



Hilpert C of E Primary School

Full Governing Body Terms of Reference 2024-2025

Governing Body's Key Purpose

Ensure that:

- the school provides the best possible education for all pupils
- the vision, ethos and strategic direction of the school are clearly defined
- the headteacher performs their responsibilities for the educational performance of the school
- sound, proper and effective use of the school's financial resources

Governing Body Membership

As detailed in the school's instrument of government

Quorum

The quorum for any full governing body meeting is one half of the membership of the governing body (rounded up and excluding vacancies).

Chairing/Clerking Arrangements

Meetings will be chaired by the chair of governors, or the vice chair of governors, in the chair's absence. The appointed clerk to the governing body will take the minutes.

Frequency of Meetings

At least 4 meetings a year

General and Procedural Responsibilities

- Draw up instrument of government and any amendments thereafter
- Decide whether to introduce eligibility criteria for LA governor appointments (only permissible by governing bodies re-constituted under 2012 regulations)
- Review governor election materials to ensure that electorate understands what is required of governors
- Consult with the Diocese over any proposal to change category of school
- Agree proposals to change category of school
- Agree suspension of governors
- Appoint (and remove) the chair and vice chair of the governing body
- Determine period of office of chair and vice chair (between 1 and 4 years)
- Appoint (and dismiss) the clerk to the governors
- Elect committee chairs annually
- Consider forming, joining or leaving a federation
- Appoint (and remove) community governors
- Appoint (and remove) associate members
- Determine and review governors' code of conduct
- Agree whether or not to exercise delegation of functions to individuals or committees
- Regulate the GB procedures (where not set out in law)
- Establish and review committees annually
- Approve annual Governance Statement

School Self Evaluation/School Improvement Planning Responsibilities

- Agree school vision and strategic plan
- Agree the outcomes of the School's Self Evaluation process
- Approve and monitor the school improvement plan
- Appoint lead governors for subjects, special needs, safeguarding, vulnerable pupils, whistleblowing and any others agreed by GB
- Ensure OFSTED findings are incorporated into the school improvement plan

Data Analysis and Target Setting Responsibilities

- Agree challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis

Staffing Responsibilities

- Formally approve appointments of head teacher and deputy head teacher
- Appoint an external adviser to assist with the head teacher's performance management
- Ensure that at least one governor on the selection panel for head teacher appointments has completed safer recruitment training
- Nominate 2/3 governors to conduct head teacher's performance management
- Nominate a named governor for the staff whistle blowing policy
- Agree membership of selection panel for HT/DHT appointments
- Decide/elect members of staffing panels
- Appoint an external advisor to assist the governing body in the performance management of the head teacher
- Decide whether to give advisory rights to Diocese/Local Authority

Finance Responsibilities

- Enter into contracts above £10,000
- Review contracts and services due for renewal where cost is above £10,000
- Approve transfer between budget headings above £10,000
- Approve purchase of services from Local Authority and other sources where cost of service is above £10,000
- Make any decisions referred to full governing body by Staffing and Resources Committee
- Approve annual budget by 30 June
- Appoint (annually) auditors to conduct an audit of the School Fund
- Receive an annual report on the audited accounts of the School Fund
- Agree end of year budget rollover
- Agree budget allocation for governor training

School Organisation Responsibilities

- Publish proposals to change category of school
- Consider forming, joining or leaving a federation or academy
- Set the times of school sessions and the dates of school terms and holidays

Premises Responsibilities

- Agree long term strategy for use of school premises

Pupils, Parents and Community

- Approve discipline/behaviour policy
- Agree parental complaints procedure and publicise to parents
- Ensure the governing body can demonstrate its accountability to parents
- Consider matters relating to the role of the school in the community

Safeguarding

- Approve Child Protection policy

- Review effectiveness of Child Protection Policy, at least annually, report to GB and recommend changes
- Ensure effectiveness of record keeping relating to safeguarding responsibilities, including maintenance of central record of recruitment and vetting checks
- Consider school's annual safeguarding audit and monitor subsequent action plan
- Ensure that the schools safeguarding procedures remain robust and are fully implemented
- Monitor the effectiveness of the schools processes, practices and procedures for protection pupils from bullying, racist abuse, harassment or discrimination, and for promoting good behaviour
- Ensure the school appropriately meets the needs of pupils with medical conditions
- Ensure the school identifies and responds to child welfare and child protection concerns appropriately and effectively
- Monitor the effectiveness of the schools arrangements to educate pupils to keep themselves safe, and to provide a safe environment and a secure school site
- Ensure that pupils attendance is monitored rigorously, and that concerns about attendance are followed up promptly and appropriately
- Receive attendance and exclusions data from the head teacher, including impact of initiatives in place to improve poor attendance

Curriculum

- Approve the school's SEN policy and publicise to parents and carers and report annually to parents on provision for pupils with SEN

Extended Services

- Decide whether to offer additional services and what form these should take
- Decide whether to cease provision of additional services
- Review provision and impact of additional services

Policies under remit of FGB

- See policy review schedule

Teaching and Learning Committee Terms of Reference 2024-25

Committee's Key Purpose

Fulfil the range of governing body responsibilities related to the school curriculum, teaching and learning and staffing, except those performed by the full governing body or delegated to the head teacher.

Committee Membership

At least 4 governors, including the head teacher

Quorum: 3 governors

Chairing/Clerking Arrangements

The chair of the committee will be elected at the first full governing body meeting of each academic year. The chair must not be a post holder in the school. The appointed clerk to the governing body will take the minutes and will issue them before the next FGB.

Frequency of Meetings

At least 3 meetings a year,

Delegated Responsibilities

School Self Evaluation/School Improvement Planning Responsibilities

- Evaluate school improvement plan

- Determine plan for monitoring progress towards the implementation of the School Improvement Plan (monitoring responsibilities delegated to appointed governors and Head Teacher)

Data Analysis and Target Setting Responsibilities

- Scrutinise a range of pupil performance data to evaluate the school's performance, including the Governors' and OFSTED data dashboards
- Scrutinise analysis of examination results and key stage assessments against agreed targets.
- Recommend to GB challenging targets for pupil achievement/attainment, ensuring they are based on outcomes of robust data analysis, and monitor performance against them
- Evaluate the school's performance against agreed targets

Finance

- Evaluate the impact of the allocation of pupil premium funding on overcoming barriers to learning
- Evaluate the impact of the allocation of the primary school sport funding in improving the quality and breadth of PE and Sport provision

Safeguarding

- Ensure that the schools safeguarding procedures remain robust and are fully implemented

Curriculum

- Establish and keep under review a policy on sex education and publicise to parents and carers.
- Establish and accessibility plan and review it at least every three years
- Establish and publish annually an "Equality information and objectives statement" and review equality objectives every four years
- Ensure that all legally required curriculum policies are in place and monitor the effectiveness of their implementation
- Keep under review the school's SEN policy and recommended changes to the GB
- Maintain strategic oversight of curriculum areas, through regular scrutiny of reports presented by subject leaders and SEF governor working groups
- Monitor the governing body's curriculum policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination)
- Ensure all required curriculum policies are in place and implemented
- Contribute, monitor and evaluate to the SIP
- Agree protocol for Governor visits
- Ensure political issues are treated in a balanced way
- Maintain strategic oversight of curriculum areas, through regular scrutiny of reports presented by subject leaders and consideration of link governor reports
- Monitor the governing body's curriculum policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination)
- Ensure all required curriculum policies are in place and implemented
- Scrutinise subject action plans, progress and impact reports
- Consider relevant issues that emerge from FGB's scrutiny of data reports

Policies under remit of T&L

- See policy review schedule

Staffing and Resources Committee Terms of Reference 2024-25

Committee's Key Purpose

Fulfil the range of governing body responsibilities related to school finance and support

services, except those performed by the full governing body or delegated to the head teacher.

Committee Membership

At least 4 governors, to include the head teacher

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the committee will be elected at the first full governing body meeting of each academic year. The chair must not be a post holder in the school. The appointed clerk to the governing body will take the minutes and will issue them before the next FGB.

Frequency of Meetings

At least 3 meetings a year

Delegated responsibilities

Safeguarding

- Ensure that the schools safeguarding procedures remain robust and are fully implemented

Staffing

- Approve (and keep under review) school pay policy
- Approve (and keep under review) performance appraisal policy
- Consider annual report from head teacher on the effectiveness of the performance appraisal policy, including anonymised impact on quality of teaching and learning
- Determine the school's staffing complement
- Review staffing structure annually
- Ensure that required staffing policies and procedures are in place and implemented
- Monitor progress/impact of staffing related school improvement priorities
- Approve applications for early retirement, secondment and leave of absence not covered by local agreements
- Contribute to the SIP
- Advise the governing body on staffing policy and staffing issues
- Work with HT on recruitment issues and assist and advise with interviews and recruitment decisions
- Establish a performance appraisal panel
- Work with HT on recruitment issues and assist and advise with interviews and recruitment decisions

Finance, Premises, Health and Safety and other responsibilities

- Approve virements in excess of £5,000 and up to £10,000 between budget headings
- Agree the first formal budget plan, prioritised against school improvement priorities
- Agree an annual Best Value Statement
- Award contracts between £5,000 and £10,000
- Review contracts and services due for renewal where cost is between £5,000 and £10,000
- To ensure there are satisfactory internal control procedures within the school and periodically conduct a review of such procedures.
- Approve signatories for authorising orders and payments, including cheques
- Agree any changes to the placing and operation of the local bank account
- Ensure that the school is compliant with the Schools Financial Value Standards (SFVS)
- To monitor the quarterly income & expenditure reports and ensure they provide a full understanding of the position against the budget for that year

- To recommend approval of these reports to the full governing body prior to submission to the LA
- Establish (and keep under review) a charging and remissions policy
- Approve (and keep under review) ordering and payment systems
- Respond to reports from the Local Authority's auditors
- Approve purchase of services from Local Authority and other sources where cost of service is between £5,000 and £10,000
- Approve the writing off of irrecoverable debts up to £500
- Approve the disposal of surplus and damaged equipment on the school's asset register/inventory (value £5,000 and over)
- Consider annual financial benchmarking data and analyse outcomes
- Agree end of year surplus/deficit and optimise the use of available resources to support succeeding budgets.
- Ensure the budget has allocated funds to support the school improvement plan and any agreed changes to staffing structure
- Ensure all required finance policies and procedures are in place and implemented
- Maintain strategic oversight of school support services (e.g. finance/admin/caretaking/cleaning/ICT)
- Establish a pay panel to agree pay performance & progression

Health and Safety

- Ensure the school has adequate insurance and monitor proposals accordingly
- Monitor the implementation of the school's health and safety policy
- Establish all legally required and Local Authority recommended premises related policies and monitor the effectiveness of their implementation
- Arrange for regular monitoring and inspection of school premises and feed this into the School development Plan and maintenance programme
- Procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan
- Monitor all health and safety arrangements
- Approve hiring policy and charges
- Ensure implementation of accessibility plan
- Ensure urgent repair issues are addressed and clarify who has the responsibility for funding these repairs
- Carry out annual review health & safety policy and other policies in line with local authority guidelines.
- Ensure effectiveness of record keeping related to health and safety
- Monitor the activities of the local authority as landlord
- Seek professional and local authority advice regarding planning issues, the availability of grants and the awarding of contracts
- Establish a data protection policy and review it at least every two years

Policies under remit of S&R

- See policy review schedule

Staffing Panel Terms of Reference 2024-2025

Panel's Key Purpose:

Fulfil the range of governing body responsibilities relating to individual members of staff as set out in adopted staffing procedures and as required in school governance legislation.

Panel Membership

3 governors

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the panel will be elected at the time the panel is required. Minutes of staffing panel meetings will be taken by a member of the panel, except in cases for the Head teacher when they will be taken by the clerk to governors.

Frequency of Meetings

Meetings will be convened by the Clerk of Governors as required.

Delegated responsibilities

- Consider matters relating to individual members of staff, as required in the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance.
- Approve applications for early retirement, secondment and leave of absence not covered by local agreements
- Offer and conduct staff exit interviews as necessary (nominated members)

Staffing Appeals Panel Terms of Reference 2024-2025

Panel's Key Purpose

Fulfil the governing body's responsibility to establish an appeals process for individual members of staff who wish to appeal against decisions made by the staffing panel. The staffing appeals panel will also act as the appeals panel for appeals against decisions made by the pay committee.

Panel Membership

3 governors none of whom must have sat on the original staffing panel

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the panel will be elected at the time the panel is required. Minutes of appeal panel meetings will be taken by the appropriate clerk/governor.

Frequency of Meetings

Meetings will be convened by the clerk to governors as required.

Delegated Responsibilities

Consider matters relating to individual members of staff, as required under the range of adopted staffing procedures e.g. redundancy, termination of employment, discipline, grievance.(when member of staff is appealing against decision of staffing panel).

Pupil Discipline Panel Terms of Reference 2024-2025

Committee's Key Purpose

Fulfil governing body responsibilities relating to the exclusion of individual pupils.

Committee Membership

At least 3 governors

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the committee will be elected at the time the committee is required. Minutes of meetings will be taken by the appropriate clerk/governor.

Frequency of Meetings

Meetings will be convened by the clerk to governors as required.

Delegated Responsibilities

Discipline/Exclusions Responsibilities

- Decide whether to confirm permanent and fixed term exclusions where the pupil is either excluded for more than 15 days a term or at risk of being unable to sit a public examination
- Consider parents' representation about exclusions

Parental Complaints Panel Terms of Reference 2024-2025

Panel's Key Purpose

Fulfil governing body responsibilities outlined in parental concerns procedure.

Panel Membership

At least 3 governors

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the panel will be elected at the time the panel is required. Minutes of meetings will be taken by the appropriate clerk/governor.

Frequency of Meetings

Meetings will be convened by the clerk to governors as required.

Delegated Responsibilities

As defined in the parental complaints procedure

Pay Panel Terms of Reference 2024-2025

Panel's Key Purpose

Make decisions on all teachers' pay, taking account of head teacher's recommendations from appraisal outcomes (at end of 2017 - 2018 appraisal cycle)

To agree pay performance and progression for members of staff on UPS or higher following performance appraisal carried out by Head Teacher.

Committee Membership

At least 3 governors, not to include the Head teacher

Quorum

3 governors

Chairing/Clerking Arrangements

The chair of the panel will be elected at the time the panel is required. Minutes of pay panel meetings will be taken by a member of the panel, except in cases for the Head teacher when they will be taken by the clerk to governors.

Frequency of Meetings

Meetings will be convened by the clerk to governors as required

Delegated Responsibilities

Make decisions on head teacher's pay, taking account of performance management governors' recommendations from appraisal outcomes.

Make decisions on pay of teachers on Upper Pay Spine, taking account of head teacher's recommendations from appraisal outcomes

Decisions on pay to be made with reference to the outcome of performance appraisal in line with current LA policy with regards to allowable increases.

Head Teacher Performance Management Panel Terms of Reference 2024-2025**Panel's Key Purpose**

Fulfil governing body responsibilities related to head teacher performance management.

Panel Membership

3 governors

Delegated Responsibilities

Conduct head teacher's performance management, with assistance of an External Advisor.

Head Teacher

The governing body delegates the following responsibilities to the head teacher.

General and Procedural Responsibilities

- Publication of governors' details on school website
- Establish, publish on website (and update annually) a register of headteachers' and governors' business interests.

School Self Evaluation/School Improvement Planning Responsibilities

- Draft and keep updated School Improvement Plan
- Monitor progress towards the implementation of the School Improvement Plan
- Pull together evaluation of progress towards the implantation of the School Improvement Plan for consideration by the relevant committee(s)

Pupils Parents and Community

- Put into place additional services provided
- Monitor and review pupil attendance
- Respond to parental concerns as defined in the parental complaints procedure

School Self Evaluation and Improvement Planning

- Lead school self-evaluation and improvement planning processes aimed at securing good outcomes for: Pupil Attainment and Achievement, Quality of Teaching, Quality of Leadership and Management, Pupil Behaviour and Safety.

Staffing

- Approve a Statement of procedures for dealing with allegations of abuse against staff
- Appoint staff outside the leadership group in accordance with school policy
- Implement staffing procedures adopted by governing body
- Implement all agreed staff related policies
- Implement the performance management of staff

- Submit recommendations to the Staffing and Resources Committee regarding each teacher's pay progression, **following appraisal outcomes**
- Maintain oversight of teachers' appraisal process, ensuring consistency, equality and fairness
- Ensure safer recruitment requirements are met

Finance

- Approve virements of up to £5,000 between budget headings
- Enter into contracts below £5,000
- Review contracts and services where cost is below £5,000
- Approve purchase of services where cost of service is below £5,000
- Approve/make payments according to approved system
- Monitor monthly expenditure
- Ensure provision of free school meals to those pupils meeting the criteria
- Ensure that the school fund is properly audited for presentation to the GB
- Ensure that the pupil premium and sports premium funding is allocated in accordance with legal requirements and report on the allocation published on school website
- Ensure that the budget is only spent for school purposes
- Approve the disposal of surplus and damaged equipment on the school's asset register/inventory (up to value of £5,000)
- Ensure day to day compliance with financial policies and procedures

Premises/ Health/Safety/Safeguarding

- Develop a school buildings strategy (including budgeting for repairs etc.) and contributing to asset management planning arrangements
- Ensure security of school premises and equipment
- Draw up and implement an accessibility plan for the school
- Recommend a hiring policy to the governing body and to oversee its implementation
- Implement all school Health/Safety/Safeguarding requirements
- Ensure suitable risk assessments are prepared and action is taken to minimise risk
- Ensure effectiveness of record keeping relating to health/safety/safeguarding requirements
- Report annually to the governing body on the implementation of the Child Protection policy
- Report outcomes of safeguarding audits to governing body and implement agreed action plans
- Ensure school meets national school food standards

Curriculum

- Ensure the National curriculum (NC) is taught to all pupils and consider any disapplication from National curriculum for pupil(s)
- Produce curriculum plan
- Ensure that the school meets for 380 sessions in a school year
- Decide which subject options should be taught having regard to resources and implement provision for flexibility in the curriculum (including activities outside the school day)
- Take responsibility for individual child's education
- Ensure appropriate provision is provided for gifted, more able and talented pupils
- Ensure that only approved external qualifications and syllabuses are offered to pupils
- Prohibit political indoctrination and ensuring the balanced treatment of political issues
- Review and amend curriculum policies
- Designate a "responsible person" (staff) for pupils with SEN
- Designate a "responsible person" (staff for Looked After Children)
- Discharge other duties in respect of pupils with special educational needs
- Approve off-site visits and activities of up to one day
- Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea in accordance with LA guidance

- Provide RE in line with school's basic curriculum
- Decide RE syllabus
- Draft, for approval by GB, annual report to parents annually on the provision provided for pupils with SEN
- Ensure that the September 2022 statutory requirements for Early Years Foundation Stage are implemented
- Ensure pupil target setting is robust and challenging
- Ensure that equalities are embedded in all policies and frameworks

Pupils, Parents and Community Responsibilities

- Ensure that school policy and procedure for looked after children are consistent with the measures set out in the statutory guidance
- Ensure legally required information is published online, including annually required information e.g. report on SEN, pupil funding
- Ensure the school has a published freedom of information scheme
- Annually register with the Information Commissioner's Office is desired/required (note schools are exempt as non-profit charities)
- Ensure provision of free meals to those pupils meeting the criteria, including Universal Infant School Meals where applicable)

Policies

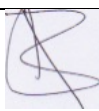
- Draft (or delegate the drafting of) the range of school policies/plans and procedures required for consideration by the respective committees of the governing body.
- Ensure consistent implementation of all approved school policies/procedures.

Statutory Policies under remit of Head Teacher

- School Behaviour Policy

NB The Head Teacher's wider responsibilities are detailed in the job description for the post and in the National Standards for Head Teachers.

This Scheme of Delegation for the academic year 2024/2025 was approved by the full governing body at meeting on 28/04/2025

Signed: 

Blair Keltie

Chair of Governors:

Due for Review: 28/04/2026