board.

CODE OF CONDUCT

Governors agree to follow the Governing Board code of conduct.

REVISION

The Governing Board shall review this document annually. The Governing Board may amend the number of Committees and their Terms of Reference and appoint or remove members of each Committee at any of its meetings provided that proper notice of such an agenda item has been given to all Governors and that the number of governors present at such meeting is two-thirds of the total number of governors in office.

DISPUTES

Any disagreements or disputes between committees shall be resolved by the Governing Board at its next meeting or at a specially convened meeting if necessary.

TERMS OF REFERENCE

The authority and responsibilities of the Governing Board are as laid out in the Reference, except that the additional details set out below take precedence. All committees, panels, the Headteacher and governors with specific roles shall make appropriate reports to the Governing Board on business under their delegated authority. Respective Chairs are responsible for coordinating triangulation between the SACC, the F&RC and the GB.

FINANCE AND RESOURCES COMMITTEE

This Committee has delegated responsibility for:

1. Managing the School's financial affairs within the annual budget approved by the Governing Board.
2. Ensuring financial probity, best value and efficiency.
3. Benchmarking financial information.
4. Recruiting staff, monitoring teaching quality and monitoring staff development.
5. Through its Pay Panel considering and determining the pay and conditions of the teaching and non-teaching Staff.
6. Overseeing the Headteacher's Performance Management.
7. Ensuring proper care and maintenance of all aspects of the School site and buildings.
8. Reporting decisions and activities to the Governing Board each term.

Comprehensive financial responsibilities and specific financial delegations for this Committee shall be as designated in the Governing Board's Finance Policy.

STANDARDS, ACHIEVEMENTS & CURRICULUM COMMITTEE

This Committee has delegated responsibility for:

1. Overseeing all educational and pastoral aspects of the daily life of the School.
2. Overseeing follow up to, and preparation for SIAMS inspections.
3. Setting targets and then monitoring pupil attainment and progress, pupil behaviour, attendance and safety.
4. Monitoring the use of exclusion as a disciplinary measure for pupils in the school and reviewing the headteacher's decision to exclude individual pupils
5. Monitoring all aspects of the School's Curriculum, including assessment, marking and feedback matters.
6. Reporting decisions and activities to the Governing Board each term.

ADMISSIONS COMMITTEE

This Committee has delegated responsibility for:

1. Considering all applications and determining the allocation of places in accordance with the School's Admissions Criteria and the Government's School Admissions and School Admission Appeals Code dated December 2014. If an application is refused the parents are to be advised of their right of appeal. The authority to inform parents of decisions is vested in the Chair of the Admissions Committee.
2. Submission of information required and providing presenting governor for appeals.
3. Conducting an annual review of the Admissions Policy and Criteria.
4. Monitoring the admissions arrangements of other local admissions authorities.

5. Making appropriate reports to the Governing Board.

DISCIPLINE AND GRIEVANCE COMMITTEE

This Committee has delegated responsibility for:

1. Hearing staff grievances, including pay review grievances, and taking appropriate action.
2. Hearing staff disciplinary cases and taking the appropriate action.
3. Hearing staff capability cases and taking the appropriate action.
4. Considering any complaint that a parent or member of the public wishes to bring to the Governing Board and taking appropriate action.
5. Conducting exclusion hearings where it is a first hearing for an individual pupil.
6. Making appropriate reports to the Governing Board

APPEALS COMMITTEE

The Committee has delegated responsibility for:

1. Hearing appeals following a decision made by the Discipline and Grievance Committee and taking appropriate action;
2. Conducting an exclusion hearing where it is the second exclusion hearing for an individual pupil;
3. Making appropriate reports to the Governing Board.

Minute Reference:.....

Approved by School Governing Board.

Signature:.....

Date:.....