



City of
Stoke-on-Trent

**Forest Park Primary
Committee Structure
and
Terms of Reference**

(Updated 29th November 2017)

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Stoke on Trent Council delegation 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
- To establish and foster an effective 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 – the Headteacher, Staff Governors, Pupils, 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 advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- 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, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with 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

The 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

Terms of reference:

- **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 appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
 - To appoint the Chair of any committee *(if not delegated to the committee itself)*
 - **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 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 review the delegation arrangements annually***
 - to ensure that any grant from the LA is only used for the purpose prescribed (see LA financial regulations);
 - to satisfy the LA that the school's financial management and organisation are such as to enable it to fulfil its financial obligations;
 - to provide such information as the Secretary of State may require;
 - to appoint external auditors (if considered appropriate);
 - to provide the LA with financial returns in the required format
 - to make judgements and estimates that are reasonable and prudent.
 - to produce a Controls Assurance Statement in accordance with the Financial Management Standard **(please note that this is an internal school document only, but is still required for external assessment review).**

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

Membership – As per the Instrument of Government

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

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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor | End of term of Office |
|--------------------------------------|-----------------------|
| Mr M Garner | 09/11/2021 |
| Mrs M Akpan | 21/11/2020 |
| Mrs Fatima Khan | 06/03/2021 |
| Mr Enam Ahmed | 06/03/2021 |
| Miss L Irving | Headteacher |
| Miss L Harrison | 31/08/2021 |
| Mrs J Ratcliffe – Observer (no vote) | 31/08/2019 |
| Mrs J Peterson | 31/08/2021 |
| Mrs H Sutton | 19/10/2019 |
| Mrs J Jackson | 01/02/2020 |
| Mrs G Howell | 16/06/2018 |
| Mr Amran Khan | 20/03/2021 |
| 1 x Co-opted Vacancy | |

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| Chair of the Governing Body | Mr M Garner |
| Vice-Chair of the Governing Body | Mrs G Howell |
| Clerk (s) to the Governing Body | Mr K Lawton |
| Quorum: | One half of the number of Governors in post |

Hearings Committee

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 e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- 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 General Complaints Procedure for Parents 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 policy:
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor | Date Appointed to the Committee |
|-------------------------|--|
| Mr E Ahmed | As per appeals |
| Mrs J Peterson | |
| Mrs G Howell | |
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| Any 2 of the above | |

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| Chair of the Committee | Mrs G Howell |
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| Clerk to the Committee * | |
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| Quorum (minimum of 3, committee can determine higher number) | 3 |
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| Date Committee established | 30/11/10 | Date of review: | 29/11/2017 |
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Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- Any items which individual governing bodies may wish to include

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher

*Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor | Date Appointed to the Committee |
|---|---|
| Mrs J Jackson | |
| Mr A Ahmed | |
| Mrs M Akpan | |
| Mrs F Khan | |
| Mr M Garner | Recruited if required from other GB members |
| *Any 2 of the above who did not take part in the Hearings Committee | |

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| Chair of the Committee | Mrs J Jackson |
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| Clerk to the Committee * | |
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| Quorum (minimum of 3, committee can determine higher number) | 3 |
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| Date Committee established | 30 / 11/10 |
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| Date of review: | 29/11/2017 |
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Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- 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 review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. 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. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor | Date Appointed to the Committee |
|------------------|---------------------------------|
| Mrs G Howell | 21/02/2017 |
| Miss J Peterson | 21/02/2017 |
| Mr A Ahmed | 28/11/2017 |
| Mrs J Jackson | 13/11/14 |

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| Chair of the Committee | Mrs G Howell |
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| Clerk to the Committee * | |
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| Quorum: | 3 |
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| Date Committee established | 30/11/10 |
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| Date of review: | Updated 29/11/2017 |
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Finance, Premises and Personnel Committee

Terms of reference:

To advise the Governing Body on financial strategy and policy within the resources available;

- Ensure that all financial regulations are followed
- to receive, consider and present to the Governing Body, for approval, annual estimates of the school's budget, 3 year financial plan, and revised forecasts as appropriate;
- to monitor the timely submission of grant applications and financial returns to the LA and DfES (where appropriate);
- to advise the Governing Body on the application of the Individual Schools Budget and other payments made to the school in accordance with current legislation;
- to receive regular reports on the school's income and expenditure as compared with budget, and report to the Governing Body;
- to keep under general review the personnel establishment of the school and to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget;
- To advise the Governing Body on the provision of resources and services to the school and to undertake the setting up of contracts for services as determined by the Governing Body. To consider, where appropriate, the substitution of in-house provision and to advise the Governing Body accordingly;
- to review the Financial Procedures Manual from time to time together with any related matters concerning administrative systems and related equipment;
- to monitor all financial controls;
- to oversee the operation of the School Fund Account;
- to determine policy with regard to virement between budget headings;
- to review from time to time the Register of Governors' business interests and to ensure its accuracy.
- To ensure regulations are followed in seeking a minimum of 3 quotes for items or services £5,000 - £49,999 and a minimum of three competitive tenders for any contract in excess of £50,000 and advertised in one or more appropriate publication. The two officers nominated in the school to be responsible for the process are the Headteacher and deputy Headteacher.
- Headteacher has responsibility to spend up to £4,999 for one item of expenditure.
- To ensure that the learning and working environment is appropriate to promote high standards and social responsibilities.
- Ensure that adequately qualified staff of the right quality are available.
- See care is taken to ensure that the budget is fairly divided, enabling equal access to resources for the benefit of all.
- Assist in the preparation of how the school plans to maintain or improve their accommodation and grounds to provide a suitable, healthy and safe environment.
- Management should take into account a large range of issues which fall into three main categories:
 - Maintaining current premises so that they are fit for purpose
 - Making the best use of the premises
 - Planning necessary changes/improvement to the premises
 - In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
 - *Additional items which individual Governing Bodies may wish to include*

The responsibilities of the Chair of the Finance Committee are:

- Assist in the preparation of the annual budget for the school and monitor the same.
- Review quarterly budgets and reports prepared by the Office Manager, and report to the Finance Committee on income and expenditure of the school on a regular basis, and provide such additional information as the Committee may reasonably require.
- Provide such information as may be required by the Auditors.
- Authorise changes in payroll (joint authority with Headteacher).
- Advise on financial aspects of contracts.
- Be responsible for signing the school's annual accounts, ensuring they are properly presented and ensuring records relating to the accounts are maintained.
- Review and sign bank reconciliations.
- Authorise cheques over a specified level.

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and

- development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- *Additional items which individual Governing Bodies may wish to include*

Personnel

To ensure that the school establishes and maintains personnel policies that are in accordance with relevant national legislation and current good practice;

- To oversee the appointment procedure for all staffs.
- To ensure that the school has clear personnel policies relating to retention, discipline and grievance, dismissal and redundancy;
- To oversee the development and operation of the school's appraisal scheme for the support staff, and the performance management scheme for the teaching staff;
- To oversee the formulation of the school's pay policy;
- To be responsible in consultation with the Headteacher for the placement of staff on the appropriate point of the relevant pay scales;
- To establish and review on a regular basis administrative arrangements for personnel matters, whether carried out internally or by external agencies;
- To establish and review on a regular basis arrangements for obtaining professional and legal advice in personnel matters;
- To establish and review on a regular basis arrangements for relationships with relevant professional associations and unions
- To keep under review staff work/life balance, working conditions and well-being, including monitoring of absence.

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

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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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| Mr M Garner | | 10/11/09 |
| Mrs H Sutton (STF) | | 26/11/15 |
| Miss L Irving (STF) | | 19/11/09 |
| Mrs J Peterson | | 01/09/09 |
| Mrs J Jackson (Co-opt) | | 10/11/11 |
| Mrs G Howell | | 13/11/14 |
| Mrs M Akpan | | 12/2016 |
| Mr Amran Ahmed | | 21/03/17 |
| Mr A Brookes (Observer) | | 13/11/14 |
| Mrs M Colclough (Observer) | | 13/11/14 |

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| Chair of the Committee | Mr M Garner |
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| Clerk to the Committee | Mr K Lawton |
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| Quorum (minimum of 3, committee can determine higher number) | 4 |
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| Date Committee established | 19 /1 0/10 |
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| Date of review: | Updated 29/11/2017 |
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Curriculum Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

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| These terms of reference agreed by the Governing Body | 13/11/14 |
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| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|-----------------------------------|------|---------------------------------|
| Mr M Garner | | 10/11/09 |
| Mr E Ahmed | | 21/03/2017 |
| Miss L Harrison | | 01/09/09 |
| Mrs G Howell | | 13/11/14 |
| Miss L Irving | | 19/11/09 |
| Mrs J Peterson | | 01/09/09 |
| Mrs J Ratcliffe (Observer) | | 01/09/09 |
| Mrs F Khan | | 21/03/17 |
| Mrs J Jackson | | 01/09/09 |
| Mrs H Sutton | | 26/11/2015 |
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| Chair of the Committee | Mrs G Howell |
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| Clerk to the Committee | Mr K Lawton |
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| Quorum (minimum of 3, committee can determine higher number) | 5 |
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| Date Committee established | 30/11 /10 |
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| Date of review: | Updated 29/11/2017 |
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HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Headteacher and Staff Governors

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| These terms of reference agreed by the Governing Body | Updated 29/11/2017 |
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| Name of Governor | Date Appointed to the Group |
|------------------|-----------------------------|
| Mr M Garner | 30/11/10 |
| Mrs G Howell | 10.2016 |

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| Chair of the Group | Mr M Garner |
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| Review Officer | Mrs J Tullock |
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| Quorum (minimum of 2 suggested) | 2 |
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| Date Group established | 30/11/10 |
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| Date of review: | Updated 29/11/2017 |
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Delegation of Responsibility to Individuals

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, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on 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
- Any items which individual governing bodies may wish to include

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

| Area Of Responsibility | Name of Governor | Liaising with | Reporting to |
|-------------------------------------|-------------------------------|--------------------------------|------------------------------|
| Safeguarding Child Protection / LAC | Mr M Garner | Child Protection Co-ordinator | Governing Body |
| SEN | Mrs G Howell | SENCO/Headteacher | Steering/Curriculum/Gov.Body |
| Gifted and Talented | Mrs J Jackson | Gifted & Talented Co-ordinator | Steering/Curriculum/Gov.Body |
| Literacy | Mrs G Howell & Mrs J Jackson | Literacy Co-ordinator | Steering/Curriculum/Gov.Body |
| Numeracy | Mr M Garner | Numeracy Co-ordinator | Steering/Curriculum/Gov.Body |
| Target Setting | Mrs H Sutton | Headteacher/Link Adviser | Steering/Curriculum/Gov.Body |
| Equalities | Mr M Garner | | |
| Healthy Schools | Mr M Garner / Mrs J Ratcliffe | | |
| Health & Safety / Wellbeing | Miss L Irving / Mr A Ahmed | | |
| E Safety | Mrs M Akpan | | |
| Ethnic Minority | Mrs J Peterson | | |
| PE | Mr E Ahmed | | |
| ICT | Mrs M Akpan. | | |
| Science | Miss L Irving | | |
| DT | Mrs H Sutton | | |
| History | Mrs J Jackson | | |
| RE | Mrs J Peterson | | |
| Art/Design | Mrs G Howell | | |
| Geography | Mr M Garner / Mrs J Ratcliffe | | |
| Early Years | Mrs H Sutton | | |
| Music | Mrs F Khan | | |
| Pupil Premium | Mrs J Jackson / Mrs G Howell | | |

These terms of reference agreed by the Governing Body

Updated 29/11/2017

Date Delegation Agreed

30/11/10

Date of review:

Updated 29/11/2017

ADMISSIONS COMMITTEE

Terms of reference:

- *Any items which individual governing bodies may wish to include*

These terms of reference agreed by the Governing Body | 13/11/13

| Name of Governor/Associate Member | G/AM | Date Appointed to the Committee |
|--|-------------|--|
| Mrs J Ratcliffe (Observer) | | 13/11/13 |
| Mrs J Jackson | | 13/11/13 |
| Miss L Irving | | 13/11/13 |
| Miss L Harrison | | 13/11/13 |
| Mrs H Sutton | | 26/11/15 |
| | | |

Chair of the Committee |

Clerk to the Committee | TBA

Quorum (minimum of 3, committee can determine higher number) | 3

Date Committee established | 13/11/13

Date of review: | Updated 29/11/2017