

**Idle CE (A)Primary School
Governor Committee Terms of Reference
2020-2021**

Committee	Membership	Quorum	Meetings	Remit	Function	Reporting
Full Governing Body (14) (From the instrument of government)	Governing Body governors: 2 parent 1 LA 1 staff 1 headteacher 1 co-opted 8 foundation	5 x Governors	As required But at least 4 Full Governing Body meetings per year	The full Governing Body is to hold to account the actions of the school ensuring high quality educational provision for all pupils in keeping with the status of the school as a Church of England Aided Primary school and in partnership with the church, diocese and the local authority operating within national regulations.	To hold to account To ensure high quality educational provision To maintain the Christian ethos To operate in partnership with the Church, Diocese and Local Authority. To act in accordance with the latest Governors Legal Framework for Schools.	<p>All committees shall report agreed minutes at the next full governing body meeting for ratification.</p> <p>The action of all Committees shall be in line with the School's policies Diocesan and Local Authority and National regulations.</p>
Staffing & Finance	HT,DHT, SBM, 4 x Governors including COG and a minimum of 2 x Foundation Governors	3 x Governors	As required but not less than once per term	The Staffing Committee have delegated powers to act on behalf of the Governing Body in matters relating to the school staffing structure and the appointment of Staff (below the level of DHT) and matters relating to the management of the school budget.	To make decisions relating to the appointment of all staff (except SLT) as presented by the SLT To make decisions relating to the management of the school budget as presented by the SLT. To make decisions that ensure the staffing and finance maximises the provision for pupils in school.	
Pay Committee	Members of the Staffing & Finance committee excepting the COG and staff	3 x Governors	As required but at least annually before 31 st October.	The Pay Committee have delegated powers to act on behalf of the Governing Body in matters relating to staff pay and conditions.	To ensure the effective implementation of the schools Pay and Conditions and Appraisal policies. To make decisions in matters relating to staff pay as presented by the SLT (where there is no conflict of interest) To use external advice (PACT HR) where necessary to ensure the action of the Committee is in line with the school's policies and national regulations.	
Performance Management	3 x Governors and an agreed external advisor Excepting the COG	2 x Governors	As required but at least annually and also part way through the cycle	The Performance Management Committee have delegated powers to act on behalf of the Governing Body in matters relating to the Head teacher's performance appraisal.	To ensure the effective implementation of the Head teacher's appraisal in line with the school appraisal and pay policies. To work with the external advisor and the Head Teacher to form new objectives which guide the direction of the school. To monitor the fulfilment of targets and objectives throughout the year effectively	
Admissions	Headteacher, SBM, 4 x Governors	3 x Governors	As required for appeals but at least annually in January	The Admissions Committee have delegated powers to act on behalf of the Governing Body in matters relating to the admission of pupils into school.	To implement and monitor the school admissions process. To consider and respond to representations from parents and possible appeals To feedback to Governors on matters relating to the admissions policy.	

Foundation	8 x Foundation Governors	4 x Governors	As required but at least 3 times per year	To preserve and develop the religious character of the school in accordance with the principles of the church and in partnership with the church at parish and diocesan level	To ensure the religious character of the school is preserved and developed through effective and embedded policy, practice and procedures in school relating to Worship, Christian Character, Religious Education and Leadership and Management.
Standards	3 x Governors	2 x Governors	As required but at least 3 times per year	To hold the school to account for the maintenance of high academic standards in core subjects across the school.	To meet regularly to monitor standards in core subjects throughout school. To ensure effective action is planned, implemented and evaluated to raise standards where necessary in order to achieve high standards across school.
Property, Health & Safety	Headteacher, SBM, Site Manager and 3 x Governors one of which is responsible for H&S	2 x Governors	As required	The Property, H&S committee have delegated powers to act on behalf of the Governing Body in matters relating to the school premises and its health and safety.	To make decisions in matters relating to the school premises as presented by the HT, SBM and Site Manager. To authorise the annual school maintenance plan in accordance with the Finance committee To act on external recommendations from H&S audits
Discipline & Grievance	4 x Governors Excl COG	3 x Governors	As required	The discipline and grievance committee have delegated powers to act on behalf of the Governing Body in matters relating to issues of grievance raised by the Headteacher or Staff.	As detailed in the remit.
Policy	3 x Governors	2 x Governors	As required	To review school policies when required and present amended policies to the full governing body for approval.	To ensure school policies are reviewed, updated and improved, reflecting the latest practice in school and demonstrating strategic improvement policy, practice and procedure in school provision for all stakeholders.
Complaints	5 x Governors	3 x Governors	As required	The complaints committee have delegated powers to act on behalf of the Governing Body in matters relating to complaints from parents, local residents, outside agencies and members of the local community.	To consider and respond to formal complaints seeking resolutions in line with the Christian ethos of the school. To reflect and advise on policy and procedure improvements in the best interests of all stakeholders. To review the complaints policy and procedure and amend where necessary.