**St Oswald’s C of E Primary School**

**Governing Board**



**Committees Terms of Reference**

**September 2021**

*‘Train up a child in the way he should go and when he is old, he will not depart from it****.’***

**Proverbs 22:6**

Through basing our vision on the bible teaching above we will promote an inclusive school community, rooted in mutual respect, understanding and kindness towards others.

***‘****Life in all its fullness.’*

**John 10:10**

In living out the statement above our vision is to develop resilience and a love of learning, which will enable the children to achieve their aspirations.

**St. Oswald’s Church of England Primary School**



 **Admissions Committee**

**Meetings**

The Admissions committee will meet once a year to agree admissions criteria has been met in offering places. Other meetings maybe arranged when necessary. A Clerk appointed by the Governing Board must take Minutes.

**Membership:**

The Committee will consist of:

1. The Headteacher (or nominated representative.)
2. At least two other Governors appointed by the Governing Board.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 - year term and then subject to review by the FGB.

**Quorum:**

* The Headteacher (or nominated representative.)
* Two Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without a representative being present.

**Focus/Functions:**

1. The Admissions Committee will have delegated responsibility for considering and making decisions on admissions and will ensure the correct procedures have been undertaken and places offered according to the agreed admissions criteria.
2. The Admission Committee will ensure that all procedures regarding the notification to the parents of the refusal of a place and the right to appeal are carried out.
3. Any decisions must be made in accordance with adopted procedures.
4. The Committee will be responsible for the preparation of the appeals case to be made in defence of the governors’ refusal to admit a pupil (or pupils) at an independent Appeals Committee hearing.

**Key Statutory Requirements and School policies to be monitored and reviewed by the Admissions Committee:**

* Recommend any changes of admissions criteria to FGB.
* Admissions Policy to be recommended to FGB.
* Appeals to Admissions to be reported to FGB.

**Standing Items:**

**N/A**

**St. Oswald’s Church of England Primary School**



 **Appeals Committee**

**Meetings**

The Appeals committee will meet when necessary. A Clerk appointed by the Governing Board must take Minutes.

**Membership:**

The Committee will consist of:

1. Chair of Governors
2. At least two other Governors appointed by the Governing Board.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 - year term and then subject to review by the FGB.

**Quorum:**

* The Chair of Governors (or nominated representative.)
* Two Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without a representative being present.

**Focus/Functions:**

1. The Appeals Committee will have delegated responsibility for considering and making decisions on appeals in regards to complaints, disciplinary or redundancy and will ensure the correct procedures have been undertaken and according to the policies applicable..
2. The Appeals Committee will ensure that all procedures regarding the right to appeal are carried out.
3. Any decisions must be made in accordance with adopted procedures.
4. The Committee will be responsible for the final decision regarding an appeal and will seek the advice from Sefton HR and legal services if required.

**Key Statutory Requirements and School policies to be monitored and reviewed by the Admissions Committee:**

* Recommend any upholding of an appeal to FGB.
* Appeals Policy to be recommended to FGB.
* Appeals to be reported to FGB.

**Standing Items:**

**N/A**

**St. Oswald’s Church of England Primary School**



 **Complaints Committee**

**Meetings**

1. The Appeals committee will meet when necessary.
2. A Clerk appointed by the Governing Board must take Minutes.
3. The minutes will highlight questions by the Governors to support and challenge the Headteacher. The minutes will be available on the secure Governors page of the school website within 10 working days of the meeting being held.
4. Meetings may be clerked by any person nominated by the full Governing Board, except for the Headteacher.
5. The committee shall keep a record of all the meetings.
6. The committee will meet once a term and otherwise as required.
7. A verbal summary will be an agreed item on the following Full Governing Board Agenda.

**Membership:**

The Committee will consist of:

* A pool of 5/6 Governors any 3 of whom will deal with a particular complaint.
* *All staff at the school (including the Headteacher) to be excluded.*
* *It is recommended that at least one parent governor is included.*
* Governors with any conflict of interest or detailed knowledge of the case to be considered should not be members of the Panel for that case.

**Quorum:**

3 Governors but, if this is not reasonably practicable, 2 (subject to the agreement of all parties to the complaint).

Focus / Functions:

To consider in line with the complaints guidance issued by the DfE in 2011 any complaints from parents and members of the public in accordance with the complaints procedure of the Governing Board.

**St. Oswald’s Church of England Primary School**



 **Dismissal Committee**

**Meetings**

1. The Appeals committee will meet when necessary.
2. A Clerk appointed by the Governing Board must take Minutes.

**Membership:**

The Committee will consist of:

1. The Headteacher (or nominated representative)
2. At least two other Governors appointed by the Governing Board.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 - year term and then subject to review by the FGB.

**Quorum:**

* The Chair (or nominated representative.)
* Two Governors.

**Focus/Functions:**

1. To consider matters relating to staff discipline/dismissal.
2. To determine whether an employee should cease to work at the school.
3. Should the need arise and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Board and to establish criteria for selection.
4. To apply the agreed criteria in the selection of staff for redundancy or other terminations.

**St. Oswald’s Church of England Primary School**



 **Headteacher Performance Management Committee**

**Meetings**

1. The Headteacher Performance Management Committee will meet at least once a year or as required.
2. To meet annually with the SIP to determine performance management targets for the Headteacher.
3. A Clerk appointed by the Governing Board will take the minutes of the meeting. The minutes will highlight questions by the Governors to support and challenge the Headteacher. The minutes will be available on the secure Governors page of the school website within 10 working days of the meeting being held.
4. The committee shall keep a record of all the meetings.
5. A verbal summary will be an agreed item on the following Full Governing Board Agenda.

**Membership:**

The Committee will consist of:

1. The Chair of Governors (or nominated representative)
2. At least two other governors appointed by the Governing Board.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 - year term and then subject to review by the FGB.

**Quorum:**

* The Chair (or nominated representative.)
* Two Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without the Chair or representative being present.

**Focus/Functions:**

1. To set challenging targets for the Headteacher in relation to the School Development Plan.
2. To meet annually with the SIP to determine performance management targets for the Headteacher.
3. Arrange the annual pay review for the Headteacher.
4. To carry out monitoring processes throughout the year of how the Headteacher is addressing and meeting targets.
5. To discuss with Headteacher well-being Governor ant issues the Headteacher has raised.

**Key Statutory Requirements and School policies to be monitored and reviewed by the Committee:**

* Recommend any pay review to full Governors.

**Standing Items: N/A**

**Lead Governors:**

Headteacher Well – Being Governor – Mrs J Bateman

**St. Oswald’s Church of England Primary School**



 **Inclusion & Safeguarding Committee**

**Meetings**

1. The Inclusion & Safeguarding Committee will meet once a term or otherwise as required.
2. A Clerk appointed by the Governing Board who will take the minutes of the meeting. The minutes will highlight questions by the Governors to support and challenge the school. The minutes will be available on the secure Governors page of the school website within 10 working days of the meeting being held.
3. The Agenda will be agreed by the Headteacher, Chair and clerk with reference to TOR and sent to all members at least 7 days before the meeting with relevant papers.
4. The committee shall keep a record of all the meetings.
5. A verbal summary will be an agreed item on the following Full Governing Board Agenda.

**Membership:**

The Committee will consist of:

1. The Headteacher or nominated representative.
2. At least three other governors appointed by the Governing Board.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 - year term and then subject to review by the FGB.

**Quorum:**

* The Headteacher (or nominated representative.)
* Two Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without a representative being present.

**Focus/Functions:**

1. To monitor and review the quality of provision for pupils with SEND.
2. To monitor and review the quality of provision for LAC pupils or those deemed vulnerable and ensure good pupil progress.
3. To monitor the funding and appropriateness of spending in regards to LAC funding.
4. To review the intervention strategies in place and ensure progression is taking place.
5. To monitor and review the contribution and impact of partnerships with outside agencies and those individuals employed e.g Inclusion consultant, Speech & Language Therapist etc.
6. To monitor and review the appropriateness of CPD for teachers and support staff in Safeguarding and support pupils with SEND
7. Ensure the school website is provided with appropriate information for SEND and Inclusion, including the SEND report and details of how to access the LA Local Offer.
8. Provide a verbal summary of the committee to all FGB meetings.

**Key Statutory Requirements and School policies to be monitored and reviewed by the I & S Committee:**

* Inform FGB of any legal changes in regards to Safeguarding and SEND Code of Practice.
* SEND & Inclusion Policy to be recommended to FGB.
* Safeguarding Policy to be recommended to FGB.
* E-Safety Policy to be recommended to FGB.

**Standing Items:**

* SENDCO report, including numbers of pupils with SEND in each class and needs that have to be met, outside agency involvement, intervention strategies in place and the impact both have had on pupil progress.
* Pupil progress for SEND pupils.
* Number of LAC pupils, CP pupils, CIN and CAF
* LAC funding and expenditure and impact on attainment.
* Exclusions.
* CPD for SEND or Safeguarding.

**Lead Governors:**

* SEND – Mrs S. Varga
* Safeguarding – Mrs E Furlong

**St. Oswald’s Church of England Primary School**



 **Finance and Personnel Committee (F&P)**

**Meetings**

1. The Committee will meet at least once per term or otherwise as required.
2. The Agenda will be agreed by the Chair with the Clerk and Headteacher with reference TOR and sent to committee members at least seven days before the meeting with relevant papers. (Responsibility of the Clerk.)
3. The meetings will be minuted by the Clerk. The minutes will highlight questions asked by the Governors to support and challenge the school.
4. The minutes will be available on the secured Governor page of the school website within 10 working days of the meeting being held.
5. The Committee shall keep a record of all meetings. The minutes will be on the agenda for the following full Governing Board and key issues will be orally reported by the Chair of the Committee (or Headteacher in the absence of the Chair.)
6. The Committee will appoint a Chair and a Clerk.
7. No person employed in the school will sit on any The Pay & Performance, Finance & Premises Committee excluding the headteacher.

**Membership**

The committee will consist of:

1. At least 3 Governors.
2. Headteacher or nominated representative.
3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 year term and then subject to review by the FGB.
4. When considering Pay and Performance 2 Governors from the committee and the Headteacher will agree pay awards and 2 Governors from the committee will make up the appeals panel for pay awards.

**Quorum**

* At least 3 Governors including the Headteacher (2 Governors and Headteacher.)
* The Committee may invite other Governors and/or associates to attend if necessary.
* The Committee will not meet unless the Headteacher or representative is present.

**Finance Focus:**

1. To assist the Headteacher in monitoring the budget during the course of the year.
2. To recommend the budget for the year to the Governing Board.
3. To make recommendations to the full Governing Board on the School Development Plan (SDP.)
4. To ensure that the school complies with the legal requirements of SVFS.
5. To arrange the auditing of non-public funds.
6. To recommend a Charging & Remissions policy to the full Governing Board and to oversee its implementation.
7. To consider/deal with the buildings committee related matters when finance is involved.
8. To carry out other finance related tasks as delegated by the full Governing Board.
9. To authorise orders over the value of £20,000.

**Pay and Performance/Personnel Focus/Functions:**

1. To develop, review and oversee the implementation of the Governing Board's personnel policies, to include making recommendations to the full Governing Board on:

Adoption of procedures for discipline, competency and grievance matters

*\*Appointments and dismissal policies, including a mechanism for convening panels for the appointment of Head and Deputy Head Teachers and leadership group*

*Whole school pay policy ensuring annual review of salaries*

 Complaints policy and procedure

 Performance management policy

Equal Opportunities ensuring that all personnel matters are conducted in compliance with this policy.

1. Procedures for managing staffing levels.
2. To consider requests for special leave on appeal.
3. To review the staffing structure whenever a vacancy occurs.
4. To contribute to the School Improvement Plan as appropriate.
5. To carry out other staff related tasks as delegated by the Governing Board.
6. Arrange the annual pay review for the Assistant Headteacher and all other teaching and non-teaching staff.
7. Ensure that the Governing Board complies with the appraisal regulations.
8. Ensure each member of staff has a clear job description.
9. Ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting appeals to the governors’ Appeal Panel.
10. Identify the criteria for progression up the pay spine and for withholding progress, enhancement or pay related to extra responsibility, regarding and discretionary payments.
11. Provide each member of staff with a written statement confirming his/her salary with effect from 1 September each year.

*N.B. Employment issues are delicate. Appeals against decisions could be lodged. Therefore, it is advisable not to have large Committees. The non-availability of governors could cause problems at crucial times. Appeals Committees should have no fewer members of the Governing Board than the first Committee.*

*\*ANNEXE 1: Headteachers will normally be expected to take the lead in determining staff appointments outside the leadership group and staff dismissals.*

*Faith schools may have agreed staffing policies to provide governor representation at appointments to preserve the religious character of the school.*

*\*\*Issues of pay and grading for support staff may not be straightforward. Governors are advised to consult with the LA.*

# ANNEXE 1

# STAFFING REGULATIONS SEPT 2003

Delegation:

* Governing Board retains overall responsibility.
* For appointments/dismissal, can delegate to the head, a governor or a group of governors with or without the head.
* If without the head, s/he has the right to attend and offer advice.

Committees:

* New school governance procedures – no longer any legally required Committee.

Management appointments:

* Headteacher – Full Governing Board
* Assistant Headteacher – must be a minimum of three governors and ratified by full Governing Board.
* Leadership group – usually a panel plus the head.
* Below leadership – Panel/Committee required if not delegated.

Managing dismissal hearings:

* Dismissal determination – if initial decision not delegated to the head a hearing with governors required.
* Appeals – Appeal hearing with three (absolute minimum two) governors.

Conduct and discipline of staff:

* Under the control of the Governing Board.
* Must establish/adopt staff disciplinary rules and procedures and make them known to staff.
* Both the Governing Board and the head can suspend any staff.
* Only the Governing Board can lift a suspension.

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**EXTRACT FROM THE STAFFING GUIDANCE UNDER**

**SECTIONS 35(8) and 36(8) OF THE EDUCATION ACT 2002**

**1. Headteacher responsibility for staff appointments outside the leadership group and staff dismissals.**

1.1 The Governing Board has the overall responsibility for all staff appointments and dismissals in school but the new expectation is for headteachers to take the lead in making decisions on appointments outside the leadership group and in making initial dismissal decisions for staff.

1.2 Headteachers will normally be expected to lead in determining staff appointments outside the leadership group and all staff dismissals (with the exception of the head teacher). Therefore, in normal circumstances the Governing Board should delegate the responsibility for these matters to the headteacher.

* 1. In certain circumstances, the Governing Board should apply alternative arrangements, which may include decisions being made by an individual governor or by a group of governors with or without the headteacher.

1.4 The circumstances are as follows:-

* A headteacher unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities.
* A headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
* Where the LEA has made representations to the Chair of the Governing Board on grounds of serious concerns about the performance of the headteacher.
* Where the headteacher has failed to abide by financial limits agreed by the Governing Board for any school purpose.
* Where the Governing Board of a faith
* school has agreed staffing policies that provide for governor involvement in the interests of preserving the school's religious character.
* In the case of the appointment of a member of support staff required to act in a senior management capacity.

1.5 The Governing Board should review, at least annually or otherwise where necessary, the continuation of any circumstances where the headteacher does not lead on these staffing matters. The headteacher should have an opportunity to make representations on any decisions to discontinue or continue delegated responsibility.

1. **Staff Dismissal**
	1. Staff dismissal determinations should normally be taken by the headteacher following a hearing to give the member of staff in question an opportunity to make representations.
	2. Where the headteacher is not exercising delegated responsibility for dismissals, or where the dismissal in question is that of the headteacher, the decision should be taken at a hearing before at least three governors unless there are not enough governors who have not been formally involved in any process leading to the dismissal. In this case, two governors may hold a hearing and decide whether to dismiss.
	3. The absolute requirement under the staffing regulations is for the dismissal determinations to be delegated to the headteacher or one or more governors, but where the headteacher is not involved this should be delegated to at least three governors or if necessary two governors as provided above.
	4. An opportunity should be given for an appeal against a dismissal decision to an appeal panel of at least three governors who have not been involved in any previous action or decision connected with the dismissal. Where there are not enough such governors available, the appeal may be heard by two governors.
	5. Where applicable, there should be an equal number of governors on dismissal hearings and appeal hearings.
	6. As above, the absolute requirement under the staffing regulations is for the dismissal determinations to be delegated to the headteacher or one or more governors, but appeals against an initial dismissal determinations should be delegated to
	7. At least three governors or if necessary two governors, as provided above.
	8. Notification of at least a week should be given to the member of staff in question before any hearing or appeal in connection with a dismissal determination. The member of staff is entitled to be accompanied by a union representative or colleague.

**Foundation, Voluntary Aided and Foundation Special Schools**

* 1. In the case of staff employed by the Governing Board in Foundation, Voluntary Aided Schools and Foundation Special Schools, notification of termination of the contract should be issued following the initial dismissal decision, and may be rescinded if a subsequent appeal is upheld.
	2. In cases where the Governing Board is entitled to terminate the contract without notice because of the conduct of the member of staff in question, any such termination may be rescinded if an appeal is upheld. In the case of staff employed by the LA the arrangements set out above should apply.

**Dismissals by the LA**

* 1. Staff dismissal decisions are normally a matter for the school, but the LA may dismiss staff in its employment directly in the following circumstances.
* Where the school's delegated budget has been suspended.
* Where the Secretary of State or the National College for Teaching and Learning have prohibited further employment of any member of staff because of previous conduct or capability.
* Where an unqualified teacher has failed to secure QTS (qualified teacher status) within time limits set out in regulations.
	1. The circumstances above will remove the Governing Board's (and the headteacher's) responsibilities for the dismissal process including dismissal hearings and appeals.

**Premises Functions:**

1. The Committee will meet as necessary and provide minutes of the meeting for distribution to all Governors prior to the next full meeting of the Governing Board.
2. To make arrangements for the Governors to inspect the premises on a regular basis.
3. To ensure necessary work is carried out in a proper manner and within the financial limits of the school.
4. To make recommendations to the full Governing Board on the school improvement plan.
5. To carry out the Governing Board's responsibilities in relation to Health and Safety ensuring a Health and Safety Policy Statement is drawn up and risk assessments are in place.
6. To carry out other premises related tasks as delegated by the full Governing Board.

**St. Oswald’s Church of England Primary School**



 **Standards & Quality Committee**

**Meetings**

1. The Standards and Quality Committee will meet once a term or otherwise as required.
2. A Clerk appointed by the Governing Board who will take the minutes of the meeting. The minutes will highlight questions by the Governors to support and challenge the school. The minutes will be available on the secure Governors page of the school website within 10 working days of the meeting being held.
3. The Agenda will be agreed by the Headteacher, Chair and clerk with reference to TOR and sent to all members at least 7 days before the meeting with relevant papers.
4. The committee shall keep a record of all the meetings.
5. A verbal summary will be an agreed item on the following Full Governing Board Agenda.

**Membership:**

The Committee will consist of:

1.The Headteacher (or nominated representative.)

2. At least three other governors appointed by the Governing Board.

3. The Chair and Vice Chair of this committee will be identified by the FGB and serve a 2 year term and then subject to review by the FGB.

**Quorum:**

* The Headteacher (or nominated representative.)
* Two Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without the Headteacher (or a nominated representative being present.)

**Focus/Functions:**

1. To monitor and review the quality of teaching.
2. To monitor and review the quality of classroom support.
3. To monitor and review the appropriateness of provision of CPD to support teachers, teaching assistants and others employed by the school.
4. To monitor an review the school provision for assessment and tracking of pupil progress and pupil attainment.
5. Monitor and review pupil progress on a termly basis for each class, including groups of pupils such as SEND, LAC, Pupil Premium, More Able and gender.
6. Report to Pay and Performance Committee on pupil progress to inform pay awards and also the quality of teaching and teaching support in each class.
7. Monitor and review breadth and balance of school’s curriculum.
8. Ensure that the school addresses any changes to National Curriculum.
9. Ensure the school website is provided with appropriate curriculum information.
10. Ensure the school website is provided with appropriate information on pupil premium funding, spending and impact on pupil progress.
11. Provide a verbal summary of the committee to all FGB meetings.

**Key Statutory Requirements and School policies to be monitored and reviewed by the S&Q Committee:**

* Inform FGB of any changes in regards to National Curriculum.
* Inform FGB of any curriculum delivery changes in school.
* All curriculum subject policies Policy to be recommended to FGB.
* Marking and Feedback policy to be recommended to FGB.
* Presentation of work policy to be recommended to FGB.
* Display policy to be recommended to FGB.

**Standing Items:**

* Pupil progress for each class.
* Assessment in place.
* Tracking of pupil progress.
* Curriculum changes.
* Challenges to pupil progress.

**Lead Governors:**

SEND – Mrs S. Varga

English – Mrs S. Varga

Maths – Mrs A Reardon

Science – Mrs B Hughes

History – Mrs E Furlong

Geography – Mrs E Furlong

RE – Mrs J McIlveen

IT – Ms D Haddock

PE –

Art & Design – Mrs J Bateman

Design & Technology – Mrs J Bateman

Music –

MFL – Ms C Ruddy

Safeguarding – Mrs E Furlong

Collective Worship – Mrs J McIlveen

EY – Mrs A Reardon

PP – Mrs S Varga

**St. Oswald’s Church of England Primary School**



 **Vision Committee**

**Meetings**

1. A Clerk appointed by the Governing Board will take the minutes of the meeting. The minutes will highlight questions by the Governors to support and challenge the Headteacher. The minutes will be available on the secure Governors page of the school website within 10 working days of the meeting being held.
2. The committee shall keep a record of all the meetings.
3. The committee will meet once a term and otherwise as required.
4. A verbal summary will be an agreed item on the following Full Governing Board Agenda.

**Membership:**

The Committee will consist of:

1. The Headteacher and Incumbent who are ex – officio members (or nominated representative)
2. Up to 7 members of the Governing Board.
3. The Committee may invite other Governors and/or associates to attend as it finds necessary.

**Quorum:**

* The Headteacher and Incumbent who are ex – officio members (or nominated representative)
* Three other Governors.
* The Committee may invite other Governors and/or associates to attend as it finds necessary.
* The committee will not meet without the Chair or representative being present.

**Focus/Functions:**

The main function of the committee is to support, advise and challenge the Headteacher and the Governing Board on matters relating to the distinctiveness and effectiveness of a church school and the impact which this has on the pupils and whole school community – in particular:

1. The relationship between the school and the church.
2. The development of joint projects between school and church such as a shared charity.
3. The relationship between the school and the local, national and global communities.
4. The impact of worship of the school community.
5. The effectiveness of religious education.
6. The impact of Christian Values within the curriculum and the wider life of the school.

**Key Statutory Requirements and School policies to be monitored and reviewed by the Committee:**

* Collective Worship Policy
* RE Policy.

**Standing Items: N/A**