

**Chapel Street Primary School  
Governing Body Functions  
and  
Terms of Reference  
For Committees and Individuals  
2017-18**

**Publication of Governors' Details and the Register of Interests**

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. *[Readily accessible means that the information should be on a webpage without the need to download or open a separate document.]*

The information should include:

- The structure and remit of the governing body and any committees, and the full names of the chair of each;
- For each governor who has served at any point over the past 12 months:
  - Their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government);
  - Relevant business and pecuniary interests (as recorded in the register of interests) including:
    - Governance roles in other educational institutions;
    - Any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
  - Their attendance record at governing body and committee meetings over the last academic year.

Governors should also publish this information for associate members, making it clear whether they have voting rights on any of the committees to which they have been appointed.

## The Governing Body is part of the Leadership & Management of the School.

### The Governing Body has the following three core functions:

1. **Ensuring clarity of vision, ethos and strategic direction by:**
  - Setting the vision, values, and objectives for the school
  - Agreeing the school improvement strategy with priorities and targets
  - Meeting statutory duties
  
2. **Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff by:**
  - Appointing the Headteacher
  - Monitoring progress towards targets
  - Performance managing the Headteacher
  - Engaging with stakeholders
  - Contributing to school self-evaluation
  
3. **Overseeing the financial performance of the school and making sure its money is well-spent by:**
  - Setting the budget
  - Monitoring spending against the budget
  - Ensuring value for money is obtained
  - Ensuring risks to the organisation are managed

In exercising their functions the Governing Body must hold at least three meetings a year.

<b>Membership:</b>	As per the Instrument of Government
<b>Disqualification:</b>	As per Regulation 20 and Schedule 6 of the Constitution Regulations
<b>Quorum:</b>	One half of the number of Governors in post (i.e. excluding vacancies)
<b>These functions were reviewed and adopted by the Governing Body on:</b> 20 <sup>th</sup> September 2017	

### The Governing Body delegates certain tasks to:

- Headteacher Performance Management Committee
- Pay Committee
- Hearings Committee (*when required*)
- Appeals Committee (*when required*)
- Individual Governors

The terms of reference for these committees are set out below and reviewed annually.

### **NB: The following tasks cannot be delegated to a committee or an individual:**

- Agreeing constitutional matters
- Recruiting new members as vacancies arise and appointing new governors
- Appointing or removing the Chair and Vice Chair
- Appointing or removing a Clerk to the Governing Body
- Establishing the committees of the Governing Body and their terms of reference
- Appointing or removing a Clerk to each committee
- Suspending a governor
- Deciding which functions of the Governing Body will be delegated to committees, groups and individuals
- Reviewing the delegation arrangements annually
- Receiving reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- Approving the first formal budget plan of the financial year
- Approving pupil attainment targets annually

### **The Role of the Chair of the Governing Body**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Manchester City Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – The Headteacher, Staff Governors, Pupils, Staff Members**

### **The Role of the Clerk to the Governing Body**

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Headteacher**

### **Headteacher Performance Management Committee – Terms of Reference**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against these targets
- To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set

**Membership:** As agreed by the Governing Body

**Disqualification:** The Headteacher and Staff Governors

**Quorum:** 2

**These terms of reference were agreed by the Governing Body on:** 20<sup>th</sup> September 2017

### **Pay Committee – Terms of Reference**

- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To consider any requests for pay grading or pay awards
- To consider pay increments as recommended by the Headteacher
- To consider pay increments as recommended by the Headteacher Performance Management Committee
- To consider any appeal against a decision on pay grading or pay awards
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

**Membership:** As agreed by the Governing Body

**Disqualification:** The Headteacher and Staff Governors

**Quorum:** 3

**These terms of reference were agreed by the Governing Body on:** 20<sup>th</sup> September 2017

<b>Pay Appeals Committee – Terms of Reference</b>	
<ul style="list-style-type: none"> <li>The Pay Appeal Committee will determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.</li> <li>The Pay Appeals Committee will also have regard to the Terms of Reference of the Pay Committee.</li> </ul>	
<b>Membership:</b>	As agreed by the Governing Body. The Headteacher may attend all meetings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where he/she will attend for the purposes of making his/her case).
<b>Disqualification:</b>	The Headteacher, Staff Governors (including Associate Governors) and Members of the Pay Committee.
<b>Quorum:</b>	3
<b>These terms of reference were agreed by the Governing Body on:</b>	
	6 <sup>th</sup> November 2017
<b>Hearings Committee – Terms of Reference</b>	
<ul style="list-style-type: none"> <li>To make any determination to dismiss any member of staff (<i>unless delegated to the Headteacher</i>)</li> <li><b>To make any decisions under the Governing Body’s personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*</b></li> <li>To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body’s personnel procedures (<i>unless delegated to the Headteacher</i>)</li> <li>To make any determination or decision under the Governing Body’s General Complaints Procedure for Parents and others</li> <li>To make any determination or decision under the Governing Body’s Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body’s charging policy</li> </ul> <p><b>*Cannot be delegated to an individual</b></p>	
<b>Membership:</b>	Not less than 3 members of the Governing Body (NB. The number appointed to this committee directly affects the number required for an Appeal Committee. Although the number of members therefore needs to be fixed, a reserve governor could be appointed)
<b>Disqualification:</b>	The Headteacher (NB. It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.)
<b>Quorum:</b>	3
<b>These terms of reference were agreed by the Governing Body on:</b>	
	20 <sup>th</sup> September 2017

<b>Appeals Committee – Terms of Reference</b>	
<ul style="list-style-type: none"> <li><b>To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*</b></li> <li><b>To consider any appeal against a decision short of dismissal under the Governing Body’s personnel procedures e.g. disciplinary, grievance, capability*</b></li> <li><b>To consider any appeal against selection for redundancy*</b></li> </ul> <p><b>*Cannot be delegated to an individual</b></p>	
<b>Membership:</b>	No fewer members than the Hearings Committee (Although the number of members therefore needs to be fixed, a reserve governor could be appointed)
<b>Disqualification:</b>	The Headteacher and any members of the Hearings Committee (NB. It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.)
<b>Quorum:</b>	Minimum of 3 – Committee can determine a higher number
<b>These terms of reference were agreed by the Governing Body on:</b>	
	20 <sup>th</sup> September 2017

### **The Role of the Chair 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 – None**

### **The Role of the Clerk to Committees**

- 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 Body from time to time

**Disqualification – The Headteacher**

### **Delegation of Responsibility to Individuals – Terms of Reference**

*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
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, or the Finance Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

#### **Disqualification:**

The following functions CANNOT be delegated to an individual:

Functions relating to:

- 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 of Governors has the power to exercise these functions)
- Admissions

**These terms of reference were agreed by the Governing Body on:**

20<sup>th</sup> September 2017

**These Terms of Reference were adopted by the Governing Body on: 6<sup>th</sup> November 2017**

**Signed:**



Rachel Skelton

(Co-Chair of Governors)

**Dated: 6<sup>th</sup> November 2017**