

Leadership & Governance

Terms of Reference and Standing Orders

Longfields Primary School

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation and will review these Standing Orders annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

These documents were agreed by the Governing Body at their meeting held on

Date12 September 2024.....

Review Date11th September 2025.....

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Outline

The Governing Body works as a 'whole team', meeting 10 times per year, once in each month during the Academic year, without any separate committees. An agenda for each meeting will include all the tasks which the governing body is required to consider, and the governing body will 'commission' task and finish groups arising from the business of the meeting, which will be recorded in the minutes.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'Link Governors'. This could apply to statutory functions, and/or the priorities of the School Improvement Plan.

In each case where a function has been delegated there is a duty to report any action or decision to the governing body at the next meeting.

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Terms of Reference for the Governing Body

The Governing Body has resolved to conduct all its business as a full governing body, and to work without committees.

Delegation

The attached Standing Order 'Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher. Monitoring activities against the priorities of the School Plan will be 'commissioned' at meetings or carried out by Link Governors in accordance with the terms of reference following

The main responsibilities to be managed by the governing body are outlined below:

Items in bold cannot be delegated.

Operational	<ul style="list-style-type: none"> • To draw up the Instrument of Governance and any amendments thereafter • To review the standing order for election of the Chair and Vice Chair including the length of the term of office. • Elect (or remove) the Chair and Vice Chair. • To appoint (or dismiss) the Clerk to the Governing Body. • To hold at least 10 Governing Body meetings each year. • To suspend or remove a governor. • To decide which functions of the Governing Body will be delegated and to whom. • To receive reports from Task and Finish Groups and Link Governors to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary. • To review the delegation arrangements annually. • To recruit new governors as vacancies arise (note that Foundation Governors are recruited by the Team Rector of the Benefice of Brize Norton with sign off by the Diocesan Board of Education). • To set up and publish a register of Governors' Business Interests. • To approve and set up a Governors' Allowances Scheme. • To regulate the Governing Body procedures where not set out in law and record these as Standing Orders. • To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached). • To assign Link Governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference. • To arrange a suitable induction process and mentoring for newly appointed or elected governors. • To audit individual and collective development needs and promote appropriate training. • To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role. • To receive reports on bullying, homophobic, racial, and online safety incidents.
General	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body. • To review regularly how the school is regarded by pupils and parents.

	<ul style="list-style-type: none"> • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. • To approve policies on review. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To discharge duties in respect of pupils with special needs by appointing a 'SEND governor'. • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To ensure that the governing body complies with all other legal duties placed upon them. • To agree the annual pupil outcome targets and monitor achievement.
Budget	<ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To engage in strategic planning. • To agree a 3-year budget. • To analyse and recommend the annual budget. • To monitor the budget actual versus planned throughout the year. • To receive and analyse school financial benchmark information against similar schools. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy. • To make decisions in respect of service agreements and insurance. • To ensure the school complies to the SFVS guidelines.
Staffing	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments. • To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character. • To determine the staff complement. • To agree a pay policy and pay discretions. • To annually review the impact of and implementation of the Pay and Reward Policy. • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher. • To determine dismissal payments/early retirement.
Curriculum	<ul style="list-style-type: none"> • Ensure the National Curriculum is taught to all pupils • To monitor the curriculum policy if there is one in place. • To establish a charging and remissions policy for activities.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve annually, the Appraisal Policy. • To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and 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 where they would lose the opportunity to sit a public exam (this may be delegated to the Chair/Vice Chair in cases of urgency - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Feb 2105 point 54). • To direct the reinstatement of excluded pupils.

Premises & Insurance	<ul style="list-style-type: none"> To develop 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. To seek advice from the LA, diocese, or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. To receive annual site report.
Health & Safety	<ul style="list-style-type: none"> To institute a Health & Safety policy To ensure that Health & Safety regulations are followed and appropriately prioritised. To receive an annual Health & Safety Inspection Report and agree any actions.
Admissions	<ul style="list-style-type: none"> To review national and local guidance annually before setting an Admissions policy
Collective Worship	<ul style="list-style-type: none"> 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. To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
Information for Parents	<ul style="list-style-type: none"> To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus. To adopt and review home school agreements.
Academy's/ Federations	<ul style="list-style-type: none"> To consider forming an academy or federation or joining an existing federation. To consider requests from other schools to join a federation.
Extended Services	<ul style="list-style-type: none"> To decide to offer additional activities and agree what form these should take. To cease providing extended services provision.
Membership of the Governing Body <i>(see contact list attached)</i>	
Agreed by the Governing Body (Date)	12 09 2024
Review Date	11 09 2025
Quorum: one half of the number of governors per the constitution (rounded up)	
Appointment Date	
Chair of Governors	12 09 2024
Co Vice-Chair(s)	12 09 2024
Clerk	21 09 2023
SEND, Safeguarding	12 09 2024

Terms of Reference for the Chair and Co-Vice Chair(s) of Governors

The Chair and Co-Vice Chair(s) are expected to work within the following terms of reference:

Chair

- Work effectively with the Head Teacher to establish a constructive relationship and become a critical friend providing appropriate challenge and support.
- Assist governors to work as a team and develop their skills.
- Co-ordinate the governing board's role in Ofsted and SIAMS inspections.
- Work in partnership with the local authority and/or diocesan authority, foundation, or religious body by attending relevant briefings and events.
- Ensure that the governing board operates strategically in raising achievement and driving forward school improvement.
- Get to know their school, preferably by visiting when the school is in session and the pupils are in school.
- Keep up to date on educational matters and policy affecting schools and children.
- Construct and agree the agenda for meetings together with the clerk and head teacher.
- Plan and keep good order in meetings, including summarising discussion and moving to a decision.
- Ensure all decisions are understood and that any necessary action is taken.
- Be prepared to delegate and encourage other governors to participate fully.
- Ensure that governors know and adhere to the rules and codes of conduct that keep governing boards democratic.
- Encourage the governing board to work collaboratively with other partners/agencies to support school improvement.
- Represent the school at public events.
- Involve the Co-Vice Chair(s) so that they are able to act if the chair is not available.
- Line-manage the clerk, including their annual appraisal. Any remuneration changes will be agreed by the pay committee.

Co-Vice Chair(s)

- Take on responsibilities delegated to them by the Chair and deputise for them in their absence.
- Work closely with the Chair to establish a constructive relationship and share responsibilities.
- Take on a specific responsibility for example become a mentor for new governors or chair a committee.
- Get to know their school, preferably by visiting when the school is in session and the pupils are in school.

- Undertake relevant development and training to effectively undertake the role.
- Represent the school at public events.

Longfield's Primary School

Terms of Reference for the Clerk to the Governing Body

The Clerk is expected to work within the following terms of reference:

Guiding Principles

- The Clerk is accountable to the Governing Body.
- The Clerk is employed or commissioned by the Governing Body and line managed by the Chair of Governors, whose responsibility it is to provide induction and conduct an annual appraisal.
- The Clerk will be provided with a contract of employment or a commissioning contract.
- Governors and the Headteacher cannot be appointed as Clerk to the Governing Body.

The main responsibilities of the Clerk are:

- To work effectively with the Chair of Governors, the other governors and the Headteacher to support the Governing Body.
- To maintain meeting papers and subsequent policies/documents on GovernorHub.
- To advise the governing body on constitutional and procedural matters, powers and duties.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken (draft minutes to be produced with 7 working days of the meeting).
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain and publish on the school website a register of Business Interests.
- To maintain a register of members of the Governing Body and report vacancies to the governing body.
- To maintain a register of attendance and report non-attendance 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.
- To undertake appropriate professional development.
- If the Clerk does not attend a meeting, the governors present at the meeting may appoint a member of the Governing Body (but not the Headteacher) to act as Clerk for that meeting.

Agreed by the governing body on	12	09	2024
Review Date	11	09	2025

Longfield's Primary School

Delegation of Functions to Headteacher

The Headteacher is expected to work within the following terms of reference, and to provide the Governing Body with such reports in connection with his or her functions as the governing body requires

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to an agreed limit as set out in the schools Internal Financial Manual. • To enter into contracts up to the limit of £10,000. • To monitor monthly expenditure. • To make payments.
Staffing	<ul style="list-style-type: none"> • To appoint teachers and non-teaching staff. • To establish disciplinary, capability and grievance procedures. • To suspend staff. • To dismiss staff.
Curriculum	<ul style="list-style-type: none"> • To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. • To establish and implement a curriculum policy. • To decide which subject options should be taught. • To be responsible for standards of teaching. • To be responsible for each individual child's education. • To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values. • To ensure the Christian values and ethos of the school are upheld.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To formulate and implement an Appraisal policy.
Target Setting	<ul style="list-style-type: none"> • To set targets for pupil achievement.
Religious Education	<ul style="list-style-type: none"> • To provide Religious Education in line with school's basic curriculum. • To provide Religious Education to the agreed syllabus.
Collective worship	<ul style="list-style-type: none"> • To ensure, after consultation with the Governing Body, that all pupils take part in a daily act of collective worship. • To provide collective worship of a denominational character.
Health & Safety	<ul style="list-style-type: none"> • To ensure that Health & Safety regulations are followed.
School Organisation	<ul style="list-style-type: none"> • To ensure that the school meets for 195 days in a school year including the 5 INSET days per academic year. • Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.

Information for Parents	<ul style="list-style-type: none"> • To prepare and publish the School Prospectus • To ensure that free school meals are provided to those pupils meeting the criteria. • To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. • To ensure that a report on each child's educational achievement is forwarded to parents /guardians. 		
Extended Schools	<ul style="list-style-type: none"> • To put into place the additional services provided. • To ensure delivery of services provided. 		
Agreed by the governing body on	12	09	2024
Review Date	11	09	2025

Longfield's Primary School

Terms of Reference for Link Governors

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

To monitor an identified target on the School Improvement Plan, a Strategic Aim or a statutory function of the governing body and report to the governing body. It is expected that a minimum of 2 monitoring visits will be made to the school during the year. Other forms of communication such as telephone calls emails etc. may be substituted for one or more visits. A visit does not necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the target or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.

Reports will be submitted for approval to the Headteacher and the Chair within the school within 2 weeks of the visit, and then be lodged with the clerk of governors for tabling at the next full Governing Body meeting.

In addition, a governor will be designated as the SEND and Safeguarding Governor (which includes Child Protection). This could be the same governor.

Link Area	School Improvement Priority No.	Link Governor
Safeguarding/Health and Safety		Mark Winch
Attendance		Robert Envine
Literacy and Reading		Tom Futter
Maths		Tom Futter
Curriculum Development and Assessment		Mark Winch
SEND/Pupil Premium		Clare Bulgarelli
Early Years		Robert Envive
Agreed by the governing body on		12 09 2024
Review Date		11 09 2025

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Terms of Reference for Panel Hearings

- 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 procedures 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 (parents/guardians do not have to be invited).
- 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 (parents/guardians must be invited).
- To consider the appropriateness of any temporary exclusion of a person (non-pupil) from school premises, and whether this should be extended/terminated.
- All panels are to be convened by the Clerk to the Governing Body.

NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.

Membership [not less than 3]

Any three governors from a pool of governors [comprised of the whole Governing Body], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified

*The Headteacher and Staff Governor are disqualified from serving in this role.
Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.*

Agreed by the governing body on

12 09 2024

Review Date

11 09 2025

Longfield's Primary School

Terms of Reference of the Headteacher Appraisal Group

- To meet annually with an independent advisor to discuss and determine the headteacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Headteacher appraisal review statement, and report to the governing body.
- To monitor through the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the Governing Body in respect of pay progression.

Membership

Three governors need to sit on the group. This can be any governor apart from Headteacher and Staff Governor

Tom Futter – (Co-Opted Governor)

Clare Bulgarelli – (Co-Opted Governor)

Mark Winch - (Co-Opted Governor)

Agreed by the governing body on	12	09	2024
Review Date	11	09	2025

Longfield's Primary School

Terms of Reference of the Pay Progression Group

Meet with the Head Teacher to assure themselves that appropriate arrangements for linking appraisal to pay are in place and can be applied consistently, and that pay decisions can be objectively justified.

Membership

The group will be made up of the same Governors who sit on the Headteacher Appraisal Group.

Tom Futter – (Co-Opted Governor)

Clare Bulgarelli – (Co-Opted Governor)

Mark Winch - (Co-Opted Governor)

Agreed by the governing body on	12	09	2024
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Review Date	11	09	2025
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Longfield's Primary School

Standing Order for Meetings of the Governing Body

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask or comments to make.
- Bring a copy of the School Plan and or be familiar with its contents.
- Participate in discussion and listen to the views and comments of others.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons have the right to attend all meetings of the governing body

- Headteacher
- Clerk
- any governor

Full Governing Body meetings will be held either at the church, school, or virtually via Teams. The chair will prepare a suggested calendar of meeting dates for the following year for approval at the meeting held in term 6 of each year.

The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the chair. Governors wishing to place items on the agenda should give notice to the clerk and provide a copy of any supporting papers.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda, delegated to a pair, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

All meetings will be convened by the Clerk. Any 3 members of the Governing Body may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Each meeting will commence at **4pm** and will be limited to **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

Each alternate meeting will be preceded by a 30-minute training/briefing session on areas relevant to the Governing Body's work.

Draft minutes will be prepared for email circulation to the Chair within 7 working days of the meeting, before being formally approved by the Governing Body at the next meeting.

Agreed by the governing body on	12	09	2024
Review Date	11	09	2025

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Body **MUST** elect a chair and a vice chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Body must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Governing Bodies are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Headteacher and the staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

Factors the Governing Body should consider in agreeing their election process are:

- How long the Chair and Vice Chair will serve (You may wish to consider different terms of office.)
- Whether a Governor can be re-elected and whether there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair (You may like to consider succession planning, individual Governor and Governing body development, workloads and the involvement of all Governors.)
- Whether a governor can stand for office if they are unable to be present at the meeting.
- How nominations will be made (in writing in advance of the meeting via the agenda or verbally at the meeting, with or without a supporting written or verbal statement.)
- Whether a candidate will self-nominate or be proposed (and seconded if wished) by Governors.
- Whether there will be a secret ballot or show of hands (and whether this would vary depending on the circumstances i.e. in all cases or only where there is more than one candidate.)
- How the Governing Body would treat a tie in votes (would candidates have the opportunity to speak to the Governing Body about why they want to be the Chair or Vice Chair followed by another vote, would it be by another method?)

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, focusing on the priorities and making best use of the 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.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.

GOOD PRACTICE EXAMPLE

- The Governing Body resolves that the following process will apply to the election of Chair (and vice chair) of the governing body (provide a brief outline of the role see overleaf):
- The Chair and Vice Chair will serve for a period of between 1 and 4 years.
- The Clerk will take the Chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.

Either

- a) The Clerk will invite Governors to self-nominate by a closing date no later than 2 weeks before the date of the meeting at which the election is to be held.

or

- b) Governors will be asked to propose nominations to the Clerk by a closing date no later than two weeks before the date of the first governing body meeting of the academic year. The Clerk will provide a form for this purpose, which will allow for nominations to be seconded before submission (if required).

- The Clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held, and send it to governors at least 7 days in advance of the meeting.
- The candidates will be asked to leave the room whilst the election takes place and the outcome discussed.
- Governors will take a vote by secret ballot conducted and counted by the Clerk.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the governing body before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
- If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

If no Chair is duly elected, a Governor **MUST** be appointed to Chair the remainder of the meeting.

Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

Agreed by the governing body on	12	09	2024
Review Date	11	09	2025