



Felton C of E Primary School: Our Governing Body & Terms of Reference

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

Last reviewed: December 2023.

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

At Felton C of E Primary School, 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 the disciples were transformed by their encounter with Jesus on the journey to Emmaus (Luke 24.13-35), we aim to transform the lives of all those in our school community. We seek to do this through loving, learning, and living well together to enable everyone in our school community to flourish.

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

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 the experiences we encounter so that we are equipped and enabled to become the people we were created to be.

We live together in peace, trust, and with respect. We forgive one another and bring hope to our world.

Members of the Governing Body - December 2023

Steven Johnson (Chair of Governors 23/24)	Local Authority
Elodie Gair	Parent
Kathy McConnachie	Parent
Elle Walter	Parent
Steph Whaley	Parent
John Horseman	Foundation
Sue Marsh	Foundation
Rev Richard Townend	Foundation
Chris Green	Co-opted
Rachel Murphy	Co-opted
Hannah Todd	Staff
Emma Lucas	Headteacher

The Governing Body are ably supported and advised by our School Support Officer, Margaret Arksley.

Committee Membership - December 2023

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
Rachel Murphy	Steven Johnson	Steven Johnson (Chair)
Chris Green	Elodie Gair	Sue Marsh
Steven Johnson (Chair)	Sue Marsh	Elle Walter
Kathy McConnachie	Hannah Todd	Rachel Murphy
John Horseman	Steph Whaley	Emma Lucas
Emma Lucas	Elle Walter (Chair)	
	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 - December 2023

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	Rachel Murphy
Compliance (Data, Pupil Premium, Sports Premium, Single Central Record)	Steven Johnson
Health and Safety	Kathy McConnachie
Infrastructure / ICT / Website	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	Rachel Murphy & Steven Johnson

Behaviour, Personal Well-being, THRIVE, Extracurricular, Forest School, Careers and Enterprise	Ellie Walter, Elodie Gair & Hannah Todd
Equalities and SMSC	Elodie Gair
Early Years	Steven Johnson
Academy Status	Steven Johnson & Chris Green

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	Subject Leader in school.
History & Geography	Steven Johnson	Hannah Todd
RE	Rev Richard Townend	Hannah Todd
Writing, Art & Technology	Ellie Walter	Rachel Robertson
Reading, Phonics & PE	Elodie Gair	Sophea Pounder
Maths, Science & PHSE	Sue Marsh	Nikki Gamston
MFL & Music	Steven Johnson	Sarah Hurst

Business rhythm

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

September	Strategic Group - SDP for new academic year	Identify priorities for each committee for academic year. Agree SDP and committee membership for the academic year.
	FSPC Committee 1	Agree and review policies for renewal in Autumn Term
	Full Governing Body	To share priorities for the year.
October	CPC Committee 1	Review of previous year. Identify priorities for new academic year and agree Governor Champion visits

	Headteacher Appraisal	Review and set new targets with SIP
November	Governor Champion Monitoring Visits	As agreed in CPC 1
	FSPF Committee 2	6-month review of budget. Schools Financial Values Standard Agree Governor Champion visits (if needed)
December	Full Governing Body	
January	FSPF Committee 3	Agree and review policies for renewal in Spring Term
	CPC Committee 2	Discuss Governor Champion visits and agree for Spring Term
February	Governor Champion Monitoring Visits	As agreed in CPC 2
	Strategic Group	Detailed 6-month review of SDP
March / April (depending on the Easter holiday)	FSPF Committee 4	Agree new budget for new financial year. Agree and review policies for renewal for Summer Term. Agree Governor Champion visits (if needed)
	Headteacher Appraisal	6-month review
	Full Governing Body	
May	CPC Committee 3	Discuss Governor Champion visits and agree for Summer Term
June	Governor Champion Monitoring Visits	As agreed in CPC 3
July	Full Governing Body	

Terms of reference

Please note that all terms of reference are to be read in conjunction with the Governing Body Decision Planner (dated 1st Dec 2014)

Strategic Committee

Name of Committee	Strategic
Date agreed	Autumn 2023 Full Governing Body meeting
Review date	Autumn 2024 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

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 2023 Full Governing Body meeting
Review date	Autumn 2024 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 twice termly

The FSPP Committee has delegated responsibility to;

Finance

1. Review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans.
2. Maintain a realistic three-year financial plan in line with the SDP, which takes into account the school's vision, known risks and opportunities.
3. Present an annual budget to the full governing board for approval.
4. Monitor actual income and expenditure at least once a term against the approved budget.
5. Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency.
6. Ensure that sufficient funds are allocated for staff pay increments.
7. Report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity.
8. Review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
9. Undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS.
10. Ensure local authority financial procedures are complied with.
11. Receive and act upon any issues identified by a local authority audit and advise the governing body on any matters arising.
12. Ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services.
13. Assess the school's insurance cover to ensure that it provides adequate protection against risks.
14. Ensure appropriate advice is sought before entering into contracts, in line with the local authority financial regulations.
15. Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
16. Authorise signatories for the school bank account.
17. Determine the levels of charges for lettings.

Staffing

1. Review the staffing structure of the school when a vacancy arises or annually, ensuring that it meets the requirements of the school development plan, the curriculum and is affordable.
2. Support the Headteacher in appointing new members of staff if requested to do so.
3. Ensure that each member of staff has a job description which is reviewed annually.
4. Consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests).
5. Oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management (which will be delegated to two members of the Governing Body) and ensure all staff have appraisals twice a year, through an audit with the Headteacher.
6. Review pay decision data to ensure that pay increments are awarded fairly.
7. Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.
8. Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.
9. Annually review staff absence, recruitment, retention, morale and performance.

Premises & health and safety

1. Ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education.
2. Ensure appropriate risk assessments are carried out and reviewed on an annual basis, particularly in response to changes in equipment or circumstances.
3. Monitor the completion of actions and recommendations arising from risk assessments.
4. Review the school's accessibility plan.
5. Receive an annual health and safety audit report and monitor any arising actions.
6. Receive a regular report on accident statistics, near misses, incidents of violence or aggression.
7. Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.
8. Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
9. Monitor the health and safety training that staff and governors undertake.
10. Seek advice from the LA regarding building insurance and personal liability.
11. Make recommendations to the Full Governing Body on capital works and improvements.
12. Ensure there is a properly funded programme of repairs, maintenance and decoration.
13. Ensure security of the school premises and fire safety measures, including alarm systems and fire drills meet statutory requirements.
14. Oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
15. Review, adopt and monitor all policies delegated by the full Governing Body (these may include H & S, charging and remissions, pay, appraisal, GDPR & Governor Allowance).

Policy

1. Undertake a cyclical review of statutory policies.
2. Ensure that there is an overview of when policies need to be reviewed in line with recommendations from the NGA.
3. Liaise with school staff to review policy or write new policy using School Bus format.
4. Ensure that all policies are uploaded onto the school website.
5. Delegate certain school policies to the CPC or FSPP Committee to review on their behalf.

Curriculum, Pupil Performance & Community Committee (CPC)

Name of Committee	Outcomes
Date agreed	Autumn 2023 Full Governing Body meeting
Review date	Autumn 2024 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 Outcomes Committee has delegated responsibility to;

1. Review the curriculum offer to ensure it is broad and balanced, ensuring that [statutory requirements](#) are met.
2. Ensure that the curriculum offer reflects the school's values and ensure that community cohesion is linked into this offer.
3. Ensure that the curriculum meets the needs of all pupils regardless of ability, age, sex or ethnicity.
4. Ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice.
5. Ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
6. Ensure that the sex and relationship policy is made available to parents.
7. Ensure that the requirements and arrangements for Collective Worship and Religious Education are met.
8. Ensure that we monitor the personal development, behaviour, attendance and well-being of all pupils.
9. Ensure that [required information](#) relating to the school's curriculum is published on the school's website
10. Ensure SATs assessment arrangements are implemented.

11. Monitor and evaluate the results of pupil's learning in terms of progress and attainment across all subjects and how well pupils perform in national assessments in Early Year Learning Goals, Phonics Screening, Year 2 SATs, Y4 Multiplication Check and Year 6 SATs.
12. Monitor the impact on educational outcomes of changes to the curriculum and interventions.
13. Evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment.
14. Monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND.
15. Monitor spending of PE and Sport Premium, ensuring that funding is spent effectively, and is having the intended impact on pupil outcomes.
16. Monitor and evaluate the impact of continuing professional development on the quality of teaching.
17. Review staff work-life balance, working conditions and well-being, including monitoring staff absence rates.
18. Advise the Resources Committee on the funding priorities necessary to deliver the curriculum.
19. Make recommendations to the Governing Body regarding governor visits.
20. Review and monitor any policies delegated by the Policy Committee and / or the Full Governing Body (these may include Relationships Education and RSE, EYFS, Equality information & objectives and Accessibility).

Headteacher Appraisal Committee

Name of Committee	Headteacher Appraisal
Date agreed	Autumn 2023 Full Governing Body meeting
Review date	Autumn 2024 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

DELEGATION TO THE HEAD TEACHER

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 as part of the Decision-Making Planner (dated 1st Dec 2014)

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 school's 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.

Education

- Ensure National Curriculum is taught to all pupils.
- Ensure teaching standards are met for each child's education.
- Decide which subject options should be taught, allowing flexibility in the curriculum.
- Prohibit political indoctrination and ensure balance on political issues.

- Set and publish achievement targets and KS2 SATs results.

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/overspends 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.
- *Disposition of additional SEN funding (in year increases) to ensure continuity of provision.*
- *Negotiation of goods and service contracts within the limits of the agreed operational budget*
- 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.