



# Brentnall Community Primary School

## Terms of reference 2021-2022

### Approval

These terms of reference were approved by the full governing board on (INSERT DATE).

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Headteacher)

## TERMS OF REFERENCE

### FULL GOVERNING BOARD

**Purpose:** In order to support decision making and that there is clarity with such a small governing board, it has been agreed by the members of the Governing Board that during the academic year 2021-2022 there will no committees and all decisions made by the governing board will be brought to the Full Governing Board meetings. In order to support this structure, there will be 6 meetings across the academic year. Each term there will be a school-based agenda and a Local Authority agenda.

It is recognised that occasionally the governing board will need to form a committee for a specific purpose or to discuss a specific issue or complaint. In this instance, it will be the responsibility of the Chair of Governors to arrange appropriate governors to form the committee. These committees have specific

#### Governors Core Responsibilities

The governing board work alongside the senior leadership team in the school, aiming to achieve the three core functions of governance, which are:

- 1. Ensuring clarity of vision, ethos and strategic direction**
- 2. Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff**
- 3. Overseeing the financial performance of the school and making sure its money is well spent**

**Quorum:** Quorum for full governing board meeting is 50% of governors in post.

**Meetings:** The full governing board will meet at least 6 times a year. Minutes of the meetings will be shared with the board and made available to the public.

Each meeting will be chaired by the Chair of the governing board, unless he/she is unable to attend. In this instance, the Vice Chair or any other member of the governing board may chair the meeting.

In order to support this structure, there will be 6 meetings across the academic year. Each term there will be a school-based agenda and a Local Authority agenda.

The Headteacher and the Chair of Governors will meet prior to the meeting to agree the agenda. Each agenda and documents required for the meeting will be shared through Governorhub at least 7 days before the meeting.

**The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools. Governor Services will be requested to contact Governors, that have the appropriate experience and training to form the panel should the need arise.**

**The Governing Board agree to abide by all decisions made by the panel.**

## TERMS OF REFERENCE

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### 1. Administration Responsibilities

Ref.	Action/Responsibility	Suggested term
1.1	Ensure there are effective clerking arrangements for each meeting.	Every term
1.2	Ensure that the governing board receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to each meeting.	Every term
1.3	Ensure decisions, including any changes are clearly minuted.	Every term
1.4	Ensure that declarations of pecuniary interest are recorded at each meeting.	Every term
1.5	Ensure that governors, particularly link governors, receive appropriate training.	Every term

### 2. Policies and compliance

Ref.	Action/Responsibility	Suggested term
2.1	To ensure that the school is compliant with all aspects.	Every term
2.2	To ensure the school website meets the statutory requirements.	Every term
2.3	To ensure all statutory policies meet government guidelines and are reviewed in line with the school's policy management document.	Every term
2.4	To ensure all staff receive school policies and adhere their	Every term

## TERMS OF REFERENCE

### 3. Finance: Planning

Ref.	Action/Responsibility	Suggested term
3.1	Approve the Scheme of Delegation and review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board.	Autumn
3.2	To receive financial benchmarking report and consider recommendations	Spring or Summer
3.3	To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.	Spring
3.4	To establish and maintain a three-year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.	Spring
3.5	To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher and any professional development costs that are required.	Spring (when setting the budget)
3.6	To annually review and approve Service Level Agreements (strategic SLA's)	Spring

## TERMS OF REFERENCE

### 4. Finance: Monitoring

Ref.	Action/Responsibility	Suggested term
4.1	To receive a progress report (Financial Performance Statement provided by the LA) on the current budget and monitor income and expenditure of all delegated and devolved funds against the annual budget plan.	Every term
4.2	To alert the Full Governing Board of potential problems or significant anomalies at the earliest opportunity.	Every term as necessary
4.3	Subject to the levels of financial delegation, to receive, review and approve virements and write offs that will from time to time be necessary in response to the evolving requirements of the school.	Every term as necessary
4.4	To receive a report on outstanding debts and to consider actions	Every term as necessary
4.5	To annually review and update, the Schools Financial Value Standard (for approval by the Full Governing Board) and ensure that any remedial action identified as part of the SFVS is undertaken.	Spring
4.6	To annually complete the financial management skills analysis matrix (included in the SFVS) and arrange training as and when required.	Autumn
4.7	To monitor remedial actions identified in the SFVS.	Summer
4.8	To receive and act upon any issues identified by the Local Authority audit.	As required
4.9	To approve and monitor the implementation of the following policies: <ul style="list-style-type: none"> <li>• Charging Policy (annual)</li> <li>• Remissions Policy (annual)</li> <li>• Contingence and Business Continuity Plan (annual)</li> </ul> Anti-Fraud, Bribery and Corruption Policy (3 years)	As per policy schedule
4.10	To receive the Pupil Premium Strategy	Autumn
4.11	To monitor the impact of the Pupil Premium strategy including spending analysis	Spring and Summer
4.12	To review the use of Sports Premium Funding and to monitor the impact on children and young people (Primary only)	Every term
4.13	To review the use of Year 7, catch up funding and to monitor the impact on pupils (Secondary only)	Every term

### 5. GDPR

Ref.	Action/Responsibility	Suggested term
5.1	To ensure compliancy under GDPR and to monitor breaches of data	As required
5.2	To receive the Data Protection Officer report and monitor issues arising from this	Summer Term

## TERMS OF REFERENCE

### 6. Staffing

Ref.	Action/Responsibility	Suggested term
6.1	To approve the school staffing structure annually for the fulfilment of the school's development plan and the effective operation of the school.	Summer
6.2	To receive a termly report on staffing matters including staffing levels and sickness absence information including the number of Leave of Absence requests	Every term
6.3	To consider staff well-being including a satisfactory work-life balance for leaders and teachers is achieved and to ensure steps are taken to reduce unnecessary workload	Every term
6.4	To ensure leaders and governors consider engagement with staff and ensure there is opportunity for feedback from these stakeholders	As required
6.5	To review and monitor all other staffing related policies	As required
6.6	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.	As required
6.7	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (training to be updated every 3 years).	As required
6.8	To ensure that there is a Designated Safeguarding Lead who is appropriately trained.	As required
6.9	To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy).	As required
6.10	To ensure the SENCO is a qualified teacher working at the school. A newly appointed SENCO who has not previously been the SENCO at that or any other relevant school for a total period of more than twelve months must achieve the National Award in SEN Co-ordination within three years of appointment	As required
6.11	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.	As required
6.12	To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel.	As required

## TERMS OF REFERENCE

### 7. Premises and Health & Safety

Ref.	Action/Responsibility	Suggested term
7.1	To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.	Autumn
7.2	To monitor any remedial actions identified in the annual inspection of the premises and grounds	Spring and Summer
7.3	To ensure that professional surveys and emergency work is carried out as necessary. <i>The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the committee chair at the earliest opportunity.</i>	As required
7.4	To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.	As required
7.5	To receive an annual report on and ensure that delegated funds in respect of Devolved Formula Capital Spending are appropriately utilised and ensure value for money.	Autumn
7.6	To approve the Health and Safety Policy including risk assessments (annually)	Autumn
7.7	To receive a report from the Health and Safety Governor	As required

### 8. Pay

Ref.	Action/Responsibility	Suggested term
8.1	To consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.	Every term
8.2	To ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year.	Spring
8.3	The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document. Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original pay committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.	As required

## TERMS OF REFERENCE

### 9. Standards

Ref.	Action/Responsibility	Suggested term
9.1	To hold leaders to account for educational performance and monitor the impact of teaching, and assessment, ensuring procedures for assessment are robust, relevant and evaluated in an appropriate way	Every term
9.2	<p>To hold leaders to account for the attainment and progress of all pupils, across all years and subjects including the following vulnerable groups:</p> <ul style="list-style-type: none"> <li>• SEND pupils</li> <li>• Children with EAL</li> <li>• Children Looked After</li> <li>• Free School Meal pupils</li> <li>• Gender groups</li> </ul> <p>High, middle and low attainers taking into account prior attainment.</p>	Every term
9.3	To consider recommendations from external reports of the school for example Local Authority Quality Assurance visits, OfSTED or external bodies such as educational consultants. To hold leaders to account for the agreed actions as a result of these reports and evaluate regularly the implementation of the recommendations.	As required
9.4	To review the progress of the identified priorities within the school development plan ensuring actions contribute to raising standards, including appropriate targets and success criteria.	Every term
9.5	To ensure that mechanisms are in place for the school to engage meaningfully with parents and carers. Ensure this influences decision making and consider how this is fed back to parents and carers	Every term

## TERMS OF REFERENCE

### 10. Curriculum

Ref.	Action/Responsibility	Suggested term
10.1	To ensure that the curriculum intent is fully developed and to hold leaders to account for this	Every term
10.2	To ensure a broad and balanced curriculum is implemented across school making sure all pupils have the breadth and depth of knowledge in all subjects in line with the requirements of the national curriculum	Every term
10.3	To hold leaders to account for the impact of the curriculum across school provided to all pupils	Every term
10.4	To ensure the school meets it's statutory assessment obligations under the National Curriculum.	Summer
10.5	To review and ensure publication of information relating to the curriculum on the school website as specified by the School Information Regulations 2012 and Statutory Guidance	Autumn
10.6	To ensure that the requirements of children with special education needs and disabilities are met, as laid out in the Code of Practice, and receive termly reports from senior leaders	Every Term
10.7	To receive an annual report from the SEND governor	Summer
10.8	To ensure that the school promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and to prepare children and young people positively for life in modern Britain.	Every term
10.9	To monitor the impact Sex Education policy	As required

## TERMS OF REFERENCE

### 11. Pupils and Welfare

Ref.	Action/Responsibility	Suggested term
11.1	To ensure school has robust procedures in place for behaviour management and to hold leaders to account for the impact of these including the monitoring of incidents of bullying.	Every term
11.2	To receive, in accordance with statutory guidance, notification of all exclusions (number and length) and monitor the impact on pupils	Every term
11.3	To monitor the number of children that are electively home educated	As required
11.4	To ensure that the school meets its equality duty in line with the Public Sector Equality Duty and has annually published information showing how it complies with the new equality duty. To ensure the accessibility plan is reviewed every three years	As required
11.5	To monitor pupil attendance and punctuality including persistence absent and to receive updates on actions being taken to address any significant issues	As required
11.6	To ensure that mechanisms are in place for the school to engage meaningfully with pupils. Ensure this influences decision making and consider how this is fed back to parents and carers	Every term
11.7	To ensure mental health support is effective for all pupils is to inform themselves about the school's practices, and provide challenge where appropriate	Every term

## TERMS OF REFERENCE

### 12. Safeguarding

Ref.	Action/Responsibility	Suggested term
12.1	To review the Safeguarding and Child Protection Policy annually for approval by the Full Governing Board and to monitor it's effectiveness	Autumn
12.2	To ensure that Safeguarding and Child Protection Policy is published on the school website.	Autumn
12.3	To receive a safeguarding report from leaders, suggestions include: <ul style="list-style-type: none"> <li>Changes to the Safeguarding and Child Protection Policy.</li> <li>All training undertaken by the DCPO/DSL and all staff and Governors.</li> </ul> Statistical report on the number of children and young people on the child protection register.	Summer
12.4	To receive a monitoring report from the Governor with specific responsibility for Safeguarding and Child Protection and to ensure that the Governor is aware of their role.	Every term
12.5	To ensure that systems are in place to review and respond to the wishes and views of the children and young people and their families and that appropriate action is taken where necessary.	As required
12.6	To ensure that LA Safeguarding Audit is completed and reviewed regularly.	Summer
12.7	To ensure a risk assessment has taken place under the Prevent Duty and that actions are in place and reviewed to reduce future risks.	As required
12.8	To ensure that appropriate safeguarding systems are in place and to hold leaders to account for children and young people who go missing from education.	Every term

## TERMS OF REFERENCE

### AD- HOC COMMITTEES

#### PUPIL DISCIPLINE COMMITTEE

<b>Members</b>	<p>Three members of the Governing Board with the exception of the Headteacher.</p> <p>The Clerk to the Governing Board will contact 3 members of the Governing Board by random selection.</p> <p>If a governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down.</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p>
<b>Quorum</b>	3
<b>Meetings</b>	As necessary
<b>Delegation</b>	This Committee has Delegated Powers
<b>Committee Chair</b>	Elected by the Committee
<b>Clerk to the Committee</b>	Arranged by the Governing Board
<b>Minutes</b>	To be approved by the Committee Chair

#### Administrative Responsibilities

Ensure decisions are clearly minuted.  
 To ensure that declarations of pecuniary interest are recorded at each meeting.

#### PERMISSIBLE DELEGATED FUNCTIONS – PUPIL DISCIPLINE

C1.1	Review permanent exclusions and fixed period exclusions converted to permanent exclusions
C1.2	To consider any representations from parents where a pupil has been excluded for 5 school days or fewer.
C1.3	To consider the exclusion of all pupils given a fixed term exclusion of more than 5 but no more than 15 school days in one term <b>if requested to do so by the parent.</b>
C1.4	To consider any exclusion that would result in a pupil missing a public examination or national curriculum test.
C1.5	To consider all fixed period exclusions totalling more than fifteen school days ( or which brings the pupil's number of days of exclusion to more than 15 in one term) (lunchtime exclusions account for the equivalent of a half day exclusion)
C1.6	To consider the circumstances in which the pupil was excluded
C1.7	To consider any representations about the exclusion made by the parent and by the LA
C1.8	To consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.

## TERMS OF REFERENCE

### THE GENERAL COMPLAINTS PANEL

<b>Members</b>	<p>Three Members of the Governing Board with the exception of the Headteacher.</p> <p>If a governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down.</p> <p>When necessary the governing board will source governors on an ad hoc basis from Governor Services to sit on complaints panels. Such governors will have the appropriate skills, experience and training to perform this duty</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p>
<b>Quorum</b>	3
<b>Meetings</b>	As necessary
<b>Delegation</b>	This Committee has Delegated Powers
<b>Committee Chair</b>	Elected by the Committee
<b>Clerk to the Committee</b>	Arranged by the Governing Board
<b>Minutes</b>	To be approved by the Committee Chair

### Administrative Responsibilities

Ensure decisions are clearly minuted.  
To ensure that declarations of pecuniary interest are recorded at each meeting.

### PERMISSIBLE DELEGATED FUNCTIONS GENERAL COMPLAINTS PANEL

C2.1	<p>Deal with complaints about the school, with the exception of:</p> <ul style="list-style-type: none"> <li>• Admissions to schools</li> <li>• Statutory assessments of Special Educational Needs and Disability (SEND)</li> <li>• School re-organisation proposals</li> <li>• Safeguarding</li> <li>• Allegations of professional abuse</li> <li>• Staff grievances and disciplinary procedures</li> <li>• Exclusion of children from school</li> <li>• Whistleblowing</li> <li>• Complaints about services provided by other providers who may use school premises or facilities.</li> </ul>
C2.2	<p>To consider and make a decision about any complaint that has not been resolved by stages 1 and 2 of the general school complaints procedure. The panel has the power to make decisions on behalf of the Governing Board and may:</p> <ul style="list-style-type: none"> <li>• Dismiss the complaint in whole or in part;</li> <li>• Uphold the complaint in whole or in part;</li> <li>• Decide on the appropriate action to be taken to resolve the complaint if the complaint is upheld</li> <li>• Where appropriate recommend, to the next meeting of the full Governing Board, changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.</li> </ul>
C2.3	<p>As well as addressing an individual's complaint, the process of listening to and resolving complaints will contribute to school improvement. When individual complaints are heard, the committee may identify underlying issues that need to be addressed. The committee should make recommendations to the Governing Board for the purpose of school improvement.</p>

## TERMS OF REFERENCE

### STAFF DISMISSAL / GRIEVANCE / APPEALS COMMITTEE

<b>Members</b>	<p>Two or Three Members of the Governing Board with the exception of the Headteacher.</p> <p>If a governor has a connection with the staff member or knowledge of the situation that could affect his or her ability to act impartially, he or she should step down.</p> <p>The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools. Governor Services will be requested to contact Governors, that have the appropriate experience and training to form the panel should the need arise.</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p> <p><b>If a decision of the panel may result in an initial dismissal, the School Governance (Collaboration) (England) Regulations 2003 may not be utilised.</b></p>
<b>Quorum</b>	2 or 3 Governors
<b>Meetings</b>	As necessary
<b>Delegation</b>	This Committee has Delegated Powers
<b>Committee Chair</b>	Elected by the Committee
<b>Clerk to the Committee</b>	Arranged by the Governing Board
<b>Minutes</b>	To be approved by the Chair

### PERMISSIBLE DELEGATED FUNCTIONS – STAFF DISMISSAL REMIT

C3.1	To consider and make decisions that could result in the compulsory redundancy of an employee where the Headteacher is unable to make this decision.
C3.2	To consider and make decisions that could result in the termination of employment of an employee on the grounds of performance capability where the Headteacher is unable to make this decision.
C3.3	To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health where the Headteacher is unable to make this decision.
C3.4	To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee where the Headteacher is unable to make this decision.

### PERMISSIBLE DELEGATED FUNCTIONS – GRIEVANCE

C4.1	To consider and make decisions relating to staff grievances against the Headteacher or where the Headteacher is unable to make this decision.
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### PERMISSIBLE DELEGATED FUNCTIONS – APPEALS COMMITTEE

C5.1	To hear an appeal against a decision that has resulted in a disciplinary or other warning or the termination of employment of a member of staff on the grounds of; misconduct, performance capability, ill health capability or redundancy.
C5.2	To consider any appeals against a decision about matters relating to staff grievances, pay or other staffing matters.

## TERMS OF REFERENCE

### GOVERNORS' APPEALS PANEL- REMOVAL OF A GOVERNOR

<b>Members</b>	The Governors' Appeal Panel will consist of: <ul style="list-style-type: none"> <li>the Team Manager from Salford City Council Governor Services</li> <li>two governors from the pool of governors managed by Governor Services</li> </ul>
<b>Quorum</b>	Three governors with no prior knowledge of the grounds for the removal of the governor.
<b>Meetings</b>	As necessary
<b>Delegation</b>	This Committee has Delegated Powers
<b>Committee Chair</b>	Elected by the Committee
<b>Clerk to the Committee</b>	Arranged by the Governing Board
<b>Minutes</b>	To be approved by the Committee members

### PERMISSIBLE DELEGATED FUNCTIONS

C6.1	<p>To hear an appeal against a decision to remove a governor from the Board on the grounds that:</p> <ul style="list-style-type: none"> <li>There have been repeated grounds for suspension;</li> <li>There has been serious misconduct or inefficiency, for example where an elected governor is unwilling or unable, despite all appropriate support, to develop the skills to contribute to effective governance;</li> <li>The governor has engaged in conduct aimed at undermining fundamental British Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs; and/or</li> <li>The actions of the governor are significantly detrimental to the effective operation of the governing Board, distracting it from its core strategic functions and wasting a significant amount of Board and Headteacher time.</li> </ul> <p>The decision of the Panel will be final.</p>
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**At the conclusion of the meeting where the decision has been made to remove an elected Governor, the Governing Board will review and confirm the membership of the Appeals Panel.**

