

BEAUMONT COMMUNITY PRIMARY SCHOOL

GOVERNING BOARD

Committee Structure and Terms of Reference

2023-24



Adopted: MARCH 2020

Last review: 7th NOVEMBER 2023

Review Date: NOVEMBER 2024

SignedNameDate

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Suffolk County 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, Pupils, Staff Members

The Role of the Clerk to the Governing Board

- To work effectively with the Chair 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 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 Board from time to time

Disqualification – the Headteacher

The Governing Board

Membership – As per the Instrument of Government

Terms of reference:

- To agree constitutional matters*, including procedures where not set out in law
- To draw up the instrument of government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board and their terms of reference*
- To appoint the Chair of any committee
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
- To review and approve the delegation arrangements annually (Governing Board Decision planner) *
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- Appoint selection panels for head teacher and deputy*
- Ratify or reject decisions of appointed selection panel*
- Appoint selection panel for members of the senior leadership team
- Establish and review procedures for addressing staff discipline, conduct and grievance*
- To establish a set of written principles for the school behaviour policy
- To approve the first formal budget plan of the financial year
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To adopt and review annually a child protection policy
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests
- To formally approve and adopt the School Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing Board and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website
- To review and monitor published performance data and receive regular reports on pupil progress and attainment

***these matters cannot be delegated to either a committee or an individual**

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

These terms of reference agreed by the Governing Board

07/11/2023

Name of Governor	End of term of Office
Mayleen Atima	Ex Officio
Annie Phillips	10 November 2023
Victoria Steers	9 November 2024
Sue Cousins	10 July 2026
Hugh Phillips	10 July 2026
Elaine Powling	31 August 2026
Marianne Milbourne	12 March 2027
Ben Hoyle	5 November 2027
Justin Kett	5 November 2027
Kairi Kett – Associate Gov	5 November 2027
Chair of the Governing Board	Elaine Powling
Vice-Chair of the Governing Board	Annie Phillips
Clerk (s) to the Governing Board	Kate Thomas
Quorum: 5	One half of the number of Governors in post

Hearings Committee

Terms of reference:

- 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*
- To make any determination or decision under the Governing Board’s General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board’s Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board’s charging policy:

***cannot be delegated to an individual**

Membership – 3 members of the Governing Board

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Headteacher*
- 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 – 3 members

Membership of both Committees can be sought from the FGB, with only 3 required to sit on an Appeals Panel, any governors used in a Hearings Panel will not then be used in the event of an Appeal Panel being required.

Disqualification: The Headteacher, any members of the Hearings Committee

These terms of reference agreed by the Governing Board	07/11/2023
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Name of Governor	Date Appointed to the Committee
Elaine Powling	16/06/2018
Annie Phillips	11/11/2019
Victoria Steers	09/11/2020
Terri Kelly	15/03/2021
Sue Cousins	07/11/2022
Hugh Phillips	07/11/2022
Marianne Millbourne	12/03/2023
Ben Hoyle	7/11/2023
Justin Kett	7/11/2023
Quorum (minimum of 3, committee can determine higher number)	3
Date Committees established	07/11/2022
Date of review:	Nov 2024

Pupil Discipline Committee

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 within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent
 - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' 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 or relevant committee

Membership – 3

Disqualification – The Headteacher*, any Governor with prior knowledge of the pupil or the incident.

These terms of reference agreed by the Governing Board		07/11/2023
Name of Governor	Date Appointed to the Committee	
Elaine Powling	16/06/2018	
Annie Phillips	11/11/2019	
Victoria Steers	09/11/2020	
Terri Kelly	15/03/2021	
Sue Cousins	07/11/2022	
Hugh Phillips	07/11/2022	
Marianne Millbourne	12/03/2023	
Ben Hoyle	7/11/2023	
Justn Kett	7/11/2023	
Quorum:	3	
Date Committee established	01/09/2016	
Date of review	Nov 2024	

Staffing/Personnel Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation
- To ensure that all staff are reminded of the school's whistleblowing policy regularly
- To approve and review a Performance Management policy for all staff*
- To annually review procedures for dealing with staff discipline and make recommendations to the governing Board for approval
- To review job descriptions for staff as appropriate and recommended by the Headteacher
- To review and agree policies relating to Personnel as delegated by the Governing Board
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher)
- To be responsible for the ending of a suspension for staff (including the Headteacher)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement

* The Headteacher Performance Review Group is formed from this committee, and its members have received the appropriate training

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.

These terms of reference agreed by the Governing Board		07/11/2023
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mayleen Atima	G	01/09/2016
Elaine Powling	G	16/06/2018
Hugh Phillips	G	11/10/2022
Quorum (minimum of 3, committee can determine higher number)		3
Date Committee established	01/09/2016	
Date of review	Nov 2024	

Finance and Premises Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- In consultation with the Headteacher, to draft (and approve) the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To review the Outturn Report and report any significant variances from the original budget to FGB
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable
- To establish and review a Business Continuity Plan (in accordance with requirements of the SFVS)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review and approve the charges and remissions policies and expenses policies
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To be responsible, with the Personnel Committee, for determining dismissal payments
- To determine whether sufficient funds are available for pay increments as recommended by the HT
- In light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To ensure that the school operates within the financial Regulations of the County Council
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To review and agree policies relating to Finance as delegated by the Governing body
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role annually
- To review benchmarking data on an annual basis
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the governing body on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan and an Accessibility plan (which is a statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated by the FGB

These terms of reference agreed by the Governing Board

07/11/2023

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mayleen Atima	G	01/09/2016
Elaine Powling	G	16/06/2018
Hugh Phillips	G	11/10/2022
Marianne Milbourne	G	12/03/2023

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	11/11/2016
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Date of review	11/2024
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Curriculum and Achievement Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To review anonymised SATs data, ASP information and FFT data if appropriate.
- To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data) targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To ensure that the requirements of children with SEND are met, as laid out in the Code of Practice, and receive regular reports from the head teacher or SENCO
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To review the Assessment Policy and ensure it is operating effectively
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEND, English, Maths. To receive regular reports from them and advise the Governing board.
- To consider recommendations from external reviews of the school (eg Ofsted or LA school improvement advisers) and agree actions as a result of the review. Regularly evaluate the implementation of the plan
- To monitor the school's relationships with the wider community
- To monitor arrangements for the celebration of children's achievements
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing board
- To decide on the provision for Sex Education
- To ensure a Behaviour Policy is in place
- To monitor pupil attendance and set attendance targets
- To ensure that admissions and attendance registers are kept in accordance with statutory requirements
- To determine any other matters referred to the Committee by the Governing Body

These terms of reference agreed by the Governing Board

07/11/2023

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Name of Governor/Associate Member		G/AM	Date Appointed to the Committee
Annie Phillips		G	(Chair) 11/11/2019
Elaine Powling		G	16/06/2018
Victoria Steers		G	09/11/2020
Mayleen Atima		G	01/09/2016
Sue Cousins		G	10/10/2023
Quorum (minimum of 3, committee can determine higher number)			3
Date Committee established	01/09/2016		
Date of review:	Oct 2024		

Headteacher's Performance Review Group

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 the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership – 2

Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	07/11/2023
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Name of Governor	Date Appointed to the Group
Elaine Powling	16/06/2018
vacancy	

Chair of the Group	Elaine Powling	
Review Officer	Yvonne Hunter	
Quorum (minimum of 2 suggested)	2	

Date Group established	01/11/2016
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Date of review:	11/2024
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Delegation of Responsibility to Individuals

Area Of Responsibility	Name of Governor
Safeguarding	Annie Phillips
Safety Health and Well-being (SHaW)	Hugh Phillips (Kairi Kett Well being)
SEND	All Governors
Looked After Children	Elaine Powling
Pupil Premium & Service Children	Elaine Powling
EYFS	Annie Phillips
English	Elaine Powling
Maths	Victoria Steers
Science	Sue Cousins
Computing	Hugh Phillips
RE	Curriculum Committee
History & Geography	Elaine Powling
PE & Sport	Annie Phillips
PSHEE	Curriculum Committee
RSE	Curriculum Committee
Creative arts – Music, Art/DT	Curriculum Committee
MFL	Sue Cousins
School Council	Curriculum Committee
Social Media, School Website	vacancy
Governor Induction and training	Elaine Powling

These terms of reference agreed by the Governing Board		07/11/2023
Date Delegation Agreed	07/11/2023	
Date of review:	July 2024	