



**BURGH BY SANDS SCHOOL**  
**GOVERNING BOARD**  
**AND**  
**COMMITTEE STRUCTURE**

**September 2024**  
**(Review September 2025)**

**Meeting dates for the academic year 2024-2025**

Meeting	Autumn term	Spring term	Summer term
<b>Full Governing Board (Meetings start at 5.00pm)</b>	Thurs 19 September 2024	Thurs 30 January 2025	Tues 20 May 2025
	Tues 19 November 2024	Tues 25 March 2025	Thurs 10 July 2025
<b>Headteacher's Annual Appraisal Panel</b>	23 September 2024		

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## **Section 1 - Standing orders (for the procedural workings of the governing board)**

The governing board of **Burgh By Sands School** constituted on **12 May 2016** in line with the School Governance (Procedures) (England) Regulations 2014. The following are the procedures adopted herewith:

### **Meetings of the governing board**

The governing board notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable, and the governance professional in consultation with the chair and the headteacher will draw up the agenda. Signed minutes will be kept by the governance professional and are available for inspection at school.

### **Terms of office**

The governing board resolves that both the chairman and vice-chairman of governors will have a term of office of one year and the term of office will end on the date of the first governing board meeting after the anniversary of his/her election.

### **Election of chairman and vice-chairman**

The governing board resolves that the following process will apply to the election of chairman and vice-chairman:

- Governors will be able to submit verbal nominations at final meeting of the academic year.
- A governor can nominate him/herself for office.
- Nominees will be asked to leave the room whilst the election process takes place.
- If there is a tie, governors should discuss the strengths of the nominees further, another vote will be taken.
- Nominees will return to the meeting and the governance professional will announce the result.

### **Terms of office for each category of governor**

The governing board resolves to have the same terms for all categories of governor. The agreed term is four years.

### **Appointment of the governance professional / clerk**

The governing board resolves that **Mrs Sue Glendinning** acts as the governance professional.

### **Quorum**

The governing board notes the requirements in respect of a quorum in that one half of complete membership are required to be present before decisions can be made.

### **Committees and working parties**

**Committees** are set up with delegated powers by the governing board (minuted at full governing board meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

**Working parties** may be set up by the governing board but do not have any delegated powers and cannot make any decisions. A working party can only bring recommendations to the full governing board.

### **Membership of committees**

Terms of reference – See section 6

Full membership – See section 4

Quorum for all committee meetings is 3 governors.

Each committee will nominate a clerk (this cannot be the chair).

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full governing board.

### **Delegation of functions**

The governing board agrees the delegation of the functions as described in the terms of reference for each committee in section 6.

### **Declaration**

The governing board, at its meeting on **19 September 2024** resolved to adopt the standing orders.

The governance professional to the governing board holds a copy in the formal governing board records, and a copy has been retained at the school for reference.

**Section 2 - Instrument of Government**

**CUMBRIA COUNTY COUNCIL  
INSTRUMENT OF GOVERNMENT**

- 1 The name of the school is **Burgh By Sands Primary School**.
2. The school is a community school.
3. The name of the governing body is **“The Governing Body of Burgh By Sands Primary School”**
4. The governing body shall consist of:
  - a. 4 parent governors
  - b. 1 LA governor
  - c. 1 staff governor
  - d. 1 headteacher
  - e. 3 co-opted governors
5. Total number of governors 10
6. The term of office for all categories of governors is 4 years.
7. This instrument of government comes into effect on 1 March 2015.
8. This instrument was made by order of Cumbria County Council on the 1 day of March 2015.

**The COMMON SEAL of**

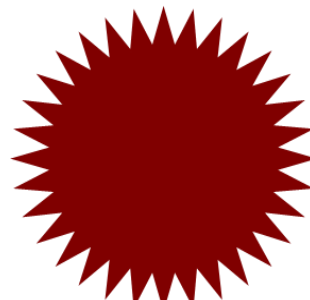
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**CUMBRIA COUNTY**

**COUNCIL was hereunto**

**Affixed in the presence of:**

G.M. Willman



### **Section 3 - Code of practice for governing boards and governors**

An effective governing board must have a clear sense of purpose and direction for its school. The governing board is accountable to the school community and broader community for the effectiveness of the school. In its work, the governing board will collaborate with, and be questioning of, the headteacher and staff, who are responsible for the day-to-day management and operation of the school.

#### **The governing board has the following core strategic functions:**

- Certifying the strategic direction of the school by:
  - Setting and ensuring there is clarity of vision, ethos, and strategic direction, determining priorities and setting targets.
- Complying with all statutory duties.
- Ensuring accountability by:
  - Appointing a headteacher who is fit for purpose and holding the executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
  - Ensuring the voice of stakeholders are heard.
- Managing financial performance by:
  - Overseeing the financial performance of the organisation and making sure that its money is well spent.

#### **As individuals on the governing board, we agree to fulfil our roles and responsibilities**

- 1) We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
- 2) We will develop, share, and live the ethos and values of our school.
- 3) We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- 4) We will work collectively for the benefit of the school.
- 5) We will be candid but constructive and respectful when holding senior leaders to account.
- 6) We will consider how our decisions may affect the school and local community.
- 7) We will stand by the decisions that we make as a collective.
- 8) Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- 9) We will only speak or act on behalf of the board if we have the authority to do so.
- 10) We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- 11) When making or responding to complaints we will follow the established procedures.
- 12) We will strive to uphold the school's reputation in our private communications (including on social media).

#### **Demonstrate our commitment to the role**

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

#### **Build and maintain relationships**

- We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

## **Respect confidentiality**

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

## **Declare conflicts of interest and be transparent**

- We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school website.
- We will act in the best interests of the school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions

**Revised September 2024**

**Review July 2025**

## **The Seven Principles of Public Life The Nolan Principles**

**Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example

## Section 4 – Scheme of Delegation Governing Board Decision Planner

This planner shows to which level the governing board may legally delegate functions

### KEY

**Level 1:** Full governing board. **Level 2:** A committee of the governing board. **Level 3:** An individual governor. **Level 4:** Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

**\*Although decisions may be delegated, the governing board as a whole remains responsible for any decision made under delegation**

Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	X			
	2	To monitor monthly expenditure.	X	X		X
	3	To establish a charging and remissions policy	X	X		
	4	Miscellaneous financial decisions	X	X		X
	5	To enter into contracts (GB may agree financial limits)	X			X
	6	To make payments				X
<b>Staffing</b>	7	Headteacher appointments (selection panel)	X			
	8	Deputy appointments (selection panel)	X			
	9	Appoint other teachers	X	X		X
	10	Appoint non-teaching staff	X	X		X
Committee > GB Ratify	11	Agree a pay policy	X			
Pay Policy Cttee > GB	12	Pay discretions	X			
	13	Establishing disciplinary/capability procedures	X			X
GB <b>must</b> act through Staff Dismissal Committee	14	Dismissal of headteacher		X		
	15	Dismissal of other staff		X		
C of G > Committee	16	Suspending head		X		
	17	Suspending staff (except head)		X		X
	18	Ending suspension (head)		X		
	19	Ending suspension (except head)		X		
	20	Determining staff complement	X			
	22	Determining dismissal payments/ early retirement		X		
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	X			X
	24	To establish a curriculum policy				X
	25	To implement curriculum policy				X
	26	To agree or reject and monitor curriculum policy	X	X		
	27	Responsible for standards of teaching				X
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				X
	29	Responsibility for individual child's education				X
	30	Provision of sex education – to establish and keep up to date a written policy	X			X
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X			X
	32	To establish a charging and remissions policy for activities (non-NC based)	X	X		
	<b>Performance management</b>	33	To formulate a performance management policy	X	X	
34		To establish a performance management policy	X	X		
35		To implement the performance management policy				X
36		To review annually the performance management policy	X	X		
<b>Discipline/Exclusions</b>	38	To establish a discipline policy	X			
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X		
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
<b>Admissions</b>	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing board)	X			

	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing board)	X			
<b>Religious Education</b>	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	X			X
<b>Collective Worship</b>	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				X
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				X
<b>Premises &amp; Insurance</b>	55	Buildings insurance and personal liability– GB to seek advice from LA, diocese, or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	X			
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan	X	X		
<b>Health &amp; Safety</b>	58	To institute a health and safety policy (in community and VC schools this would be the LA)	X			
	59	To ensure that health and safety regulations are followed	X			X
<b>School Organisation</b>	60	To publish proposals to change category of school	X			
	62	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	X			
	63	To ensure that the school meets for 380 sessions in a school year	X			X
	64	To ensure that school lunch nutritional standards are met where provided by the governing board.	X	X		
	67	To ensure provision of free school meals to those pupils meeting the criteria				X
	68	Adoption and review of home-school agreements	X			
<b>GB Procedures</b>	69	To draw up instrument of government and any amendments thereafter	X			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	X			
	71	To appoint and dismiss the governance professional to the governors	X			
	72	To hold a full governing board meeting at least three times in a school year or a meeting of the temporary governing board as often may require	X			
	73	To appoint and remove community or sponsor governors.	X			
	74	To set up a Register of Governors' Business Interests	X			
	75	To approve and set up a Governors Expenses Scheme	X			
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools			X	
	77	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	78	To regulate the GB procedures (where not set out in law)	X			
<b>Federations</b>	79	To consider forming a federation or joining an existing federation	X			
	80	To consider requests from other schools to join the federation	X			
	81	To leave a federation	X			
<b>Extended Schools</b>	82*	To decide to offer additional activities and to what form these should take	X			
	83	To put into place, the additional services provided	X			
	84	To ensure delivery of services provided	X			
	85*	To cease providing extended school provision	X			



## **Section 5 – Governing Board and Committees: Terms of Reference**

### **The Role of the Chairman of the Governing Board**

- ❖ To ensure the business of the governing board is conducted properly, in accordance with legal and Cumberland 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 board acts as a sounding board to the headteacher and provides strategic direction

**Disqualification – the headteacher, staff governors, staff members, pupils**

### **The Role of the Governance Professional to the Governing Board**

- ❖ To work effectively with the chairman of governors, the other governors and the headteacher to support the governing board
- ❖ To advise the governing board on constitutional and procedural matters, duties, and powers
- ❖ To convene meetings of the governing board
- ❖ To attend meetings of the governing board and ensure minutes are taken
- ❖ To maintain a register of members of the governing board and report vacancies to the governing board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the governing board from time to time

**Disqualification – governors, associate members, the headteacher**

### **The Role of the Chairman 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 – staff governors, the headteacher**

### **The Role of the Clerk to a Committee**

- ❖ 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 board from time to time

**Disqualification – the headteacher, staff governors**

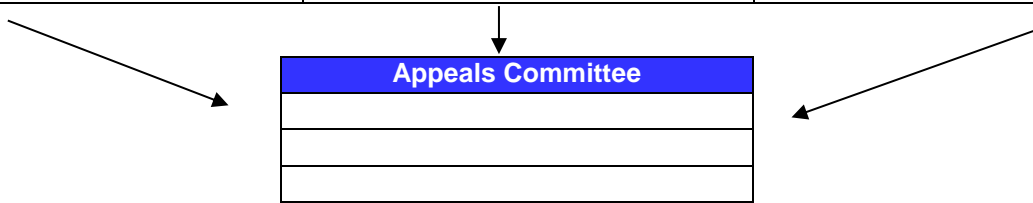
## Section 6 – Burgh By Sands School Governing Board Membership

Full governing board		Position	Curriculum responsibility
Danielle Robinson	Parent Governor	Vice Chair	Safeguarding / Pupil Voice
Sophie Valance	Parent Governor		SEND / Pupil Premium
	Parent Governor		
	Parent Governor		
David Hallett	LA Governor	Chair	Quality of Education KS1/ Health & Safety
	Staff Governor		
Sarah Robson	Headteacher Ex Officio	Headteacher	
Grant Glendinning	Co-opted Governor		Quality of Education KS2
Sian Whitaker	Co-opted Governor		
	Co-opted Governor		

Curriculum, SEND, Safeguarding Committee	
	Chair
	Clerk

Staffing, Finance, Premises, H&S Committee	
	Chair
	Clerk

Disciplinary Committee	Staff Dismissal Committee	Grievance Committee



Exclusions Committee	Admissions Committee	Official complaints Committee



## The Governing Board

<b>The governing board takes a strategic role, acts as a critical friend to the school and is accountable for its decisions. It sets aims and objectives and agrees to monitor and review policies, targets and priorities</b>	
<b>Name of governor</b>	<b>End of term of office</b>
Grant Glendinning	September 2028
David Hallett	July 2026
Sarah Robson	Ex Officio
Danielle Robinson	June 2026
Sophie Valance	May 2028
Sian Whitaker	September 2028
PG Vacancy	
PG Vacancy	
Staff Vacancy	
Co-opted Vacancy	
<b>Chairman of the governing board</b>	<b>David Hallett</b>
<b>Vice-chairman of the governing board</b>	<b>Danielle Robinson</b>
<b>Governance professional to the governing board</b>	<b>Sue Glendinning</b>
<b>Quorum: One half of the number of governors in post = 5</b>	<b>Full complement = 10 Currently = 6</b>

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the governing board has discretion
- To seek to fill vacancies as they arise and **to appoint new governors\*** where it is possible for the governing board to do this.
- **To hold at least three governing board meetings a year\***
- **To appoint or remove the chair and vice chair\***
- **To appoint or remove a governance professional to the governing board\***
- **To suspend or remove a governor\***
- **To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the governing board is necessary\***
- To approve the first formal budget plan the financial year
- To keep school policies & practice under review, making revisions where appropriate
- To review annually aspects of financial delegation to the headteacher:
  - The day-to-day management of the budget allocation
  - The amount the headteacher can spend without referring to the governing board
  - The amount the headteacher may vire between budget headings

**\*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

The following functions **CANNOT** be delegated to an **individual**:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

**Policies for review by the Governing Board, which cannot be delegated**

- Admissions Policy
- Capability of staff
- Child Protection Policy
- Complaints Policy
- Instrument of Government
- Staff discipline, conduct and grievance policies
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting pupils with medical conditions

## STAFFING, FINANCE, PREMISES, HEALTH & SAFETY ACCOUNTABILITY

### Staffing

- To agree and keep under review the staffing structure in consultation with the headteacher
- To establish a Staff Appraisal Policy and Pay Policy for the school and be responsible for the policy administration and review
- To ensure that all staff have up-to-date job descriptions
- To oversee appointment procedures for staff within the leadership team, and other staff where this has not been delegated to the headteacher under Staffing Regulations 2003
- To ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members
- To ensure that formal DBS checks are carried out for all new members of staff and governors, and that the school maintains a Single Central Record of staff/governor checks for inspection purposes
- To oversee the process leading to staffing adjustments
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

**Disqualification** – Exclusion from attendance at meetings will apply in relation to any person employed to work at the school other than as headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their pay or performance is under discussion.

### Pay Policy

- To establish a Salary Policy for all categories of staff & be responsible for its administration & review
- To annually review the salaries of teachers effective September 1
- Notify staff members in writing of the decisions reached & the criteria used to determine their spine allocation
- To establish, review and monitor a Staff Appraisal policy for all staff
- To review the headteachers performance regarding school leadership and management

- To monitor and evaluate the headteachers annual appraisal (Select committee in place)
- To undertake a salary review at any other time the governing board directs there is a need to do so
- Make recommendations to the governing board for ratification

**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

### **Finance**

- To agree 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 termly
- To ensure that the school operates within the Financial Regulations of Cumberland Council and meets the requirements of the School Financial Value Standard (SFVS)
- To ensure that the School Improvement Plan is properly budgeted for, monitoring, & evaluating spending decisions for impact on educational outcomes
- To make decisions in respect of bought in Service Level Agreements
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To receive and respond to reports from auditors
- To consider staff salary increases recommended by the headteacher
- To ensure all voluntary funds are properly audited annually

### **Health and safety and premises**

- To ensure the necessary school management organisation is in place to implement the policy
- In consultation with the headteacher, to oversee premises-related funding bids and determine premises-related expenditure
- To consider the Local Authorities policies on health and safety for the maintenance and development of the school's premises and oversee arrangements for repairs and maintenance following periodic inspections of the buildings and equipment within/without school.
- To monitor the effectiveness of the school's health and safety arrangements carrying out an annual risk assessment of school premises, reviewing the risk assessment policy.
- To ensure full compliance with any Health & Safety Audit of the premises, within required timescales
- To establish and keep under review the Accessibility plan
- To oversee arrangements, including Health and Safety and appropriate Insurance, for the use of school premises by outside users, subject to governing board policy

### **Establish, monitor, and review the following policies –**

- Accessibility plan
- All Premises policies (follow LA policies and procedures for maintenance etc.)
- Central record of recruitment and vetting checks
- Charging and remissions policy
- Contract for each member of staff (refer to LA)
- Employment policies (refer to LA policies) and Risk Assessments when required
- Freedom of information publication scheme
- GDPR policy
- Health and safety policy
- Pupil Premium Information
- Register of business interests of headteacher, governors
- Safer Recruitment Policy
- School's Finance Value Standard
- Teacher Appraisal policy
- Teachers' pay policy (refer to LA)
- Whistleblowing Policy

### **STANDARDS, CURRICULUM, SEND, SAFEGUARDING ACCOUNTABILITY**

- To ensure that staff and governors comply with the safeguarding policy to ensure everyone's safety and wellbeing in school
- To consider standards and statutory requirements relating to the curriculum
- To consider curricular and safeguarding issues which have implications for Finance and Personnel decisions
- To ensure that the school complies with relevant legislation relating to equality and diversity
- To review school self-evaluation ensuring identified priorities inform the School Improvement Plan
- To implement strategies to reduce pupil absence rates
- To oversee arrangements for individual governors to take a leading role in specific areas of provision (SEND) and receive regular reports from governors with curriculum responsibilities
- To ensure that the requirements of children with Safeguarding needs are met

- To ensure procedures are in place to protect children and young people from maltreatment (neglect/sexual abuse/physical abuse/emotional abuse)
- To ensure the Governors are satisfied with procedures and policies so that school promotes health lifestyles and development. This will be achieved through monitoring of Health and Safety, Internet safety, school security, medical conditions
- The Governing Board understands its role in ensuring all children and young people are given every opportunity to make the most of their 'Life Chances' and to for fill their potential.
- The Governing Board will ensure children and young people are safe by monitoring security, policies, safe recording/sharing of confidential information and ensuring protocols are adhered to by all members of the school community.
- The Governors know the systems and points of contact so that children feel safe
- Governors will be aware how to Safeguard themselves & ensure that staff/visitors also have awareness.
- To oversee arrangements for educational visits, via the Educational Visits co-ordinator
- To oversee arrangements for risk assessment

**Establish, monitor, and review the following policies/procedures: -**

Accessibility policy	Attendance register	Behaviour policy
Bullying policy	CPSHE policy	Data protection policy
Early Years Policy	Equalities	Equality policy/statement
Exclusion procedures	Inclusion policy	Intimate care
Individual Pupil Progress	KS1 Assessments	KS2 Assessments
Racial Policy	RE/Collective worship	School session times
SEND policy	Sex/relationship education policy	

**HEADTEACHER'S PERFORMANCE REVIEW PANEL**

<b>Name of governor</b>	<b>Date appointed to the panel</b>
David Hallett	<b>19 September 2024</b>
Sophie Vallance	<b>19 September 2024</b>
Sian Whittaker	<b>19<sup>th</sup> September 2024</b> Sian Whittaker
Sarah Jardine	<b>External advisor</b>
<b>Chairman of the panel</b>	<b>David Hallett</b>
<b>Review officer</b>	<b>Danielle Robinson</b>
<b>Quorum</b>	<b>3 plus Advisor</b>
<b>Date group established</b>	<b>19 September 2024</b>
<b>Date of review</b>	<b>September 2025</b>

**Terms of reference:**

- To arrange to meet with the External Adviser annually, in the Autumn Term, to review the headteacher's overall leadership and management of the school and against previously agreed objectives, and to agree new performance objectives
- To draw up the headteacher's review statement within the required timescale
- To monitor through the year, the performance of the headteacher against the set objectives
- To make recommendations to the Pay Committee in respect of any salary increase for the successful meeting of objectives by the headteacher

**Membership – 2 or 3 full governors**

**Disqualification – The headteacher and any person employed to work at the school in any capacity may not be members of this group**

<b>These terms of reference agreed by the governing board</b>	<b>19 September 2024</b>
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**STAFF DISMISSAL COMMITTEE**

<b>Name of governor</b>	<b>Date appointed to the committee</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
<b>Chairman of the committee</b>	<b>TBC</b>
<b>Clerk to the committee</b>	
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>19 September 2024</b>

<b>Date of review:</b>	<b>September 2025</b>
<b>Terms of reference:</b> <ul style="list-style-type: none"> <li>To make any determination to dismiss any member of staff (unless delegated to the headteacher)</li> <li>To make any decisions under the governing board's personnel procedures e.g., disciplinary, grievance, capability where the headteacher is the subject of the action*</li> <li>To make any decisions relating to any member of staff other than the headteacher, under the governing board's personnel procedures (unless delegated to the headteacher)</li> <li>To make any determination or decision under the governing board's general complaints procedure for parents and others</li> <li>To make any determination or decision under the governing board's curriculum complaints procedure, in respect of national curriculum disapplication, and the operation of the governing board's charging policy:</li> </ul>	
<b>*Cannot be delegated to an individual</b>	
<b>Membership – not less than 3 members of the governing board</b> <b>(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)</b>	
<b>Disqualification – The headteacher</b> <b>(It is recommended 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)</b>	

<b>DISCIPLINARY AND GRIEVANCE COMMITTEE</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
<b>Chairman of the committee</b>	
<b>Clerk to the committee</b>	
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>19 September 2024</b>
<b>Date of review:</b>	<b>September 2025</b>
<b>Terms of reference:</b> <ul style="list-style-type: none"> <li>To seek the advice of the Local Authority's Human Resources department as appropriate</li> <li>To make any determination to dismiss any member of staff (unless delegated to the headteacher)</li> <li><b>To make any decisions under personnel procedures e.g., disciplinary, grievance, capability where the headteacher is the subject of the action*</b></li> <li>To make any decisions relating to any member of staff other than the headteacher, under the governing board's personnel procedures (unless delegated to the headteacher)</li> <li>To make any determination or decision under the governing board's complaints procedure for parents and others</li> <li>To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplication's</li> <li>To make any determination or decision about the operation of the governing board's charging policy:</li> </ul>	
<b>* cannot be delegated to an individual</b>	
<b>Membership – not less than 3 members of the governing board</b> <b>(NB. The number of governors appointed to this committee directly affects the number required for an Appeal Committee)</b>	
<b>Disqualification – The headteacher</b> <b>It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member</b>	
<b>APPEALS COMMITTEE</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
<b>Chairman of the committee</b>	
<b>Clerk to the committee</b>	
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>19 September 2024</b>
<b>Date of review:</b>	<b>September 2025</b>

**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 board's personnel procedures e.g., disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

**\*Cannot be delegated to an individual**

**Membership** – no fewer members than the Initial Committee, i.e. Staff Dismissal Committee, Pay Policy Committee

**Disqualification** – The headteacher

Any members of the Initial Committees

(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)

<b>EXCLUSIONS COMMITTEE</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
	<b>19 September 2024</b>
<b>Chairman of the committee</b>	<b>TBC</b>
<b>Clerk to the committee</b>	
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>19 September 2024</b>
<b>Date of review:</b>	<b>September 2025</b>



**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 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> 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 Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board

**Membership – 3**

NB. The Governing Board may nominate a pool of governors from which three 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.

**Disqualification –** The headteacher

Any Governor with a 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 of the committee)

**DELEGATION OF RESPONSIBILITY TO INDIVIDUALS**

Area of Responsibility	Name of Governor	Liaising with	Reporting to
EYFS	Sian Whittaker	EYFS Lead	Governing Board
SEND / Pupil Premium	Sophie Vallance	SENDCo	Governing Board
Safeguarding / Pupil Voice	Danielle Robinson	DSL / School Council	Governing Board
Behaviour and attitudes		Headteacher	Governing Board
Quality of Education KS1	David Hallett	Headteacher	Governing Board
Quality of Education KS2	Grant Glendinning	Headteacher	Governing Board
Health and Safety	David Hallett	Headteacher	Governing Board

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

- To liaise with the appropriate member(s) of staff, and visit school for the purpose of gathering information related to their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board, on developments and progress within their area of responsibility
- To raise the profile of the curriculum area when related matters are considered by the Governing Board
- To attend training as appropriate

<b>These terms of reference agreed by the Governing Board</b>	<b>19 September 2024</b>
<b>Date Delegation Agreed</b>	<b>19 September 2024</b>
<b>Date of review</b>	<b>September 2025</b>