



***Rooted and grounded in love***  
**The Full Governing**

**Membership:**

As per 'Instrument of Government'. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

**Disqualification:**

As per Regulation 21 and Schedule 6 of the School Governance (England) Regulations 2007.

**Quorum:**

To be half the membership (50%).

**Chair and Vice-chair:**

To be elected at the first meeting in each school year for a term of one year.

**Meetings:**

To meet at least once every term.

**Terms of reference:**

- To agree constitutional matters, including procedures where the governing body has discretion.
- To agree any work of the governing body and its committees following recommendations from the LA.
- To recruit new members as vacancies arise and to appoint new governors where appropriate, giving full consideration to desirable skills.
- To appoint or remove the chair and vice chair.
- To appoint or remove a clerk to the governing body and committees.
- To establish the committees of the governing body and their terms of reference (including delegation and responsibilities) and reviewing same annually.
- To suspend a governor.
- To receive the Headteacher's Report (three per year in total).
- To decide which functions of the governing body will be delegated to committees, groups and individuals.
- To receive written reports from any individual, group or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary.
- To review the School Development Plan including the section for governors (ongoing).
- To establish and review the Critical Incident Policy and Procedures.
- To establish and review arrangements for governor visits to the school.
- To approve the first formal budget plan of the financial year and keep a Statement of Financial Control (annually through Finance, Staffing and Buildings Committee).
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the governing body.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To ratify safeguarding arrangements/policy annually.
- To review the terms of reference and delegation arrangements annually.
- To abide by the 'Code of Conduct for Governors of Abberley Parochial VC Primary School.
- To review the 'Governing Body Information and Guidance'.
- To monitor the school's website.

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

**Chair of the governing body:** Jenny Buckley

**Vice-chair of the governing body:** Jack Ballard

**Clerk to the governing body:** Hannah Coleman

**Quorum:** One half of the number of governors currently appointed, rounded up



***Rooted and grounded in love***  
**Finance, Staffing and Buildings Committee**

**Membership:**

To consist of no fewer than five governors including the Headteacher, with other invited members as necessary, in a non-voting capacity

**Chair and Vice-chair:**

To be elected annually at the first Full Governing Body meeting of the academic year

**Meetings:**

To meet at least once every term

**Terms of reference:**

**Finance:**

- In consultation with the Headteacher, to draft the formal budget plan of the financial year.
- At least termly, to consider budget position and report anomalies from the anticipated position to the governing body.
- To ensure that the school operates within the financial regulations and guidance of the County Council.
- To annually review Charges and Remissions Policy and Expenses policies.
- To make decisions in respect of Service Level Agreements.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- To ensure that priorities in the School Development Plan are appropriately financed.
- To agree use of the pupil premium.
- To monitor the 'School Fund' account and agree audited accounts.
- To determine the extent of financial delegation to the Headteacher.

**Staffing:**

- To keep under review the staffing structure in consultation with the Headteacher.
- To review a Pay Policy for all staff and be responsible for its administration and review.
- To oversee the recruitment process of all staff with appropriate delegation to the Headteacher.
- To review the Teacher Appraisal Policy for all staff as delegated to the Headteacher.
- To keep the Health and Safety Policy and its practice under review and make revisions where appropriate.
- To operate redundancy procedures should they become necessary.

**Buildings:**

- To agree on priorities, including Health and Safety for the maintenance and development of the school's premises and grounds.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

**General:**

- To oversee risk review
- To report back to the full governing body

**Terms of reference agreed by the governing body: 14<sup>th</sup> November 2023**

| <b>Name</b>      | <b>Governor or Associate Member</b> | <b>Voting rights</b> | <b>Date appointed to the committee</b> |
|------------------|-------------------------------------|----------------------|--|
| Jenny Buckley    | Governor                            | Yes                  | Long-standing                          |
| Jack Ballard     | Governor                            | Yes                  | Long-standing                          |
| Claire Shelley   | Governor                            | Yes                  | Long-standing                          |
| Austin Rodriguez | Governor                            | Yes                  | 14.11.23                               |

**Disqualification:** Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.



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**Chair of the committee:** Jack Ballard

**Clerk to the committee:** Hannah Coleman

**Quorum:** 3 full governors

**Date committee established:** Autumn 2023

**Date of review by governing body:** Autumn 2024



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**Curriculum, Standards & General Purposes Committee**

**Membership:**

To consist of no fewer than five governors plus the Headteacher and/or the Deputy Headteacher, with appropriate members of the teaching staff invited as necessary, in a non-voting capacity

**Chair and Vice-chair:**

To be elected annually at the first meeting in each school year

**Meetings:**

To meet at least once every term

**Terms of reference:**

- To review the School Development Plan.
- To act as a critical friend for curriculum development and monitoring progress against annual statutory targets.
- To review, analyse and question data to ensure that the required attainment and progress is being achieved in all year groups.
- To ensure that assessment procedures are in place and monitor their implementation and effectiveness.
- To evaluate SATs and progress throughout the school.
- To monitor progress of Pupil Premium pupils and other groups.
- To review all curriculum and assessment policies to ensure they correspond with the WAP and statutory requirements.
- To ensure equality of opportunity for all pupils within the school's curriculum provision.
- To agree annual attendance targets.
- To work closely with the school's senior managers in all aspects of their work to ensure appropriate progress.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the full governing body, to include use of Pupil Premium.
- To report back to the governing body once a term.

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

| <b>Name</b>    | <b>Governor or Associate Member</b> | <b>Voting rights</b> | <b>Date appointed to the committee</b> |
|----------------|-------------------------------------|----------------------|--|
| Rebecca Harvey | Governor                            | Yes                  | Long-standing                          |
| Jo Gregory     | Governor                            | Yes                  | Long-standing                          |
| Andy Haylar    | Governor                            | Yes                  | Long-standing                          |
| Marine Mugnier | Governor                            | Yes                  | Long-standing                          |
| Claire Shelley | Governor                            | Yes                  | Long-standing                          |

**Chair of the committee:** Marine Mugnier

**Clerk to the committee:** Hannah Coleman

**Quorum:** 3 full governors, not including members of staff

**Date committee established:** Autumn 2023

**Date of review by governing body:** Autumn 2024



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**Christian Distinctiveness Committee**

**Membership:**

To consist of the headteacher, foundation governor, governor, RE subject leader and the Principal Officiating Minister of the Benefice of Shrawley, Witley & Abberley (or their representative). The group may on occasions co-opt other members of the school community such as pupils, church members, or other members of staff.

**Chair and Vice-chair:**

To be elected annually at the first meeting in each school year

**Meetings:**

To meet at least once every term

**Terms of reference:**

- To preserve, protect and develop the school's Christian Distinctiveness and ensure that this informs, permeates and impacts upon all aspects of school life.
- To recommend the school's policy for Collective Worship and any updates for approval
- To monitor the implementation of the school's policy for Collective Worship
- To ensure arrangements for RE and Collective Worship meet statutory requirements
- To recommend the school's policy for Religious Education and any updates for approval
- To monitor the implementation of the school's policy for Religious Education
- To lead on the Governor's involvement in school self-evaluation in relation to SIAMS and to report back to the Governors at least termly
- To ensure that the school's effectiveness in relation to SIAMS and Christian Distinctiveness are discussed at least termly by Governors
- To ensure that all actions from the previous SIAMS report have been addressed
- To receive information from the Headteacher and staff about how the school is improving its effectiveness as a distinctively Christian community
- To contribute to strategic planning and to make recommendations relating to SIAMS in the School Improvement Plan
- To reflect on the committee's own effectiveness and operation and make recommendations for enhancements to the terms of reference/operational practice

**Religious Education:**

- To maintain an oversight of pupil performance in RE in conjunction with the Headteacher and staff
- To review national and local developments in RE
- To review the quality of teaching, continuing professional development, induction of new staff and newly qualified teachers
- To review staffing of RE and its timetabling
- To support the Headteacher and staff in planning for improvement

**Collective Worship**

- To ensure monitoring and evaluation is taking place which involves directors, clergy and pupils as well as staff
- To ensure outcomes of monitoring are evaluated and used as part of overall school improvement planning
- To review the quality of continuing professional development and induction of new staff
- To support the headteacher and staff in planning for improvement
- To provide provision for Spiritual Development
- To monitor the school's systems for evaluating and improving its provision
- To review the quality of continuing professional development and induction of new staff
- To support the Headteacher and staff in planning for improvement

**Distinctively Christian Character**

- To monitor the school's systems for evaluating and improving its provision
- To review the quality of continuing professional development and induction of new staff
- To support the headteacher and staff in planning for improvement

**Effectiveness of Leadership and Management of the school as a CofE school**



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- To support the headteacher and other leaders in articulating, living out and promoting a vision rooted in distinctively Christian values
- To work alongside the headteacher and staff in articulating the impact of the school's Christian character on its overall effectiveness
- To ensure those responsible for leading RE and Collective Worship have appropriate training and resources and review the school's systems for enabling their leadership to be effective
- To review the school's succession planning for leadership of RE and Collective Worship
- To review the school's effectiveness in developing future leaders of church schools
- To monitor the impact of community and church links and the involvement of visitors
- To support the Headteacher and staff in planning for improvement

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

| <b>Name</b>        | <b>Governor or Associate Member</b> | <b>Voting rights</b> | <b>Date appointed to the committee</b> |
|--------------------|-------------------------------------|----------------------|--|
| Louisa Ballard     | Governor                            | Yes                  | Long-standing                          |
| Claire Shelley     | Governor                            | Yes                  | 14.11.23                               |
|                    | Governor                            | Yes                  |  |
| Caroline Lightfoot | Associate Member                    | No                   | Long-standing                          |
| Minister           |                                     | No                   | 14.11.23                               |

**Chair of the committee:** Louisa Ballard

**Clerk to the committee:** Hannah Coleman

**Quorum:** 3 committee members

**Date committee established:** Autumn 2023

**Date of review by governing body:** Autumn 2024



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### **Headteacher's performance review panel (statutory)**

#### **Membership:**

To consist of no fewer than three governors, excluding headteacher and staff governor. As a Church school there must be at least one foundation governor serving on the HTPM panel; therefore it is suggested as best practice to appoint two foundation governors to sit on the panel, plus one additional governor of another category.

#### **Quorum:**

Two governors, at least one must be a foundation governor

#### **Meetings:**

Annually with a mid-year review

#### **Disqualification:**

The headteacher and any governor paid to work at the school

#### **Terms of reference:**

- To appoint a Chair of the Committee.
- To appoint an External Advisor (unless this falls within the remit of the full governing body)
- To arrange a date for the HTPM.
- To review the previous HTPM statement in preparation for the meeting.
- To refer to the key policies – Pay, Performance Management and Finance.
- To arrange to meet with the External Advisor to discuss the headteacher's performance objectives.
- To review annually the overall performance of the headteacher with the support of an External Advisor before 31st December in line with statutory requirements.
- To decide, with the support of the External Advisor, whether the targets have been met and to set new objectives annually.
- To monitor through the year the overall performance of the headteacher and performance set against the objectives.
- To make recommendations to the Finance, Buildings and Staffing Committee in respect of awards as a result of judgments of the overall performance of the headteacher and for the successful meeting of objectives set.
- Chair to write to the LA informing them of any pay award.
- To set a date for mid year review.

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

| <b>Name</b>    | <b>Date appointed to the committee</b> |
|----------------|--|
| Louisa Ballard | Long-standing                          |
| Jenny Buckley  | Long-standing                          |
|                |  |

**Chair of the panel:** TBC

**Date panel established:** Autumn 2023

**Date of review by governing body:** Autumn 2024



***Rooted and grounded in love***  
**Hearings Committee (statutory)**

**Membership:**

To consist of three or five governors with members appointed as and when required (excludes headteacher, staff governor and Chair of Governors). It is suggested that only experienced governors be appointed to this committee.

**Quorum:**

Minimum of three

**Chair:**

To be elected at each meeting

**Meetings:**

As and when required

**Disqualification:**

The headteacher. It is suggested that neither the chair of the governing body or a member of staff sit on the panel, due to probable prior knowledge/involvement.

**Terms of reference:**

- To make any determination to dismiss any member of staff (unless delegated to the headteacher).
- To make any decisions under the governing body's personnel procedures eg disciplinary, grievance, capability where the headteacher is the subject of the action (cannot be delegated to an individual).
- To make any decisions relating to an individual's performance related pay.
- To make any decisions relating to any member of staff other than the headteacher, under the governing body's personnel procedures (unless delegated to the headteacher).
- To make any determination or decision under the governing body's Complaints Procedure for parents/carers and others.
- To make any determination or decision under the governing body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the governing body's Charging and Remissions Policy.
- To report back to the governing body

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

**Date of review by governing body:** Autumn 2024



***Rooted and grounded in love***  
**Appeals Committee (statutory)**

**Membership:**

To consist of three or five governors with members appointed as and when required (excludes headteacher, staff governor and Chair of Governors). It is suggested that only experienced governors be appointed to this committee.

**Quorum:**

Minimum of three

**Chair:**

To be elected at each meeting

**Meetings:**

As and when required

**Disqualification:**

The headteacher. It is suggested that neither the chair of the governing body or a member of staff sit on the panel, due to probable prior knowledge/involvement.

**Terms of Reference**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee (cannot be delegated to an individual)
- To consider any appeal against a decision, short of dismissal, under the governing body's personnel procedures, eg disciplinary, grievance, capability (cannot be delegated to an individual)
- To consider any appeal against selection for redundancy
- To consider any appeal concerning an individual's performance related pay
- To report back to the governing body

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

**Date of review by governing body:** Autumn 2024



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**Exclusions Panel (Pupil Disciplinary Committee - statutory)**

**Membership:**

To consist of three governors with members appointed as and when necessary. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially, they should not serve at the hearing.

**Quorum:**

Three governors

**Chair:**

To be appointed/agreed by the panel

**Meetings:**

As and when required

**Disqualification:**

The headteacher. It is suggested that neither the chair of the governing body or a member of staff sit on the panel, due to probable prior knowledge/involvement.

**Terms of reference:**

- To review the headteacher's exclusion decision, in accordance with the DfE guidance [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#)
- To meet within the statutory timeframes
- To consider the interests and circumstances of the suspended or excluded pupil, and other pupils, staff, and school community
- To make sure the following are invited to the exclusion panel meeting and allowed to make representations or share information:
  - Parents (and, where requested, a representative or friend)
  - The pupil (if they're over 18 years old)
  - The headteacher
  - The pupil's social worker (if they have one)
  - The virtual school head (VSH) if the pupil is looked after
  - [Maintained schools and pupil referral units]: a representative of the local authority (LA)
- To apply the civil standard of proof ie 'on the balance of probabilities' rather than the criminal standard 'beyond reasonable doubt' when establishing the facts of the suspension or exclusion
- To decide whether to:
  - Decline to reinstate the pupil, or
  - Direct reinstatement of the pupil immediately or on a particular date

**Terms of reference agreed by the governing body on:** 14<sup>th</sup> November 2023

**Date of review by governing body:** Autumn 2024



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**Delegation of responsibility to individuals (link governors)**

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

**Terms of reference:**

- To liaise with the appropriate member/s of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the governing body or Curriculum Committee, whichever the governing body deems most appropriate, on the developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the governing body
- To attend training as appropriate

**Terms of reference agreed by the governing body on: 14<sup>th</sup> November 2023**

| <b>Area of Responsibility</b>   | <b>Name of Governor</b>            | <b>Liaising with</b>      |
|---|------------------------------------|---------------------------|
| Safeguarding  | Marine Mugnier                     | Safeguarding co-ordinator |
| SEN   | Austin Rodriguez                   | SENCO/Headteacher         |
| PP and LAC  | Jack Ballard                       |                           |
| Sports Premium  | Jenny Buckley                      |                           |
| H&S   | Louisa Ballard                     |                           |
| EYFS  | Marine Mugnier                     |                           |
| MHWP  | Louisa Ballard                     |                           |
| English   | Andy Haylar                        | Literacy co-ordinator     |
| Maths   | Austin Rodriguez                   | Numeracy co-ordinator     |
| SDP Priority 1: To embed the recent refinements to the school's curriculum  | All governors                      |                           |
| SDP Priority 2: Learning, Teaching and Assessment   | All governors                      |                           |
| SDP Priority 3: To develop and sustain leadership across all levels   | All governors                      |                           |
| SDP Priority 4: To ensure the EYFS curriculum is fully implemented so all pupils are fully prepared for their transition to KS1 | All governors, lead Marine Mugnier |                           |
| SDP Priority 5: To understand the requirements of the new SIAMS inspection framework and prepare for our next inspection        | All governors, lead Louisa Ballard |                           |

**Date delegation agreed:** 14<sup>th</sup> November 2023

**Date of review by governing body:** Autumn 2024