



Chipping Sodbury School The Governing Body, Its Committees and Terms of Reference

(Updated March 2018)

Vision Statement

Committed to aspirational learning

Mission Statement

To deliver aspirational learning by –

- Inspirational teaching
- Nurturing possibilities for all to excel
- Instilling a spirit of adventure
- Being proud to be part of the school and the local community

Core Values

- Integrity
- Aspiration
- Responsibility
- Respect

The Chipping Sodbury School Governing Body has the responsibility for ensuring the good conduct and high standards of educational provision and achievement throughout the school. The Governing Body have responsibility for raising school standards through their three key roles:

- ***Ensuring the vision, ethos and strategic direction of the school are clearly defined.***
- ***Ensuring the Headteacher is held to account for the educational performance of the school.***
- ***Ensuring sound financial management of the school's financial resources.***

1. Governor membership

The Governing Body comprises of 16 members:

Parent Governors (2)

LA Governor

Foundation Governors (2)

Staff Governor

Co-opted Governors (9)

Head Teacher

2. Governing Body method of working

The terms of reference for the Full Governing Body (FGB) are described in section 3. The FGB is supported by 2 main Committees:

School Committee: Prime role is to oversee Teaching and Learning – see section 4.

Business Committee: Prime role is to oversee Finance, Health & Safety and Staffing – see section 5.

The following Committees and Panels meet or are convened to cover specific areas of responsibility of the Governors:

Head Teacher performance Committee (see section 6)

Pay Committee (see section 7)

Hearings Panel (see section 8)

Student discipline Panel (see section 9)

Appeals Panel (see section 10)

In addition to these Committees and Panels, two groups of governors meet to progress specific areas in support of the FGB and its two main committees:

- Teaching & Learning and Achievement Group
- Finance Group

Short-term Governor Groups are also used to progress specific issues in support of the FGB.

The responsibilities of the Chair of Governors and of the Clerk to the Governors are given in Section 11. This section also includes specific responsibilities of named Governors.

3. Full Governing Body Terms of Reference

- To set the strategic direction for the school.
- To monitor and review Safeguarding arrangements.
- To ensure the aims and objectives in the School Development Plan (SDP) supports the strategic direction of the school.
- To monitor and evaluate progress in the school towards the aims and objectives set and regularly review the strategic framework for the school in light of that progress.
- To agree constitutional matters, including 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 Full Governing Body meetings per year.
- To appoint or remove the Chair and Vice Chair.
- To appoint or remove a clerk to the Governing Body.
- To establish the Committees and Groups of the Governing Body and their terms of reference.
- To appoint the chair of any committee or delegate this to the committee.
- To appoint or remove a clerk to any committee.
- To suspend a governor.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action is necessary.
- To approve the first formal budget 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 delegations annually.

Quorum: One half of the number of Governors in post.

4. School Committee Terms of Reference

- To support and challenge the school to improve, or maintain, the highest levels of achievement, for all pupils.
- To support and challenge the school to improve, or maintain, the highest quality of teaching and learning, and provide focused professional development for all staff.
- To support and challenge the school to ensure the curriculum promotes and sustains a thirst for knowledge and love for learning.
- To support and challenge the school to ensure the highest standards of safety, well-being, behaviour and attendance for all pupils.
- To support and challenge the school to ensure highly successful strategies for engaging with parents to the benefit of students.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision (Named Governors as described in section 11).
- To take reports from Named Governors and advise the Full Governing Board where appropriate.

- To agree the school's Inclusion Policy and monitor the school's success in promoting Inclusion in all its facets: SEN, gender, ethnicity, pupil premium, gifted and talented, disability.
- To agree and monitor the school's equality policies and implementation of the related equality action plans.
- To agree the School Behaviour and Discipline Policy
- To report to the Full Governing Body at least three times a year on the work of the committee.

Quorum: Minimum of three.

5. Business Committee Terms of Reference

- To draft the first formal budget plan of the financial year
- To establish and maintain a 3-year financial plan
- To consider a budget position statement including virement decisions at least three times a year and to report significant anomalies from the anticipated position of the Governing Body.
- To ensure the school operates within the Financial Regulations of South Glos. Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expense policies, including in relation to the sports centre.
- To make decisions in respect of service agreements .
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in the governing body report to parents.
- To ensure, as far as practical, that Health and Safety issues are appropriately prioritised, including in relation to the sports centre.
- To meet and maintain the Financial Value Standard
- In relation to the Sports Centre, to examine ways of raising money, prior to being ratified by the Governing Body
- To review the staffing structure in consultation with the Headteacher
- To be responsible for the administration and review of the Pay Policy that applies to all staff
- To oversee the appointment procedure for all staff
- To review the Performance management policy for all staff
- To oversee the process leading to any or potential 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 monitor and review the staff development policy
- To monitor and review all policies relating to personnel matters
- To report to the Full Governing Body at least three times a year on the work of the committee.

Quorum: Minimum of three.

6. Headteacher's Performance Committee Terms of Reference

- To arrange to meet with the School Improvement Advisor to discuss the Headteacher's performance targets.
- To decide, with the support of the School Improvement Advisor, 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 Pay Committee in respect of awards for the successful meeting of targets set.

Quorum: Two Governors

7. Pay Committee Terms of Reference

- To supervise the implementation of the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions,
- To ensure that an annual pay review for each member of staff has been undertaken on the criteria set out in the Pay Policy with effect from 1 September each year.
- To observe all statutory and contractual obligations , including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Full Governing Body.
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review, and recommend changes or modifications to the Governing Body, as appropriate and at least annually.

Quorum: Three Governors

8. Hearings Panel 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. Eg. Disciplinary, grievance, capability where the Headteacher is the subject of an action.
- 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.

Quorum: Minimum of three Governors

9. Student Discipline Panel 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 days in one term (meeting to be held between 6th and 15th school days after receiving notice of 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 exclusion).
- To ensure that where appropriate, national and local guidance with respect to the exclusion of students is practised within the school and especially with respect to the role assigned to the Governing Body.

Quorum: Minimum of three Governors

10. Appeals Panel 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. Eg disciplinary, grievance, capability.
- To consider any appeal against selection for redundancy
- To consider any appeal against a pay decision.

Quorum: Minimum of three Governors (not involved in original decision)

11. Individual Responsibilities and Named Governors

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 South Gloucestershire 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.

The Role of Vice-Chair of the Governing Body

- To deputise in the absence of the Chair of the Governing Body.
- To support and help the chair discharge their responsibilities.

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 relevant Committees and ensure that minutes are taken and issued in a timely manner.
- 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 and in consultation with committee convenor.
- 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.

The Role of a Committee Convenor

- To advise the Committee on procedural and legal matters.
- To convene meetings of the Committee following appropriate consultation with the Committee Chair and Headteacher.
- 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.

NB. This role is carried out by a member of the school's Senior Team unless otherwise directed by the Governing Body.

Named Governors 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 or whichever Committee 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.

Named Governors:

Area of Responsibility	Name of Governor	Liaising with	Reporting to
Attendance	Robert Owen	Attendance Lead	School Committee
Safeguarding	Katie Mansfield	Designated Child Protection Lead	FGB/School Committee
Equality Monitoring	Katie Mansfield	Headteacher	FGB/School Committee
Pupil Premium	Frances Turner	Deputy Head - Curriculum	FGB/School Committee
SEN	Frances Turner	SENCO/Headteacher	School Committee/FGB
Health & Safety	Andy Havard	Business Manager	Business Committee