

St John's Catholic Infant School

Governing Body Committee Structure

And

Terms of Reference

2021-2022

"Loving, Learning and Laughter Together with God"

Article 3: "The best interests of the child must be a top priority in all actions concerning children."



We will offer *every* child - whatever their
individual characteristics –
the chance to achieve their
full potential, feel secure and
enjoy growing up.

"Love your friends and let the Holy Spirit live in your heart. The fruits of the Holy Spirit inside your heart are love, peace, joy, patience, kindness, goodness, faithfulness, gentleness and self control. Let us live by these very special acts." (Galatians 5, 14-23)

THE DUTIES AND RESPONSIBILITIES OF THE GOVERNING BODY

The main duties and responsibilities of the Governing Body are:

- ensuring clarity of vision, ethos and strategic direction
- holding the Headteacher to account for the educational performance of the school and its children, and the performance management of staff
- overseeing the financial management of the school and ensuring value for money

THE COMMITTEES OF THE GOVERNING BODY

The Governing Body delegates some of its responsibilities to five standing committees. Each committee meets once a term and reports to the full governors meeting on its work and any actions taken or recommendations to the governors.

Working in partnership with the Headteacher who has day to day responsibility for these areas:

The Learning and Achievement are responsible for:

- quality and delivery of the National Curriculum and related policies
- quality of teaching and learning
- standards of pupil attainment and achievement
- reviewing the provision made for and progress of vulnerable groups pupils (pupil premium and looked after children)
- overseeing the personal development and well-being of children

The Finance and Personnel Committee are responsible for:

- setting and monitoring the school budget and making decisions on spending
- ensuring that the financial policies and procedures of the school meet appropriate standards and are following financial audit requirements and recommendations
- determining and reviewing the school staffing structure and ensuring that it meets the needs of the school as effectively as possible within given financial constraints
- agreeing and implementing the whole school pay policy
- dealing with all appointments and pay/personnel related issues including performance management

The Safeguarding Committee are responsible for:

- ensuring Health and Safety Policies and procedures meet appropriate standards and follow H&S audit requirements and recommendations
- ensuring that the school building premises and grounds are maintained to a high standard and making financial decisions with regard to this
- safeguarding pupils and promoting their welfare

Pre-School Committee (All the above responsibilities related to Pre School)

Extended School Club Committee (All the above responsibilities related to SJESC)

There are a number of statutory committees which deal with staff and pupil disciplinary matters, dismissals, redundancies and complaints. There are also statutory appeals committees that deal with appeals.

Delegation of Responsibility to Individual Governors

Governors also have responsibility for different subjects/aspects of the school such as curriculum areas, Safeguarding, Pupil Premium, Equality, SEND, They are responsible for:

- liaising with the appropriate member(s) of staff and receive regular progress reports
- visiting the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- reporting at least annually to the governing body
- raising the profile of their area of responsibility when related matters are considered by the governing body
- attend training when appropriate

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The Role of the Chair of the Governing Body:

- To ensure the business of the Governing Body is conducted properly, in accordance with delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best of use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision making.
- To establish and foster an effective working relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification – Headteacher, Staff Governors, Staff Members

The Role of the Clerk to the Governing Body:

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Headteacher

The Role of the Committee Chair:

- To ensure the business of the Committee is conducted properly, in accordance with the legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

Disqualification – none

The Role of the Clerk to Committees:

- To advise the committee on procedural and legal matters.
- To convene meetings of the Committee.
- To attend meetings of the Committee and ensure minutes are taken.
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification – the Headteacher

St John's Catholic Infant School

Terms of Reference – Full Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Membership	As per the Instrument of Government
Quorum	50% of current membership (i.e. quorum does not include vacant positions)
Chair	To be appointed by the Governing Body
Clerk	To be appointed by the Governing Body
Voting	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have the casting vote.
Frequency	The Governing Body will hold 4 meetings per year
Reporting Process	Written minutes to be produced and agreed at the next Full Governing Body Meeting
Pecuniary Interest	Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. The clerk can continue to act as clerk unless her own appointment, pay or disciplinary action against her is under consideration.

Terms of Reference

To: -

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To regulate procedures of meetings e.g. code of conduct/ confidentiality
- To appoint or remove the Chair and Voce Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of Governing Body and their terms of reference*
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing Body is necessary*
- To ensure requirements within Safeguarding Children and Safer Recruitment in Education are met
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To monitor and keep under review the School Development Plan
- To support, review and approve the Self Evaluation Form
- To ensure the school works within the Financial Regulations
- To publish proposals for alteration, change of category or closure of school*
- To recruit Headteacher and Deputy/Assistant Headteacher*
- To determine arrangements for recruitment of other members of staff
- To participate in school self review process including review of Governing Body effectiveness
- To review the delegation arrangements annually*
- To ensure that all required information pertaining to governors is included on the website

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

Disqualification – as per Regulation 20 and Schedule 6 of the Consultation Regulations

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St John's Catholic Infant School

Terms of Reference – Finance and Personnel Committee

Membership	Not less than four named members, elected annually by the Governing Body, plus the Head teacher. The Committee will have fully delegated powers in accordance with the relevant sections of the School, Government (England) Regulations.
Quorum	The quorum shall be two governors plus the head teacher or, if the Governing Body has agreed her representative.
Chair	To be elected at the first meeting in the academic year.
Voting	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have the casting vote.
Frequency	The Committee shall meet once per term and otherwise as requested
Reporting Process	Written minutes to be produced and agreed at the next Finance and Personnel Committee Meeting and presented at the next meeting of the full Governing Body.
Pecuniary Interest	Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. The clerk can continue to act as clerk unless her own appointment, pay or disciplinary action against her is under consideration.
Disqualification	Specific provision is made in the regulations in relation to certain issues, namely: <ul style="list-style-type: none">• A person paid to work at the school is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the school other than when sitting on those committees dealing with pay and personnel matters;• A person must withdraw and not vote on his/her own appointment, reappointment, suspension or removal as a governor, or as a chair, vice-chair or general policy;• A person paid to work at the school, other than the Head teacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the school. This does not affect general discussions about general policy;• The Head teacher must withdraw and cannot vote in relation to their own pay or performance appraisal.

Terms of Reference

To: -

- Work in partnership with the head teacher to be responsible to the full Governing Body for overseeing the school's finances and resources, and ensuring adherence to the local authority's financial regulations and the school's policies and procedures.
- Monitor, review and evaluate financial aspects of the School Development Plan
- Establish, Maintain and update a three-year financial plan
- Review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing Schools, the Schools Financial Value Standards and Wirral Council's Financial Regulations
- Recommend the annual budget for ratification by the full Governing Body and submission to the LA in line with statutory guidance and timescales
- Determine the limits of authority for virement between budget headings
- Determine the limits of authority for the petty cash imprest account and petty cash transactions cheque book imprest account

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- Monitor the school's revenue and capital budget at each termly meeting and bring any major variations or discrepancies to the immediate attention of the full Governing Body
- Monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities
- Ensure adherence to the Schools Financial Value Standards (SFVS)
- Respond to the questionnaire on SFVS and submit to the the Local Authority by 31st March each year.
- Review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly
- Examine and monitor the school fund account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body
- Report to the Full Governing Body on the adequacy of resources (including IT provision) available to the children
- Authorise and monitor the use of Devolved Formula Capital Funds
- Review, monitor and advise the Full Governing Body on support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money
- Provide financial information to the LA as required
- Ensure the school maintains an up to date Assets Register
- Ensure the school maintains a register of interests for members of the Governing Body and members of staff
- Determine the staffing structure according to the needs of the school, and make recommendations to the Full Governing Body
- Consider submissions by other committees for the allocation of resources

The following Terms of Reference (i) to (xxvi) refer specifically to the Whole School Pay Policy

Additional Terms of Reference relating to Staffing follow at point (xxvii)

The Pay/Personnel Terms of Reference are: -

- (i) To agree the Pay Policy, after consultation has taken place with staff and their professional association/trade union representatives and amendments in the light of comments received and to inform staff that the policy has been adopted
- (ii) To work to meet the aims of the Whole School Pay Policy
- (iii) To ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service
- (iv) To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010

- (v) To ensure that the Pay Policy meets the needs of the school to recruit, retain, develop and motivate staff
- (vi) To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including those on maternity leave, adoption leave, secondment or long term sick leave
- (vii) To have regard to the need for proper pay relativity/equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy
- (viii) To recognise, within the salary structure, increased responsibility, whether temporary or permanent
- (ix) To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner
- (x) To ensure that the reasons for discretionary awards are clearly minuted and to determine what provision should be made in the school's budget for discretionary payments.
- (xi) To inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time
- (xii) To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regards to the STPCD

NB: Headteachers, deputy headteachers and assistant headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the STPCD other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under STPCD.

- (xiii) To ensure that clear written job descriptions exist
- (xiv) To ensure that detailed records are kept of all matters relating to salaries
- (xv) To ensure that staff are aware of the procedures for presenting their case for review to the Finance and Personnel Committee
- (xvi) To consider recommendations from the Head teacher about pay awards on the basis of the Pay Policy
- (xvii) To ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (e.g. performance management, threshold assessment)
- (xviii) To agree the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget
- (xix) To arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process
- (xx) To decide upon movement of post threshold teachers on the Upper Pay Spine, based on the recommendations of the Schools adopted Performance Appraisal Reviewer and the Pay Policy.

- (xxi) To arrange for the annual review of the Pay Policy in full consultation with the staff
- (xxii) To appoint Governors to agree performance targets and to determine the pay of the head teacher in accordance with STPCD statutory regulations
- (xxiii) To minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decisions of the Committee (In order to protect the Appeals procedure)
- (xxiv) To provide formal written salary statements for all teachers and a staffing structure describing senior manager and TLR posts
- (xxv) To direct the head teacher to advise the Full Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals
- (xxvi) To ensure that procedures required by the Education (School Government) Regulations 1989 (and as subsequently amended) are compiled with, especially with regard to agenda and minutes
- (xxvii) To recommend for adoption by the Full Governing Body policies and procedures dealing with Staffing Procedures as produced by the LA
- (xxviii) To have regard for and support the continued professional development of all staff and governors
- (xxix) To be aware of workforce reform and work/life balance
- (xxx) To review relevant policies, linked to School Financial Value Standard

Pay Appeal Committee

For managing appeals against the decisions of Pay and Personnel Committee, there must be a separate committee of equal membership numbers. The rules governing whether the meeting is quorate should remain the same as in the Pay and Personnel Personnel Committee.

A member of staff may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects pay. (e.g. performance management, threshold assessment).

The grounds for appeal are that the person or committee by whom the decision was made:

- incorrectly applied any provision of the appropriate STPC document and Governing Body Pay Policy.;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the member of staff.

N.B. This list is not exhaustive, but gives usual grounds for appeal.

Appendix 2 & 3 in the Whole School Pay Policy outlines the order of proceedings for the appeal.

St John's Catholic Infant School

Terms of Reference – Learning and Achievement Committee

Membership	Not less than four named members, elected annually by the Governing Body, plus the Head teacher. The Committee will have fully delegated powers in accordance with the relevant sections of the School, Government (England) Regulations.
Quorum	The quorum shall be two governors plus the head teacher or, if the Governing Body has agreed her representative.
Chair	To be elected at the first meeting in the academic year.
Voting	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have the casting vote.
Frequency	The Committee shall meet once per term and otherwise as requested
Reporting Process	Written minutes to be produced and agreed at the next Learning and Achievement Committee Meeting and presented at the next meeting of the full Governing Body.
Pecuniary Interest	Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest.

Terms of Reference

To: -

- All members of the Governing Body are invited to attend the Learning and Achievement Committee meetings
- To consider school policy on any matters relating to the school curriculum: to recommend new policy and any amendments to existing policies to the Governing Body
- To receive reports from the Head teacher appropriate members of staff on any matters regarding to the organisation and content of the school curriculum
- To ensure that the curriculum policies meet the needs of all children and that where necessary equipment and resources are modified for children's needs. This would be in relation the SEND Code of Practice and Equality Act
- To review the Single Equality Scheme
- To consider any local or national reports affecting the curriculum, identifying any implications for school policy and practice
- To review the information about school performance required to be published
- To make recommendations to the Finance and Personnel Committee on resource levels for curriculum implantation
- To recommend to the full Governing Body for approval statutory targets for pupil performance
- Governors should try to see the school in action at least once a year especially the English, Maths, Computing and SEND Governors
- The committee will review any developments in relation to the Extended Schools agenda/ Pre School provision

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Terms of Reference – Safeguarding Committee

Membership	Not less than four named members, elected annually by the Governing Body, plus the Head teacher. The Committee will have fully delegated powers in accordance with the relevant sections of the School, Government (England) Regulations.
Quorum	The quorum shall be two governors plus the head teacher or, if the Governing Body has agreed her representative.
Chair	To be elected at the first meeting in the academic year.
Voting	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have the casting vote.
Frequency	The Committee shall meet once per term and otherwise as requested
Reporting Process	Written minutes to be produced and agreed at the next Finance and Personnel Committee Meeting and presented at the next meeting of the full Governing Body.
Pecuniary Interest	Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest.

Terms of Reference

To: -

- To promote cooperation between all employees at the school to achieve and maintain a safe and healthy work place for staff, children, parents/carers and visitors
- To ensure the organisation, procedures and relationships in the school are such that pastoral care for all members of the school community is effective
- To ensure the whole school workforce is committed to promoting British Values at a school, local, national and global level. In conjunction with the Senior Management Team help children to value differences and challenge prejudice
- To ensure statutory safeguarding requirements are fully in place and reviewed regularly
- To inspect the school property at least once a year in the Summer Term and at other times if the Head teacher requests it
- To be responsible for monitoring the maintenance budget and Capital Budget without referring to the Full Governing Body. However, they should advise the Finance and Personnel Committee of any planned improvements to the building before proceeding
- To monitor, revise and update all relevant policy documents. These should then be presented for acceptance to the full Governing Body
- To review the school Health and Safety Policy, reporting on this regularly to the full Governing Body
- To consider and make recommendations arising from new health and safety documentation issued by LA, DfE, HSE etc.
- To examine safety inspection reports and make recommendations to the Governing Body where remedial action is required

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- To ensure fire and emergency procedures are communicated to appropriate people and appropriate testing is carried out
- To ensure first aid arrangements meet appropriate regulations and accidents are recorded and reported appropriately
- To ensure that all matters relating to the Health and Safety of the premises are assessed prior to building works taking place
- To identify health and safety training for all employees to ensure that the Health and Safety policy can be implemented
- To report to the full Governing Body each term

St John's Catholic Infant School

The following committees are statutory committees which do not meet as a matter of course but only when it is needed to fill its specific functions.

Terms of Reference – Capability Committee

Membership	The Capability Committee shall consist of not less than 3 but no more than 5 members of the governing body (excluding the Headteacher) who have not previously been involved in the case, or have any other involvement, e.g. relationship to the teacher subject to capability action. At least 2 reserves in order should be named.
Quorum	The quorum shall be three governors.
Meetings	As and when required.
Terms of Reference	<p>The committee is involved at the Formal Stage of the Capability Procedures as set out in the Authority Guidelines on Staffing Procedures : Capability Procedures for Teachers (including Deputy Headteachers). The procedures are clearly set out for the committee to follow. If the Capability Committee propose that the teacher shall cease to work at the school, the decision in writing must be referred to the Staff Dismissal Committee or the Headteacher if he/she has delegated powers for IDD.</p> <p>The teacher can appeal against the decision of the Capability Committee to terminate their employment if it is upheld by the Staff Dismissal Committee or by the Headteacher, by appealing to the Staff Dismissal Appeals Committee.</p>

Terms of Reference – Staff Dismissal Committee

Under the Regulations of the Education Act 2002, Headteachers could have the delegated responsibility to make initial dismissal decisions (IDD). The governing body may delegate the responsibility for staff dismissal decisions to the Headteacher for minor offences but refer allegations of gross misconduct to the Staff Dismissal Committee.

Membership	No less than three named members of the governing body, but cannot include the headteacher (with named reserves).
Quorum	Three governors (using named reserves in order).
Meetings	As and when required.
Terms of Reference	To consider any recommendation that a member of staff be dismissed from employment at the school.
Note	<p>Although a Staff Dismissal Committee will consider a proposal to dismiss a member of staff, it can decide on a lesser sanction such as a final warning in the case of a disciplinary matter.</p> <p>There would be a right of appeal against this decision which would be heard by the Staff Dismissal Appeal Committee.</p> <p>Governing bodies should consider inviting the Borough Solicitor (or his representative) to be present at the Staff Dismissal Appeal Committee.</p>

The governing body must delegate decisions on dismissing staff either to the Headteacher or a committee which contains three governors or more. Appeals against decisions made by that committee must be considered by a separate committee with different members. The appeal committee cannot have fewer governors than the first

committee. If the full governing body find that they cannot meet the minimum requirement for three members for each committee, the staff dismissal committee can, as a last resort, include two governors. In that case, the appeal committee must also include at least two governors. The Head cannot sit as a member of either committee because he or she is likely to have been involved earlier in the process.

- NOTES:**
- (1) It is good practice for reserve members to be named for each committee in order that any member of either committee who was unable to attend a particular meeting or who had an interest that necessitates withdrawal could be replaced without a further full meeting of the governing body.
 - (2) No members of either committee should have been involved in prior discussion about the particular member of staff in relation to disciplinary/grievance/redundancy criteria.
 - (3) Personnel affairs are particularly complex and it is strongly suggested that Diocesan and LA advice be sought at the outset where any doubt exists as to procedure.

Terms of Reference – Staff Dismissal Appeal Committee

(Required even if dismissal is delegated to the Headteacher)

Membership	Recommend number 3 but no fewer named members of the governing body than the Staff Dismissal Committee with named reserves. No member of the Appeal Committee may have served on the Staff Dismissal Committee.
Quorum	As per the Staff Dismissal Committee.
Meetings	As and when required.
Terms of Reference	To undertake appeals arising from a member of staff against the decisions of the Staff Dismissal Committee or Headteacher (IDD).

- NOTES:**
- (1) It is good practice for reserve members to be named for each committee in order that any member of either committee who was unable to attend a particular meeting or who had an interest that necessitates withdrawal could be replaced without a further full meeting of the governing body.
 - (2) No members of either committee should have been involved in prior discussion about the particular member of staff in relation to disciplinary/ grievance/ redundancy criteria.
 - (3) Personnel affairs are particularly complex and it is strongly suggested that Diocesan and LA advice be sought at the outset where any doubt exists as to procedure.

Terms of Reference – Staff Appointments Committee

Headteacher/Deputy Headteacher

Membership	The governing body should form a Special Interview Panel (Appointment Committee) for these two senior management posts. It is a statutory requirement for a Headteacher and Deputy Headteacher appointment that a minimum of 3 governors (excluding the Headteacher) are involved at <u>all</u> stages of the process as well as a representative from the Diocese.. The governing body would normally delegate the appointment of the post of Assistant Headteacher also to the Appointment Committee. Governors may wish to be involved with the Headteacher in other appointments within the leadership groups. Minutes of the full governing body should clearly record the decision. Normally it would be expected that the governing body
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would delegate to the Headteacher to be responsible for the appointment of all support staff, however the governing body may wish to be involved in the appointment process for some senior support staff roles (e.g. bursars and business managers). Minutes of the full governing body should indicate clearly if the decision is delegated to the Headteacher.

If the governing body chooses to use 5 governors for the Special Interview Panel, at least 2 reserves in order should be named and be present at all stages of the interview process to qualify to be present at the actual interview.

Quorum	The agreed size of the Special Interview Panel or at least 3 governors (excluding the Headteacher).
Meetings	As and when required.
Terms of Reference	See the Authority and Diocesan Guidelines on Staffing Procedures and 'A Guide to the Law'.

Terms of Reference – Pupil Discipline Committee

Membership	The Pupil Discipline Committee shall consist of either 3 or 5 members of the governing body, but shall not include the Headteacher or a non-governor (with named reserves).
Quorum	The quorum shall be 3 members of the committee (using named reserves in order).
Meetings	Meetings shall be convened to consider all exclusions of 5 days or more, or exclusions that add up to 5 days or more in any one term, or when a pupil may lose the opportunity to take a public examination. The Committee shall meet within 50 days of receiving notice of exclusions. The committee shall meet within 15 days of receiving notice of a permanent exclusion or any fixed term exclusion of between 16 and 45 school days.
Terms of Reference	To consider representations by parents in connection with their child's exclusion from school; To consider fixed term exclusions which exceed five days in any one term To consider all permanent exclusions in order to determine whether to uphold the exclusion or to reinstate the pupil.
The Function of the Disciplinary Committee	The Disciplinary Committee should ascertain: <ol style="list-style-type: none">1. the facts of the case establishing whether the pupil was guilty of the behaviour for which he/she was excluded.2. that exclusion was an appropriate response to the behaviour.3. if the exclusion is for a fixed period, whether an earlier date should be specified for reinstatement.

The Disciplinary Committee of the Governing Body is responsible for ensuring that the meetings are properly and fairly. They should be guided by the rules of natural justice. Any suggestion that a member of the committee has an interest in the outcome or has formed a view on the exclusion before considering all the evidence is likely to invalidate the proceedings and may lead to legal action being taken against the governing body.

The Disciplinary Committee should remember that the Headteacher and the parent appear before them as equal parties. Neither should be given or appear to be given more favourable treatment. They should enter the appeal hearing together and leave together.

Terms of Reference – Attendance Committee

Membership	The headteacher, classteacher and chair or vice chair
Meetings	As and when required.
Terms of Reference	To consider whether any persistent non-attenders require support from the school To liaise with the relevant class teacher To meet with parents or carers to discuss non-attendance

Terms of Reference – Admissions Committee

Membership	The headteacher, who is entitled to vote whether or not a governor at the school; and at least 2 other named governors, but no one who is not a governor.
Quorum	The quorum shall be 3 members of the committee.
Meetings	Once a year to consider the proposed admission arrangements for the following educational year. As and when to consider the admission of a pupil with a statement of S.E.N.D
Terms of Reference	The governing body is the admission authority. The LA help to coordinate the admissions process.

Although the governing body must not pass on decisions about admitting pupils to the school to an individual, they may decide to pass on these decisions to a committee. An admissions committee must consist of the head and at least two other governors. If the head is not a governor, he or she can still vote on any proposed admission. Nobody who is a non-governor (apart from the head) may be a member of the admissions committee.

Terms of Reference – Admissions Appeals Committee

Membership	The Admissions Appeal Committee shall consist of a minimum of 3, committee can determine higher number if required
Quorum	The quorum shall be 3 members of the committee.
Meetings	As and when required.
Terms of Reference	To consider any applicants (pupils wishing to come to the school) who have made an appeal due to the school being over subscribed. In line with the Admissions Policy

Terms of Reference – Complaints Committee

Membership	The most important point to remember is that any Complaint Committee members should not have had previous significant involvement with the complaint under review. For example, it would be better as a principle not to appoint:
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- a parent governor who potentially is likely to have significant involvement because of regular visits to the school site or a teacher governor.

Whoever is appointed should be prepared to attend any meeting at short notice.

It is suggested that three governors (excluding the Headteacher) form the Complaints Committee. Substitutes should be appointed to take the place of any committee member who might be unavailable. The minutes of the Autumn Term governors' meeting should show exactly who should be called for a meeting and in what order.

Role

The committee has the power to make decisions on behalf of the governing body and may:

- uphold the complaint
- uphold it in part, or
- dismiss it

Where the issue under consideration does not fall within the remit of the committee, the members may still wish to make recommendations. A Complaints Committee should be appointed at the governing body meeting in the Autumn Term. The composition of this committee should be considered carefully. Dealing with any complaints that reach this stage is likely to be challenging but careful planning early on can avoid unnecessary complications.

Chair

Where possible the governing body should appoint a Chair for the Complaints Committee at the same time as they decide on the membership of the committee. This avoids uncertainty all round and allows the Chair of the committee to take control of the situation before the meeting as well as during and after it. This is essential for a successful outcome. Previous experience of chairing a meeting is preferable. Governors should be aware that these meetings can be difficult and that the unexpected frequently occurs.

Clerk

The clerk should draw up the agenda and make all the necessary arrangements for the meeting.