



TERMS OF REFERENCE

THE TRINITY FEDERATION

**THE FEDERATED GOVERNING BODY OF
BECKBURY CE PRIMARY SCHOOL, WORFIELD
ENDOWED C.E. PRIMARY SCHOOL AND
ST.MARY'S BLUECOAT C.E. PRIMARY SCHOOL**

Date of Adoption by Full Governing Body: 13th October 2015

Chair: Mr Edgar Hastings

Executive Headteacher: Mrs Claire Gaskin

Version 1

Date 13.10.15

Instrument of Governance for the Trinity Federation Governing Body (see attached)

FULL GOVERNING BODY TERMS OF REFERENCE

The role of the Governing Body and its Committees

The structure is based on the Full Governing Body meeting for statutory business (clerked by LA) once a term and in addition Committees for Curriculum and Standards including extended services for each school (at least 3 per year) and reporting to the Full Governing Body. Finance and Premises (at least 3 per year) including Security & Health and Safety for all three schools, Personnel Committee (3 per Year) to include pay and appraisal of the Executive Headteacher, also meetings as necessary for recruitment for all three schools, Admissions Committee with regard to the requirements of VA and VC schools (2 per year), and the statutory committees for appeals as necessary.

The Governing Body is supported by information and advice provided by the Executive Headteacher (EHT), Director of Teaching and Learning (DTL) and Lead Teachers (LT), Local Authority (LA) and Department for Education (DfE). It decides the strategic direction of the school. They have a collective, corporate responsibility for the decisions that are made and are answerable to parents/carers and the wider community.

Full Governing Body Terms of Reference

Membership:

To consist of all Governors, one of whom will be elected as Chair another as Vice Chair.
To have the power of co-option.

Chair: Elected by the Governing Body as is the Vice Chair annually.

Quorum: To be half of those governors appointed to form the Full Board.

Meetings: To meet once per term (statutorily required)

Agendas and minutes:

Agendas and accompanying papers to be circulated by the Clerk to all Governing Body members at least one week before the agreed meeting date.

Draft minutes to be available for the Chair and Headteacher within 14 days after the meeting, to be returned within a further 14 days and then circulated to all members.

Minutes should be an accurate, factual record of the issues on the agenda at the meeting. They should record the main comments and probing questions made by governors in discussion as well as the decisions taken and documents adopted in line with the delegated authority in their terms of reference. Actions for committees and individual members will be recorded.

NB. When minutes and supporting papers have been signed as a true record of the meeting they will then become part of the public records of the school.

Review.

Membership, elections, delegations, terms of reference and working practices will be reviewed annually in the Autumn term by the full Governing Body and comply with the DfE document Constitution of Governing Bodies and compliance with requirements for the schools web sites. (August 2015).

Main functions and responsibilities:

1. At the beginning of the school year to elect governors to positions of leadership, responsibility and specific links to assist the Governing Body's in its role in monitoring and school self-evaluation. .

2. At the beginning of the school year to agree its organisation and structure, membership and terms of reference for committees and in all meetings to receive minutes / reports from all those Committees - Usually in the form of their approved minutes and working papers (confidential papers excepted) – which will then become part of the statutory papers and records of the school.
3. On a regular basis to review the school ethos, aims and values with stakeholders of all schools in the Trinity Federation.
4. Taking strategic decisions in the best interests of the schools in in the Trinity Federation in their contexts and communities or making outline plans based on advice and information from the Executive Headteacher (EHT), Director of Teaching and Learning (DTL) and Lead Teachers (LT), Local Authority (LA) and Department for Education (DfE).
5. Support in the community, raise economic awareness: and the impact they have in the schools, in their curriculums and activities. (For which the governors are accountable).
6. To monitor the performance of the schools through their Self-Evaluation (SEF's) cycle against the key priorities and targets set for the school year in the individual School Development Plans key priorities (SDP's).
7. Review School information for parents/carers and other stakeholders (Marketing and promotion – monitor the national compliance required in the schools web site)
8. Review statutory policies & routines (Other than those delegated to committees or individuals)
9. Receive reports from the Local Authority (LA) or DfE
10. To receive the Executive Headteacher (EHT), Director of Teaching and Learning (DTL) and Lead Teachers (LT) termly report on the current situation in the Federation and its schools and raise awareness for future issues. Quality of teaching, learning and Assessment, Outcomes of pupils, Safeguarding in the schools, their Curriculum, Monitoring of Attendance, Personal development – Behaviour and welfare, Child Protection, Complaints, Exclusions, Inclusion and Special Educational Needs and Disabilities (SEND) and Race issues, SMSC and British values and Duty to Prevent, Early Years and Foundation Stages.
11. To promote Community Cohesion through the wider curriculum activities, inclusion and the Extended Schools agenda
12. Have regard to the governing body statutory responsibilities and the expectations during Inspection.
13. Develop the skills of governors through knowledge, understanding, being involved in the life and work of the schools and through training, based on individual and corporate audits and needs, especially in monitoring and sensitive challenge 'Critical Friend' to the senior staff.

The governing body has a strategic role in the review and management of the school and therefore its key responsibilities include communication and vision, delegation, setting priorities, including finance spending and deployment of resources for accountability through the:-

1. School Development Plans (SDP)
2. The School Self-evaluation Forms (SEF – no longer a requirement but good practice to have one which is reviewed at least annually)
3. The schools' websites
4. The annual budgets
5. The School Scheme of Financial Delegation and Internal Finance Protocols
6. The Governors and Staff Handbooks (Duty of Care)

Delegating work to committees

The Governing Body can fulfil some of its responsibilities through a series of committees and on an annual basis must define their terms of reference, define the extent of it's delegated authority to each committee, ensure it receives minutes and relevant working papers of the Committee's meetings and review the Committee's remit and membership annually.

THE TRINITY FEDERATION TERMS OF REFERENCE FOR FEDERATION GOVERNING BODY COMMITTEES:

**THE FEDERATED GOVERNING BODY OF BECKBURY CE PRIMARY SCHOOL,
WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL**

FINANCE AND PREMISES COMMITTEE

1. Organisation

Membership:

To consist of 4 Governors, one of whom is the Executive Headteacher. One governor (not the Executive Headteacher) will act as Chair.

To extend an invitation to non-voting advisors (Eg. School's Business Manager, School Administrators, Site Manager, Director of Teaching and Learning)

Chair:

Appointed by the committee. The Governing Body can remove the Chair at any time.

Quorum:

To be 3 of the Committee members.

Meetings:

To meet once per term before the termly full Governing Body meeting.

Agendas and minutes:

a. The Governing Body shall appoint the clerk. The Executive Head cannot be the clerk.

b. Agendas and accompanying papers to be circulated by the named clerk to all Committee members at least one week before the agreed meeting date.

c. Draft minutes to be available for the Chair and Executive Headteacher within 14 days after the meeting, to be returned within a further 14 days and then immediately circulated to all members of the Committee.

d. Minutes should be an accurate, factual record of the issues on the agenda at the meeting They should record the main comments made by governors in discussion as well as the decisions taken and documents adopted in line with the delegated authority in their terms of reference.

e. When minutes and supporting papers have been signed as a true record of the meeting they will then be submitted to the next following full Governing Body meeting and become part of the public records of the school.

f. Matters that are considered confidential and name governors, parents, pupils and prospective pupils should be recorded on coloured paper and made available to only those on the committee and the Executive Headteacher. In which case a summary of the minutes will be presented to the full Governing Body.

Review:

Membership, terms of reference and working practices will be reviewed annually in the Autumn term by the full Governing Body.

Support and advice:

The Executive Headteacher
Local Authority officers
Diocesan officer

2. TERMS OF REFERENCE

The main functions of this committee are to consider and monitor:

1. The drafting of the school budget after evaluating the expected income for the three schools.
2. To monitor on at least a termly basis the annual budget plans and the impact it is having on each school's maintenance, development and improvement.
3. A duty of care for the Site, Facilities and Buildings of the three schools in the Federation and all matters of Health and Safety, Security and Safeguarding

FINANCIAL RESPONSIBILITIES

1. To receive reports from the Executive Headteacher on the management of the individual school's budget. Along with the LA Accountant, the Schools' Business Manager, Executive Head and appropriate administrators will conduct a monitoring audit of the financial situation each term prior to the FGB meeting. The LA accountant will present the most recent audit to the next following Governor Finance and Premises Committee meeting.
2. To submit to the Governing Body at the autumn term meeting each year a report on the management of the three school's budgets in the previous financial year.
3. To prepare and submit to the governing body recommendations for annual budget plans in line with requirements of the **Schools Financial Value Standard (SFVS)** and local authority assurance. Forecasting likely future pupil rolls and income levels.
4. To monitor expenditure against the budget plans, to take any action which might be necessary to avoid an unplanned deficit, over and under spends and to report any such action to the next meeting of the Governing Body.
5. To consider and approve proposals for single items of expenditure in excess of £3,000 which form part of the budget plan. Items under £3000 will be delegated to the responsibility of the Executive Headteacher in liaison with the Chair of the Finance Committee.
6. To consider and make recommendations to the governing body on proposals to vire a sum exceeding £5,000. Virement of sums below £5000 will be delegated to the responsibility of the Executive Headteacher and the Finance Committee.
7. To recommend to the Governing Body proposals for the use of any budget surplus, including investment.
8. To prepare any other statements of school accounts as may be required.
9. To deal with any other financial matters which the Governing Body may refer from time to time.
10. To consider whether or not to use the school's delegated budget to provide community facilities or services and if so, how.
11. To review and approve the school's Charging and Remissions Policy.
12. To determine the allocation of spending of income from Pupil Premium Grants and PE Funding.

PREMISES

1. To monitor the state of repair of the school buildings.
2. Through the head, to liaise with the school's building inspector or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the head, to take any action required to carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects for which resources might be sought from the LA or from private school funds and or from the Diocese.
5. To be responsible for the co-ordination, progress and successful completion of any self-help projects approved by the governing body.
6. To recommend to the governing body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
7. To keep under review the lettings policy and charges and to recommend any changes to the Governing Body

HEALTH AND SAFETY

1. To prepare a health and safety policy, to recommend such a policy to the governing body, to keep it under review and to recommend to the Governing Body such amendments as may be necessary.
2. To recommend to the Governing Body a school safeguarding / security policy which addresses the security of pupils and staff as well as the protection of buildings and property.
3. To recommend to the Governing Body procedures for implementing the health and safety policy and thereafter to ensure those procedures are followed.
4. To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.
5. To monitor the application of the health and safety policy adopted by the Governing Body.
6. To arrange for security measures to be reviewed regularly and to report to the Governing Body with recommendations where appropriate.
7. With the Executive Headteacher, to undertake the annual health and safety audit and to report to the Governing Body.
8. To arrange for Fire Risk Assessment to be carried out annually and, with the Executive Headteacher, ensure that any recommended actions are carried out as appropriate.
9. To ensure that the school complies with fire regulations and that evacuation procedures are in place and operating effectively.
10. To annually review the school Asbestos report and review progress against actions; liaising with the Finance Committee where decisions also have financial implications.

Link policies

Health and safety

Safeguarding – site security

Approved by the Governing Body on _____

Signed

Chair of Governors:

Signed:

Executive Headteacher

THE TRINITY FEDERATION

THE GOVERNING BODY OF THE TRINITY FEDERATION BECKBURY CE PRIMARY SCHOOL, WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E. PRIMARY SCHOOL

Personnel Committee (including appraisal and staffing issues)

The main functions of this committee are to:

- consider and review the appraisal and pay policies for the school;
- undertake the Executive Headteacher's appraisal;
- hear appeals from teachers whose threshold assessment application is unsuccessful;
- review staff salaries;
- consider staff grievances or harassment cases.

1. **TERMS OF REFERENCE**

The committee's responsibilities in relation to salaries and appraisal are set out in Schedule 1.

The committee's responsibilities in relation to other employment issues are set out in Schedule 2.

2. **MEMBERSHIP**

- a) The membership of the committee shall be:
three governors (In aided schools two shall be foundation governors; in voluntary controlled schools one shall be a foundation governor).
one/two named reserve(s) in order of precedence if two, who shall act if a member of the committee is unable to attend a meeting.
- b) No governor employed to work at the school shall be appointed to this committee.
- c) Members of the committee and the named reserve(s) shall be appointed annually at the autumn term meeting of the Governing Body.
- d) One of those appointed to the committee shall be appointed as chairman/chair of the committee EITHER by the Governing Body OR by the committee.
- e) Should a vacancy arise on the committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- f) The Governing Body shall appoint the clerk who shall not be the Executive Headteacher.
- g) The Executive Headteacher shall be entitled to attend meetings of the committee when the salaries of other staff are being reviewed.

3. **QUORUM**

The quorum shall be all three members of the committee. A named reserve shall take the place of any member of the committee who is unable to attend a meeting.

4. **MEETINGS**

- a) The committee shall meet as and when necessary to fulfil its responsibilities.
- b) Meetings shall be called by the clerk of the committee or and, wherever possible, seven days' notice should be given to members with an explanation of the purpose of the meeting.

5. PROCEEDINGS

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- c) The minutes shall be kept in a separate minute book.

SCHEDULE 1

TERMS OF REFERENCE

1. To prepare and submit to the Governing Body recommendations for the adoption of:
 - a) an appraisal policy and
 - b) a pay policy for the school.
2. To operate in accordance with statutory appraisal framework and the school's adopted policy as follows:
 - a) to select an external adviser where no School Improvement Advisor has been appointed for the school by the local authority.
 - b) to take advice from the School Improvement Advisor or appointed external adviser when agreeing objectives and reviewing the head's performance.
 - c) to agree appraisal objectives with the Executive Headteacher.
 - d) to conduct the Executive Headteacher's appraisal review.
 - e) to determine whether the outcome of the Executive Headteacher's appraisal review meets the criteria for pay progression as covered under the adopted pay policy.
 - f) to support the Executive Headteacher's with the annual report to the Governing Body on appraisal arrangements and outcomes.
 - g) To hear any appeal by a teacher against entries made within their appraisal review statement.
3. Through a Pay Review Committee, to consider the salaries of the teaching staff employed at the school. on the recommendations of the Executive Headteacher, as required by the School Teachers Pay and Conditions regulations and within the scope of the adopted appraisal and pay policies and the salaries budget adopted by the Governing Body,.
4. To determine annually, in accordance with the adopted pay policy, any appropriate regulations and agreements and any other advice issued by the local authority and within the salaries budget adopted by the Governing Body, the salaries and grading's of support staff.
5. To hear any appeal by a teacher employed at the school with regard to their pay issues.
6. To deal with any other matters relating to salaries and appraisal that may be referred by the Governing Body.

SCHEDULE 2

TERMS OF REFERENCE

1. To consider staff grievances where there is a referral to the committee under the grievance procedure adopted by the Governing Body. The committee will consider the grievance and

seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure

2. To consider staff complaints of harassment where there is a referral to the committee under the procedure adopted by the Governing Body. The committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

Approved by the Governing Body on _____

Signed

Chair of Governors:

Signed:

Executive Headteacher

THE TRINITY FEDERATION

THE FEDERATED GOVERNING BODY OF BECKBURY CE PRIMARY SCHOOL,
WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

CURRICULUM AND STANDARDS COMMITTEE – FOR EACH SCHOOL

1. Organisation

Membership:

To consist of 3 Governors, one of whom will act as Chair.

Supported by the Director of Teaching and Learning and Lead Teachers as appropriate.

To extend an invitation to non-voting advisors

Chair:

Appointed by the committee. The Governing Body can remove the Chair at any time.

Quorum:

To be 2 of the Committee members.

Meetings:

To meet once per term.

Agendas and minutes:

a. The governing body shall appoint the clerk.

b. Agendas and accompanying papers to be circulated by the named clerk to all Committee members at least one week before the agreed meeting date.

c. Draft minutes to be available for the Chair and Executive Headteacher or Director of Teaching and Learning or Lead teachers within 14 days after the meeting, to be returned within a further 14 days and then immediately circulated to all members of the Committee.

d. Minutes should be an accurate, factual record of the issues on the agenda at the meeting. They should record the main comments made by governors in discussion as well as the decisions taken and documents adopted in line with the delegated authority in their terms of reference.

e. When minutes and supporting papers have been signed as a true record of the meeting they will then be submitted to the next following full governing body meeting and become part of the public records of the school.

f. Matters that are considered confidential should be recorded on coloured paper and made available to only those on the committee and the headteacher. In which case a summary of those issues will be presented to the fully governing body.

Review:

Membership, terms of reference and working practices will be reviewed annually in the Autumn term by the full Governing Body.

Support and advice:

The Executive Headteacher or Director of Teaching and Learning or Lead Teachers

School Improvement Advisors (SIAs)

Local Authority officers

Diocesan officers

DfE / Local Authority regulations and guidance

2. TERMS OF REFERENCE

The main functions of this committee are:

- a. to ensure that all the requirements of the National Curriculum are met
- b. To consider drafting and monitoring progress, improvement and performance:
 - i. The self-evaluation forms (SEF)
 - ii. The School development plans (SDP)
 - iii. School pupil outcomes data – Raise online and other documents
 - iv. Delivery of sex and relationships education in accordance with statutory regulations
 - v. Delivery of RE/ Collective worship education
 - vi. Statutory requirements for Equal opportunity, Safeguarding, Community Cohesion and the Disability Discrimination Act, SMSC, British values, Prevent Duty as far as they influence the curriculum.
 - vii. Learning outside the classroom – residential educational visits
 - viii. School learning environments and facilities for learning
 - ix. Extended services activities for the three schools.
- c. To keep under review the secular curriculum for the school and the statement of policy and to make recommendations to the governing body where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
- d. To receive reports and presentations from the Executive Headteacher or Director of Teaching and Learning or Lead Teachers and staff on the curriculum being delivered, activities and events, summary of pupil progress in order to draft challenging targets and National Curriculum developments that could effect the school. Such reports will include the Executive Headteacher's plans for the deployment of staff.
- e. To ensure that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the governing body any changes required.
- f. To keep under review the schools' self-evaluation processes, and detail of the completed self-evaluation form (SEF) making regular recommendations to the governing body.
- g. To consider and recommend the draft School Development Plan (SDP) (for each school within the federation) to the Governing Body for approval.
- h. To promote the Christian ethos and school values and to ensure provision of religious education in line with the agreed syllabus and to ensure that all pupils take part in a daily act of collective worship.
- i. To make recommendations to the governing body on whether sex education should form part of the curriculum of the school and, if so, to make recommendations about the content and delivery.
- j. To consider and make recommendations to the Governing Body on the adoption of policies on specific subjects, schemes of work or aspects of the curriculum so that it is broad and balanced.
- k. To draft such challenging targets as the school is required to set for pupil progress projections and attendance for forwarding to the Governing Body for approval.
- l. To carry out the Governing Body's responsibilities for the provision of assessment and other curriculum related statistics and information and to receive reports on the monitoring of the performance of pupils and to submit reports and recommendations to the Governing Body as necessary.
- m. To ensure that the school's curriculum is compatible with the principles of Equal opportunity, Safeguarding, principles of Community Cohesion and the Disability Discrimination Act
- n. To monitor Inclusion provision and pupil progress – School Significant groups, Child protection issues, Looked After Children (LAC,) Vulnerable Children, Special Educational Needs pupils progress (SEND list pupils), English as an Additional Language (EAL pupils), Ethnic minority pupils, Race issues, Gender differences, Age differences, Under achievement by any pupils, and to report termly to the Governing Body (This may be in the form of the Executive Headteacher's termly report to Governors)
- o. To monitor pupil behaviour and conduct – especially in matters of pupil exclusion
- p. To hear complaints about the curriculum or religious education or collective worship.
- q. To hear appeals against the head's decision to lift or change the National Curriculum for a particular pupil.
- r. To review school learning environments, learning facilities and needs and use of resources and equipment (eg. ICT, computing and technologies provision).

s. To receive the analysis of questionnaires to find out about pupils (pupil voice) and parents views and other stakeholders of the school performance.

Extended Services

1. To receive school reports of Extended Schools activities and provisions
2. Monitoring all site extended services activities
3. To promote Community Cohesion
4. To attend to the Disability, Discrimination Act requirements especially Accessibility and Disability, Gender, Race and Equal opportunity.

Approved by the Governing Body on _____

Signed:

Chair of Governors

Signed:

Executive Headteacher

THE TRINITY FEDERATION
THE FEDERATED GOVERNING BODY OF BECKBURY CE PRIMARY SCHOOL,
WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

PUPIL ADMISSIONS COMMITTEE

1. Organisation

Membership:

To consist of at least 3 Governors, (one of whom will act as Chair) and one of whom should be the Executive Headteacher.

To extend an invitation to non-voting advisers.

Chair:

Appointed by the committee. The Governing Body can remove the Chair at any time.

Quorum:

To be 3 of the Committee members.

Meetings:

To meet once per term

Agendas and minutes:

a. The governing body shall appoint the clerk. The Executive Headteacher cannot be the clerk.

b. Agendas and accompanying papers to be circulated by the named clerk to all Committee members at least one week before the agreed meeting date.

c. Draft minutes to be available for the Chair and Executive Headteacher within 14 days after the meeting, to be returned within a further 14 days and then immediately circulated to all members of the Committee.

d. Minutes should be an accurate, factual record of the issues on the agenda at the meeting. They should record the main comments made by governors in discussion as well as the decisions taken and documents adopted in line with the delegated authority in their terms of reference.

e. When minutes and supporting papers have been signed as a true record of the meeting they will then be submitted to the next following full Governing Body meeting and become part of the public records of the school.

f. Matters that are considered confidential and name governors, parents, pupils and prospective pupils should be recorded on coloured paper and made available to only those on the committee and the Executive Headteacher. In which case a summary of the minutes will be presented to the fully Governing Body.

Review:

Membership, terms of reference and working practices (The school admissions policy) will be reviewed annually in the Autumn term by the full Governing Body.

Support and advice:

The Executive Headteacher

The Local Authority admissions officer

The Diocesan Pupil admissions officer

2. TERMS OF REFERENCE

a. The committee shall meet at least once each year to determine the allocation of pupil places for the following school year and then as necessary to carry out its other responsibilities.

- b. Applications for places arising outside the annual allocation procedure shall be determined by the Executive Headteacher unless a place may be refused or to allocate a place would be outside the school's admissions policy. In such cases the committee shall meet to consider the application.
- c. Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting
- d. The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations or directions as may be issued from time to time.
- e. Minutes shall be kept of each meeting of the committee and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the Governing Body.
- f. In consultation with the LA, the diocese and neighbouring schools to prepare and recommend to the Governing Body for adoption an admissions policy for the following school year and to review this policy annually in accordance with the requirements of the Code of Practice on Admissions.
- g. To consult the diocese over any special arrangements for preserving the religious character of the school while honouring the school's obligations to the local community.
- h. To arrange the publication of information about:
 - a) the admissions arrangements for the school;
 - b) the arrangements for parents to appeal against a refusal to admit a child to the school;
 - c) such other matters of interest to parents of pupils seeking admission to the school as may be prescribed.
- i. To determine the allocation of places at the school in line with the school agreed number on roll
- j. To adhere at all times to the clauses in the School Admissions Code as updated from time to time especially with regard to exceeding the published admission number and the effect of doing so on adjacent schools.
- k. To monitor the applications for admission during the year.

Approved by the Governing Body on _____

Signed
Chair of Governors:
Signed:
Executive Headteacher

THE TRINITY FEDERATION
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WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

STAFF DISCIPLINE/ DISMISSAL COMMITTEE

1. Organisation

Membership:

To consist of at least 3 Governors, (one of whom will act as Chair)

The elected governors must have no prior knowledge of the details of the case.

No governor employed to work at the school shall be appointed to this committee.

To extend an invitation to non-voting advisers.

The Executive Headteacher will attend to give advice, but may not vote.

Chair:

Appointed by the committee. The Governing Body can remove the Chair at any time.

Quorum:

To be 3 of the Committee members.

Meetings:

As and when required or called by the Chair of Governors and within the timescale set down in the Governing Bodies Disciplinary and other staffing Policies and procedures

Agendas and minutes:

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body. Consideration must be given to confidentiality.

Review:

Membership, terms of reference and working practices (The school Staffing Disciplinary Procedure) will be reviewed annually in the Autumn term by the full Governing Body.

2. Terms of Reference

- Under the disciplinary procedure for headteachers or capability procedure for headteachers adopted by the governing body, to consider formal action against the head of the school and make a determination as provided for under either procedure. Any decision will follow a formal meeting conducted in accordance with the adopted procedure and will be subject to the head having a right of appeal. The committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- Under the disciplinary or other relevant procedures (ie relating to capability, redundancy or incapability due to ill-health) adopted by the governing body, to make any initial determination that any member of staff employed at the school by responsibility, should be dismissed from their post.
- Before taking a decision on dismissal, to give the member of staff concerned an opportunity to make representations on the proposed action and to consider those representations at a formal meeting conducted in accordance with the relevant adopted procedure. (Under the adopted disciplinary procedures the committee is empowered to issue a disciplinary sanction short of dismissal where it is determined that the member of staff concerned should not be dismissed)
- Where it is determined that a member of staff should be dismissed, to ensure that the member of staff and the Local Authority are notified of the decision, the reason for it and that the member of staff had a right of appeal against decision.

Approved by the Governing Body on _____

Signed:

Chair of Governors

Signed:

Executive Headteacher

THE TRINITY FEDERATION
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WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

APPEALS COMMITTEE

1. Organisation

Membership:

To consist of at least 3 Governors, (one of whom will act as Chair)

The elected governors must have no prior knowledge of the details of the case. The election of the Governors to this committee will be recommended to the Governing Body after consultation between the Chair of Governors and the Executive Headteacher

No governor employed to work at the school shall be appointed to this committee.

To extend an invitation to non-voting advisers.

The Executive Headteacher will attend to give advice, but may not vote.

Chair:

Appointed by the committee. The Governing Body can remove the Chair at any time.

Quorum:

To be 3 of the Committee members.

Meetings:

As and when required or called by the Chair of Governors and within the timescale set down in the Governing Bodies Disciplinary and other staffing Policies and procedures

Agendas and minutes:

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body. Consideration must be given to confidentiality.

Review:

Membership, terms of reference and working practices (The school Staffing Disciplinary Procedure) will be reviewed annually in the Autumn term by the full Governing Body.

2. Terms of Reference

- To hear any first appeal in respect of a decision taken by the Governors Pay Committee in line with the school Disciplinary policy.
- To consider and to make any initial decisions about matters relating to the dismissal of staff, staff grievances, or other staffing issues in accordance with LA procedures.
- To communicate the process and outcome of first appeals to all concerned.
- Recommend changes to the school's systems or procedures in school staffing policies and practices.

Approved by the Governing Body on _____

Signed

Chair of Governors

Signed:

Executive Headteacher

THE TRINITY FEDERATION
THE FEDERATED GOVERNING BODY OF BECKBURY CE PRIMARY SCHOOL,
WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

PUPIL DISCIPLINE, EXCLUSION AND COMPLAINTS COMMITTEE

The main functions of this committee are to:

- consider and review the pupil discipline policy and the application of it;
- in certain circumstances, to conduct a hearing to decide whether action to exclude a pupil is appropriate;
- Reconsider its decision if recommended or directed to do so by the independent Review Panel
- To consider and formal complaint made at Stage 4 of the School's complaints Policy

1. Organisation:

MEMBERSHIP

- a) The membership of the committee shall be:
- three governors
 - one/two named reserve(s), in order of precedence if two, appointed from the governing body, who shall serve if a member of the committee is unable to attend a meeting.

Governors employed at the school shall not be appointed to the committee.

- b) Members of the committee and the named reserve(s) shall be appointed annually at the autumn term meeting of the Governing Body.
- c) One of those appointed to the committee shall be appointed chairman/chair of the committee EITHER at the autumn term meeting of the Governing Body or by the committee itself.
- d) Should a vacancy arise a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- e) The Governing Body will appoint the clerk. The Executive Headteacher cannot be the clerk.

QUORUM

All members of the committee must be present. A named reserve shall attend in place of any member of the committee who is unable to be present at a meeting.

MEETINGS

- a) The committee shall meet at least once annually to carry out its duty listed at 2 in the terms of reference.
- b) The committee shall meet as and when necessary at other times and meetings shall be called by the clerk.

PROCEEDINGS

- a) The Committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations or directions that may be issued.
- b) Confidential minutes shall be kept of each meeting of the committee and shall be circulated to all members of the committee before being signed by the chairman/chair.
- c) A confidential summary of decisions taken in individual cases shall be submitted for information to the next meeting of the Governing Body.
- d) The minutes shall be kept in a separate confidential minute book.

2. TERMS OF REFERENCE

1. To prepare and recommend to the Governing Body a written statement of general principles on discipline in the school for the guidance of Executive Headteacher, Director of Teaching and Learning, Federation SENCO or Lead teachers, staff, parents and others.
2. To keep under review the use of exclusion within the school and to report on this to the Governing Body at least once in each academic year.
3. Where the Executive Headteacher:
 - a) excludes any pupil in circumstances where the pupil would, as a result of the exclusion:-
 - i) be excluded from the school for a total of more than 5 school days but not more than 15 school days in any one term, but only if the parent requests a meeting, or
 - ii) lose the opportunity to take any public examination,
 - b) excludes a pupil permanently, or
 - c) decides that any exclusion of a pupil should be made permanent;

The Governing Body shall:

- i) consider the circumstances in which the pupil was excluded;
- ii) consider any representations about the exclusion to the Governing Body made by:
 - a) the relevant person *
 - b) the LA
- iii) allow each of the following:
 - a) the relevant person *
 - b) an officer of the LAto attend a meeting of the Governing Body and make oral representations about the exclusion;
- iv) consider any oral representations so made;
- v) consider whether, provided it is practical to do so, the pupil should be reinstated and if so give an appropriate direction to the Executive Headteacher and inform the relevant person and the LA of their decision. If they do not reinstate they shall inform the relevant person, the Executive Headteacher and the LA of their decision and in the case of the pupil who

has been permanently excluded give the relevant person notice of his right of appeal.

4. In the case of all other decisions to exclude made by the Executive Headteacher the Governing Body shall receive any written representations by a relevant person* about the exclusion and shall consider those representations.
 1. To agree a submission on behalf of the Governing Body, to nominate a member of the committee to appear at and to make any arrangements for the Governing Body to be represented at the hearing of any appeal submitted by parents against a decision of this committee to an independent review panel.
 2. Reconsider its decision if recommended or directed to do so by the independent Review Panel

* **Definition** – *relevant person* means in the case of a person under the age of 18 his or her parent and in the case of a pupil who has attained the age of 18 the pupil him/herself.

Complaints

The Committee shall act on behalf of the governing body:

- (under stage 4 of the complaints policy) To consider complaints submitted to the Chair of the Governing Body when other avenues for their resolution have been exhausted
- To investigate complaints in an appropriate manner, taking evidence from all relevant parties and utilising support available from the LA or other sources as deemed appropriate
- To make recommendations arising from complaints
- Dismiss the complaint in whole or part
- Uphold the complaint in whole or part
- Decide on the appropriate action to be taken to resolve the complaint
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.
- To communicate the process and outcome of complaints hearings to all concerned.
- To carry out annual monitoring of the formal complaints received and recommendations to the governing body about and changes to the school's policies, practices and procedures.
- To carry out the annual review of the complaints procedure and the relevant prospectus entry and recommendations to the governing body about any changes considered necessary

Signed:

Chair of Governors:

Signed:

Executive Headteacher

THE TRINITY FEDERATION
THE FEDERATED GOVERNING BODY OF BECKBURY CE PRIMARY SCHOOL,
WORFIELD ENDOWED C.E. PRIMARY SCHOOL AND ST. MARY'S BLUECOAT C.E.
PRIMARY SCHOOL

STAFF DISCIPLINE/DISMISSAL APPEAL COMMITTEE

The main function of this committee is to decide whether to uphold or overturn a decision taken by the staff disciplinary/dismissal committee of the governing body which has been referred to this committee for consideration.

1. TERMS OF REFERENCE

The committee's responsibilities are set out in Schedule 1.

2. MEMBERSHIP

a) The membership of the committee shall be:

- three governors
- one/two named reserve(s): (in order of precedence if two) appointed from the governing body who shall serve if a member of the committee is unable to attend a meeting.
- Governors employed at the school shall not be appointed to the committee.

b) Members of the committee and the named reserve(s) shall be appointed annually at the autumn term meeting of the governing body.

c) One of those appointed to the committee shall also be appointed as chairman/chair of the committee either by the governing body or the committee itself as decided by the governing body.

d) Should a vacancy arise a successor shall be appointed by the governing body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.

e) The governing body shall appoint the clerk. The Executive Headteacher cannot be the clerk.

f) The chairman/chair of governors, if a member of the committee, shall stand down and take no part in the committee's proceedings if an appeal against the dismissal of the head is under consideration, and shall be replaced by a named reserve.

3. QUORUM

All members of the committee must be present. A named reserve shall attend in place of any member of the committee who is unable to be present at a meeting.

4. MEETINGS

a) The committee shall meet as and when necessary.

b) A meeting shall be called by the clerk to the committee.

5. PROCEEDINGS

a) The Committee shall be conducted in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and with any other regulations or directions that may be issued.

b) Confidential minutes shall be kept of each meeting of the committee and shall be circulated to all members of the committee before being signed by the chairman/chair.

c) A confidential summary of decisions taken shall be submitted for information to the next meeting of the governing body.

d) The minutes shall be kept in a separate confidential minute book.

e) The headteacher (except where he/she is the person concerned) and the corporate director shall be entitled to attend, for the purpose of giving advice, all proceedings of the committee.

SCHEDULE 1

TERMS OF REFERENCE

1. Under the disciplinary procedure or capability procedure adopted by the governing body to consider any appeal against a sanction short of dismissal issued by the head or by the staff discipline/dismissal committee to a member of staff employed at the school by the local authority and for whom the governing body has an employment responsibility.
2. Under the disciplinary or other relevant procedures (ie relating to capability, redundancy or incapability due to ill health) adopted by the governing body, to consider any appeal against a decision of the staff discipline/dismissal committee to dismiss from their post a member of staff employed at the school by the local authority and for whom the governing body has an employment responsibility.
3. Before taking a decision on any appeal, to give the person concerned an opportunity to make representations or present their grounds for appeal at a formal meeting conducted in accordance with the relevant adopted procedure. (Under the adopted disciplinary procedures the committee is empowered to issue a disciplinary sanction short of dismissal where it is determined that the member of staff concerned should not be dismissed).
4. To ensure that the member of staff concerned is notified of its decision on the appeal.

NB: These terms of reference continue to apply where, following an agreement reached between the governing body and the local authority under the School Staffing (England) Regulations 2009, the member of staff has been appointed to the school as a direct employee of the authority. The committee will ensure that the local authority is notified of its decision on the appeal brought by any such member of staff.