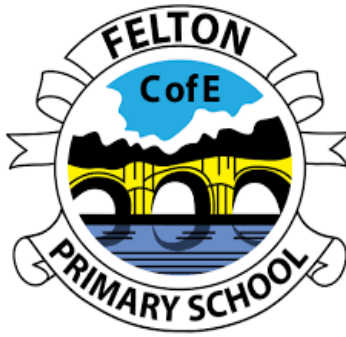




Our Governing Body & Terms of Reference

This document will be reviewed every year at the beginning of the academic year.

Last reviewed : September 2026

Loving, Learning, Living as we journey together to enable everyone to flourish

‘Loving, learning, living’ shapes our priorities in all areas of school life:

Journeying together, we discover our unique gifts and use them for the benefit of others. We learn to overcome the challenges we face, and support one another to be the best that we can be. As in the parable of the Good Samaritan (Luke 10:29–37) ‘who loved his neighbour as he would himself,’ we seek to help everyone in our school community to flourish through loving, learning and living well together.

We love God, ourselves and one another. We love and care for our world and our neighbours, locally and globally.

We learn from one another and grow in wisdom from our experiences so that we can be the people we were created to be.

We live together in peace, trust, and with respect. We are giving and forgiving and always willing to go the extra mile to bring hope to our world.

Our curriculum will:

- Reflect the cultural, spiritual and physical context of the school and its locality
- Reflect the diversity of Britain and our wider communities
- Be responsive to the needs of all learners

The value we place on reading and language underpins everything that we do. Above all we value kindness.

Members of the Governing Body - September 2026

Steven Johnson (Chair of Governors 25/26)	Local Authority
Steph Whaley	Parent
Vacancy	Parent
Kathy McConnachie	Parent
Cheryl Wade	Parent
Sam Driver	Foundation
Sue Marsh	Foundation
Rev Richard Townend	Ex Officio
Chris Green	Co-opted
Doreen Davidson	Co-opted
Hannah Todd	Staff
Emma Lucas	Headteacher

The Governing Body are ably supported and advised by our School Support Officer, Louise Gilmour.

Committee Membership - September 2026

We have three committees which support the work of the full Governing Body.

Finance, Staffing, Premises & Policy (FSPP)	Curriculum, Pupil Performance & Community (CPC)	Strategic Group
Emma Lucas	Steven Johnson	Steven Johnson (Chair)
Chris Green	Doreen Davidson	Sue Marsh
Steven Johnson	Sue Marsh	Steph Whaley
Kathy McConnachie (Chair)	Hannah Todd	Kathy McConnachie
Sam Driver	Steph Whaley (Chair)	Emma Lucas
	Cheryl Wade	
	Rev Rich Townend	
	Emma Lucas	

Two Governors (Sue Marsh & Steven Johnson) also meet twice a year, supported by the School Improvement Partner (in the first meeting), Louise Mallin, to discuss the Headteacher's Appraisal.

Governor Champions - September 2026

The proposal for Governor Champions evolved from the understanding that no one person on the Governing Body has the necessary skills, experience or time to be an expert on every aspect of the Governing Body's remit. It was suggested at the Spring 2016 Full Governing Body meeting that specific Governors became the 'Champion' for some of the key areas considered by the FGB. In principle, each member of the FGB will have a broad understanding of the issues but with one person acting as the focal point for understanding, reference and challenge. The Champion should consider the impact on outcomes for children, budget setting and value for money (where appropriate), ensure it is appropriately covered within monitoring visits, conduct an in-depth review of the appropriate section of the Head Teachers Report with documented challenge, and report back to the FGB. Appropriate reference documents include the School Development Plan (SDP), the Ofsted Inspection Handbook, National Governors Association (NGA) and, of course, documents pertinent to the Champion area.

Membership of Governor Champions are reviewed at the first strategic committee meeting that we have every September.

Governor Champion	Name
Safeguarding	Sue Marsh
Compliance (Data, Pupil Premium, Single Central Record, Attendance)	Steven Johnson & Sam Driver
Health and Safety	Kathy McConnachie
Infrastructure / ICT / Website / Cyber security	Chris Green
OFSTED Parent View	Steven Johnson
SEND, Looked After Children & Disadvantage	Sue Marsh
Parents Forum	Steven Johnson
Governor development and training	Steven Johnson
SIAMS	Rev Rich Townend
Safer Recruitment	Steven Johnson
Behaviour, Personal Well-being, THRIVE, Sports Premium, Extra curricular, Forest School, Careers and	Steph Whaley, Doreen Davidson & Hannah Todd

Enterprise	
Equalities and SMSC	Steven Johnson
RHSE	Doreen Davidson
Early Years	Cheryl Wade
Wraparound care	Cheryl Wade
Sustainability	Steven Johnson

In terms of monitoring and evaluating the curriculum and subject offer, the members of the Curriculum, Pupil Performance & Community Committee will act as Governor Champions for the following subjects.

Subject(s)	Governor Champion(s)
STEM (Science, Technology, Engineering and Mathematics) Reading, Writing & Phonics	Steven Johnson, Sue Marsh & Steph Whaley
RE	Rev Richard Townend
Foundation subjects	Cheryl Wade & Doreen Davidson

Business rhythm

Meetings will follow the following business rhythm during the academic year.

September	Chair of Governors to meet with Headteacher to agree agenda for FGB 1.	Identify priorities for each committee for academic year Agree SDP and committee membership for the academic year.	Tuesday 8th September
	FSP Committee	HT will send policies to be reviewed in Autumn Term	
	Full Governing Body 1	To share priorities for the year.	Thursday 24th September
October	CPC Committee 1	Review of previous year. Identify priorities for	Thursday 22nd October

		new academic year and agree Governor Champion visits	
	Safeguarding Review	Termly safeguarding review	To be arranged by Sue Marsh
November	Governor Champion Monitoring Visits	As agreed in CPC 1	
	Headteacher Appraisal - Steven Johnson & Sue Marsh.	Review and set new targets with SIP	Monday 9th November
	Health & Safety Review	Bi annual H & S review	To be arranged by Kathy McConnachie
	FSPF Committee 1	6 month review of budget. Schools Financial Values Standard Agree Governor Champion visits (if needed)	Thursday 26th November
	Full Governing Body 2		Thursday 19th November
January	FSPF Committee	HT will send policies to be reviewed in Spring Term	
	CPC Committee 2	Discuss Governor Champion visits and agree for Spring Term	Thursday 21st January
February	Governor Champion Monitoring Visits	As agreed in CPC 2	
	Safeguarding Review	Termly safeguarding review	To be arranged by Sue Marsh
	Strategic Group (if needed)	Detailed 6 month review of SDP	To be arranged if needed
March & April	Full Governing Body 3		Thursday 4th March
	FSPF Committee 2	Agree new budget for	Thursday 15th April

		new financial year Agree and review policies for renewal for Summer Term. Agree Governor Champion visits (if needed)	
	Headteacher Appraisal	6 month review	To be arranged
May	CPC Committee 3	Discuss Governor Champion visits and agree for Summer Term	Thursday 29th April
	Safeguarding Review	Termly safeguarding review	To be arranged by Sue Marsh
June	Governor Champion Monitoring Visits	As agreed in CPC 3	
	Full Governing Body 4		Thursday 17th June
	Health & Safety Review	Bi annual H & S review	To be arranged by Kathy McConnachie

Terms of reference

The governing body operates in line with the three core functions of governance:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding leaders to account for educational performance
3. Overseeing financial performance and ensuring value for money

Strategic Committee

Name of Committee	Strategic
Date agreed	Autumn 2026 Full Governing Body meeting
Review date	Autumn 2027 Full Governing Body meeting
Clerk	To be appointed by the Committee
Membership	See table on page 2
Quorum	At least two governors

Meetings	The Strategic Committee will meet twice a year
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The Strategic Committee has delegated responsibility to;

1. Ensure that the Headteacher has been supported in writing the School Development Plan, identifying the school priorities / KPIs.
2. Review the School Development Plan throughout the year.
3. Review the Committee Membership of each committee.
4. Agree the Governor Business Rhythm of meetings for the year.
5. Ensure that the Governing Body Decision Planner is adhered to.
6. Consider recommendations relating to teaching and learning from external reviews of the school, for example, Ofsted and School Improvement Partner, and ensure an appropriate plan is in place to act on any recommendations.
7. Consider recommendations relating to School Vision and Values
8. Consider recommendations relating to Governance.

Finance, Staffing, Premises and Policy Committee (FSPP)

Name of Committee	Finance, Staffing, Premises and Policy
Date agreed	Autumn 2026 Full Governing Body meeting
Review date	Autumn 2027 Full Governing Body meeting
Clerk	To be appointed by the Committee
Membership	See table on page 2
Quorum	At least three governors
Meetings	The FSPP Committee will meet at least twice in the year.

The FSPP Committee has delegated responsibility to;

Finance

1. To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional interim reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan, including any variances that affect the outturn, in line with the school's strategic priorities and curriculum plans.
2. To review the end of year budget, and to receive and approve a budget for the year ahead, including a 3-year budget (and if applicable, any deficit budget) in line with the School Development Plan, which considers the school's vision, known risks and opportunities.

3. To review/approve any Service Level Agreements and/or contracts that are due for renewal, and that exceed the Chair of governors/Vice-Chair of governors and Headteacher's delegated expenditure limit (all other SLAs can be approved by the Headteacher, with the Chair of governors'/Vice-Chair of governors' agreement where required, as set out in the school's Financial Scheme of Delegation)
4. To review value for money and benchmarking data (against that of similar schools, considering comparative performance and opportunities to improve efficiency)
5. To undertake scrutiny and recommend approval of the Schools' Financial Value Standard (SFVS) and undertake actions as identified as part of the SVFS.
6. To ensure that the school has made arrangements for the annual audit of the school fund and that a statement is sent to the LA's finance team within 3 months of the end of the agreed school fund year (this cannot be audited by governors).

Premises, Health & Safety

1. To receive premises, health and safety updates in order to ensure the school is compliant with statutory health and safety regulations, and to monitor the actions on the school's health and safety action plan.
2. To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.
3. To ensure that appropriate arrangements are in place to keep children safe where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities).
4. To provide support and guidance for the governing board and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.
5. To comply with and support the Headteacher to implement competent health and safety advice.
6. To review the premises elements of the Accessibility Plan.
7. To arrange professional surveys and emergency work as necessary.
8. To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.
9. To be aware of any significant incidents that have occurred in the school and support the Headteacher with managing these.
10. To check the inventory annually.
11. To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
12. To approve the health and safety audit report, action plan and any accompanying documentation.

Staffing

1. To consider general staffing updates including changes to staffing.

2. To monitor staff attendance and sickness absence levels.
3. To monitor staff wellbeing, including staff survey results.
4. To monitor the amount, type and impact of staff training.
5. To review the staffing structure annually along with the curriculum and plans for improvement, to meet SFVS requirements and as part of workforce planning to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity.

Policies

A cyclical review of statutory and non statutory policies which relate to the work of the FSSP Committee will be undertaken. We will liaise with school staff to review these and ensure that all school policies are uploaded on to the school website.

Statutory Policies

1. To ensure a Charging and Remissions Policy is established and adopted and is reviewed and re-adopted annually.
2. To ensure a Governors' Allowances Policy is established and adopted and is reviewed and re-adopted annually.
3. To ensure a Health and Safety Policy is established and adopted and is reviewed and re-adopted annually (and to ensure that the Corporate and Education Health & Safety Policies are brought to the attention of the committee).
4. To ensure a Pay Policy is established and adopted and is reviewed and re-adopted annually.
5. To ensure a Premises Management Policy is established and adopted and is reviewed and re-adopted annually.
6. To ensure a Staff Behaviour Policy is established and adopted and is reviewed and re-adopted annually.
7. To ensure a Staff Capability Policy is established and adopted and is reviewed and re-adopted annually.
8. To ensure a Staff Capability Policy (sickness absence) is established and adopted and is reviewed and re-adopted annually.
9. To ensure a Staff Disciplinary Policy is established and adopted and is reviewed and re-adopted annually.
10. To ensure a Staff Grievance Policy is established and adopted and is reviewed and re-adopted annually.
11. To ensure a Support for Pupils with Medical Conditions Policy is established and adopted and is reviewed and re-adopted annually.
12. To ensure a Teacher Appraisal Policy is established and adopted and is reviewed and re-adopted annually.

Non-statutory

13. To ensure a Financial Scheme of Delegation is established and adopted and is reviewed and re-adopted annually.
14. To ensure an Asset Management Plan is established and adopted and is reviewed and re-adopted annually.
15. To ensure a Lettings Policy is established and adopted (policy to state there are no lettings if applicable) and is reviewed and re-adopted annually.
16. To ensure a Business Continuity Plan is established and adopted and is reviewed and re-adopted every two years.
17. To ensure an ICT Policy is established and adopted and is reviewed and re-adopted every two years
18. To ensure a Whistle Blowing Policy is established and adopted and is reviewed and re-adopted every two years.
19. To ensure a Non-teacher Appraisal Policy is established and adopted

Curriculum, Pupil Performance & Community Committee (CPC)

Name of Committee	Outcomes
Date agreed	Autumn 2026 Full Governing Body meeting
Review date	Autumn 2027 Full Governing Body meeting
Clerk	To be appointed by the Committee
Membership	See table on page 2
Quorum	At least three governors
Meetings	The CPC Committee will meet at least 3 times during the year.

The CPC Committee has delegated responsibility to;

Achievement, curriculum teaching and inclusion.

1. To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.
2. To monitor Pupil Premium expenditure, and to ensure a strategy statement is published by 31st December each year that **must** explain how the school's pupil premium funding is being spent, and the education outcomes being achieved for disadvantaged pupils.
3. To monitor P.E. & Sport Premium expenditure, and to ensure that as part of the conditions of grant, by 31st July each year, the school has published on its website a report detailing how it has spent its P.E. and sport premium funding allocation. The published report must include the amount of premium received, a full breakdown of how it has been or will be spent, the impact seen by the school on pupils' participation and

attainment in PE and sport, how this improvement will be sustained, the percentage of pupils in their year 6 cohort who have met the national curriculum requirement to: swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively - for example, front crawl, backstroke and breaststroke and perform safe self-rescue in different water-based situations.

4. To review School Improvement Plan priorities and progress towards them.
5. To review the curriculum to ensure it is broad and balanced ensuring that statutory requirements are met and reflects the school's values and meets the needs of all pupils regardless of ability, age, sex or ethnicity.
6. To monitor the school's provision for relationships and sex education (RSE) and health education, including ensuring that all pupils make progress in achieving the expected educational outcomes, the subjects are well led, effectively managed and well planned; the quality of provision is subject to regular and effective self-evaluation; the teaching is delivered in ways that are accessible to all pupils, clear information is provided for parents on the subject content and the right to request that their child is withdrawn; and the subjects are resourced, staffed and timetabled in a way that ensures that the school can fulfil its legal obligations.
7. To monitor the compliance of the school website with respect to information that must be published on it, including the SEN Information Report that includes information about the implementation of the governing board's policy for pupils with SEN, and that it is monitored by a governor annually.
8. To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly when developing and implementing a statutory School Uniform Policy.
9. To review the school's extended school offer, including out of hours clubs.
10. To review the school's EYFS provision, including ensuring that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in place.
11. To annually review exam and assessment data, and to subsequently monitor pupil attainment and progress by receiving updates on whole school data.
12. To review whole school data with a focus on disadvantaged pupils including pupils with special educational needs and/or disabilities (SEND), pupils who meet the definition of children in need of help and protection, pupils receiving statutory local authority support from a social worker; and pupils who otherwise meet the criteria used for deciding the school's pupil premium funding (this includes pupils claiming free school meals at any point in the last 6 years, looked after children (children in local authority care) and/or children who left care through adoption or another formal route)
13. To monitor the promotion of equality across the curriculum and progress on equality objectives, in line with the responsibilities of the Equality Act 2010.

Attendance and Behaviour/Personal Development and Wellbeing

1. To monitor data on attendance and punctuality/absences.
2. To monitor data on behaviour, exclusions and bullying.

3. To monitor the school's SMSC (Spiritual, Moral, Social and Cultural development) provision, including the school's promotion of fundamental British values in its curriculum, in line with the responsibilities of the Prevent duty.

Leadership and Governance/Safeguarding

1. To receive safeguarding updates, including ensuring that key aspects of Keeping Children Safe in Education are in place and are being followed.
2. To monitor the filtering and monitoring systems used in school.
3. To review parent and pupil survey results and to monitor pupil views.
4. To monitor the effectiveness of parental engagement and communication.
5. To monitor the effectiveness of the promotion of community cohesion.

Policies

A cyclical review of statutory and non statutory policies which relate to the work of the CPC Committee will be undertaken, led by the FSSP committee. We will liaise with school staff and Governor Champion, to review these and ensure that all school policies are uploaded on to the school website.

Statutory

1. To ensure a School Attendance Policy is established and adopted and is reviewed and re-adopted annually.
2. To ensure a School Exclusions Policy is established and adopted and is reviewed and re-adopted annually.
3. To ensure a School Uniform Policy is established and adopted and is reviewed and re-adopted annually.
4. To ensure an Equality Objectives Policy is established and adopted and is reviewed and re-adopted every four years.
5. To ensure a Relationships and Sex Education and Health Education Policy is established and adopted and is reviewed and re-adopted annually, with consultation with parents.
6. To ensure a Careers Guidance Policy is established and adopted and is reviewed and re-adopted annually (secondary education).

Headteacher Appraisal Committee

Name of Committee	Headteacher Appraisal
Date agreed	Autumn 2026 Full Governing Body meeting
Review date	Autumn 2027 Full Governing Body meeting
Clerk	N/A

Membership	See table on page 2
Quorum	Both governors and School Improvement Partner
Meetings	The Headteacher Appraisal Committee will meet twice each year

The Headteacher Appraisal Committee has delegated responsibility to:

1. Annually review the performance of the Headteacher against the objectives set.
2. With advice from the School Improvement Partner, set objectives for the Headteacher with their agreement.
3. Review progress against the objectives and offer further support if required.
4. Recommend performance related pay award to the FSPP Committee

Other committees

If an admissions committee needs to be convened, the Chair of Governors will appoint at least three governors to ensure that the criteria set out in our admissions policy are applied fairly, clearly and objectively, if there are more applications than places at the school.

If a pupil discipline committee needs to be convened, the Chair of Governors will appoint at least three governors to review a school exclusion and consider and support the views of both the Headteacher and the parents / carers of the excluded child.

If a complaints committee needs to be convened, the Chair of Governors will appoint a governor or an independent person to review the complaint at Stage 2 and at least three governors at Stage 3, if Stage 2 is being appealed, who have not taken part in the original decision making process.

Headteacher delegation

The Headteacher will be responsible for the day to day management of the school in accordance with the professional responsibilities outlined within the School Teachers' Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Head Teacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean;

Staffing:

- Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.

- Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
- Undertake permanent support staff appointments for certain categories of staff e.g cleaners and lunchtime supervisors.
- Make arrangements for the sanction, suspension or dismissal of staff (act as Hearing Body as required) with sanctions further delegated to Nominated Officers appointed by the Head or Chair.
- Ensure compliance with appraisal and performance pay progression arrangements in accordance with the school's pay policy.

Operational Management

- Consistent and fair application & administration of all policies and procedures agreed by the governing body.
- Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
- Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

Finance

- Day to day financial management of the school within the parameters of the agreed operational budget.
- Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
- Monitoring of the operational budget, income, expenditure and commitment, on a day to day basis.
- Not less than termly, written reports to be presented to the FGB – to include commentary on under/over spends and commitments.
- Requests for significant changes to be presented to the FGB in report form including cost/benefit analysis of priorities in current and future years.
- Meeting the requirements of the Schools Financial Value Standard.
- Virement between expenditure codes up to £5000 or ½ % of the budget share whichever is the greater.
- Virement between income codes up to £5,000 or ½ % of the budget share whichever is the greater.
- Disposition of additional SEN funding (in year increases) to ensure continuity of provision.
- Virement from contingency up to £5,000 or ½ % of the budget share whichever is the greater.
- Negotiation of goods and service contracts within the limits of the agreed operational budget up to a limit of £5,000 or ½ % of the budget share whichever is greater.
- Sales of goods (e.g. uniform).
- Disposal of assets – as agreed/identified by the Governing Body.

Additional

- Such other tasks and duties that from time to time may be required and specifically delegated.