

# **Partnership of Bentley and Copdock Primary Schools**



**Governing Board and Committee  
Structure  
January 2023**

# Our Vision

**The governing Board of Bentley CEVC and Copdock Primary Schools share a vision for the children of our schools...**

**to become *'confident individuals, successful learners and responsible citizens***

***who are well equipped for future life, whatever that may hold'***

***knowing that God is with us always (Matthew 28:20)***

**Within our partnership, the Governing Board aims to develop and enhance our provision by:**

Identifying the strength and characteristics of our schools, sharing and developing good practice from which we may all learn and looking to support further developments and opportunities for those within our school communities.

Exploring how to maintain and develop the ethos within our schools ensuring the focus is based on the spiritual and personal wellbeing of the pupils and all those who contribute to the learning that takes place.

Identifying areas of the curriculum that could be developed and engage in joint curriculum work.

Identifying opportunities to exchange and share good work practices to ensure quality learning opportunities for the children.

Building on existing provisions within each school whilst developing the partnership between both schools for the educational future of the pupils and their families, the professional development of staff and to ensure inclusion and commitment of the local community.

Working together in order to support and share issues and circumstances that will enable staff at all levels to develop and apply their professional skills and expertise.

# **The Roles of Chairs and Clerks**

## **The Role of the Chair of the Governing Board**

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Suffolk County 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 Board 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 Board**

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

***Disqualification – the Headteacher***

# **Meetings**

## Full Governing Board Meetings

These should not be extended meetings but enable governors to share the work of the committees and discuss the headteacher's report, enabling all governors to maintain an overview of the schools' progress. There should also be the opportunity to discuss the vision and future development of the partnership.

Key items for discussion should include:

**Headteacher's Report:** This is an important focus of the full Governing Board meeting. Following the model already developed, it should enable all governors to maintain an overview of both the quality of teaching and the quality of learning in the school and will form the main discussion of the meeting. Achievement and celebration should also be shared.

**Schools/Partnership Development Plan:** Progress of the Partnership Development Plan can be monitored.

**Committee Reports** Each committee should give a brief report of progress. (The minutes will be available to all on the school websites.)

**County issues:** Discussion of those issues not delegated to committees.

**Governor visits:** Receive an update on visits and monitoring undertaken by governors. (A full report will be available on the website)

## Questionnaires

In order to evaluate aspects of the school and highlight strengths and weaknesses, annual questionnaires for pupils, parents and staff are conducted. A separate governors' questionnaire can also give the chance for the self-evaluation to be monitored. Considerable time in collation and analysis can be achieved by conducting these electronically.

## Governor Induction/Training

To help new governors settle into the structure, an induction pack explaining the two schools, the partnership and the Governing Board structure has been produced. All new governors are urged to complete the "How Do I Start?" training. A "buddy/mentor" system is also used as a helpful way of settling into a larger structure. Regular training for individual governors and as a whole governing will be planned as appropriate.

## Committees

To improve delegation and reduce individual commitment, the committee structure is essential. The committees are co-ordinated and responsibilities timetabled throughout the year. Apart from chairs, governors should not be expected to sit on more than one standing committee. This structure should ensure:

- Delegation of issues to appropriate committees.
- A reduction in duplication of discussions, particularly repeating those held in committee, at full governors' meetings.
- Discussions of issues become easier in smaller groups.
- Governors are able to specialise and develop expertise in an area of school governance.
- All aspects of the governors' responsibilities are scheduled to be considered each year.

## Chairing and clerking meetings

Governing Board and committee meetings will be hosted by alternate partner schools each half term. Whole Governing Board meetings will be clerked independently by a Local Authority clerk.

All minutes will be available on Governorhub.

Other committees will meet as required.

## The Committee Structure

<b>Committee</b>	<b>Principal Terms of Reference</b>	<b>Meetings</b>	<b>Membership (Quorum)</b>
Full Governing Board	Maintains overall responsibility. Plans vision and development of the schools and the partnership.	Half termly	14 (7)
Learning and Achievement	All matters of children's learning, progress, attainment, assessment and resourcing.	Termly	
Steering	Maintain strategic overview and delegate tasks to committees.	Half termly	Chair, Vice Chair, Head, Committee Chairs ( F & P, P & C, E) (3)
Delegation of Responsibility to Individuals	Monitor a particular responsibility delegated by the Governing Board and report back.	Report as agreed by Governing Board	Individual
Finance and Premises	Set and monitor budget. Oversee premises, grounds and health and safety issues.	Half termly	5(3)
Personnel and Communication	All matters relating to the staffing structure, quality of teaching and communication with parents and the wider community. Promoting our schools.	Half termly	5 (3)
Hearings	Determine issues from the Governing Board's personnel or complaint procedures.	As required	4 (3)
Appeals	Consider any appeal against the decision of the Hearings Committee including dismissal and redundancy.	As required	4 (3)
Pupil Discipline	Consider representations from parents on exclusions and monitor school behaviour and discipline and the associated policy.	As required	4 (3)
Headteacher's Performance and Review	Review and set performance management targets at the start of the year. Review mid-year.	Autumn 2 Spring 2	3 (2)

# The Governing Board

***The Governing Board 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 Board has discretion
- To draw up the instrument of government and any amendments thereafter\*
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board 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 Board will be delegated to committees, groups and individuals\*
- To review the delegation arrangements annually\* (links to SFVS evidence 3)
- 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 Board is necessary\*
- To set up a Register of Governors' Business Interests
- To review and monitor the Summary School Self Evaluation Form annually
- To formally approve and adopt the School Development Plan (links to SFVS evidence 29)
- To review and formally approve the Governing Board Decision Planner on an annual basis (links to SFVS evidence 1)

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

## Membership of Governing Bodies

Membership – As per the Instrument of Government

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

<b>Governor</b>	
Jo Austin	Headteacher
Heidi Cross	Teaching staff
Jane Day	Foundation
Peter Drew	Co-opted
Simon Hurst - CHAIR	Co-opted
Gemma Mark	Parent
Wayne McIntosh	LA
Don Mehen	Foundation*(sub)
Luisa Brennan	Parent
Laurie Page	Co-opted
Sheri Breeze	Co-opted
Ken Marrable	Co-opted
vacancy	Co-opted
vacancy	Co-opted

# Steering Committee

## Terms of reference:

- To propose the schedule of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To meet before each WGB meeting to coordinate the work of the Governing Board and its committees for that term and beyond
- To monitor the progress of work being undertaken by committees and individuals
- To adopt and keep under review the Critical Incident policy and procedures, Home School Agreement, Policy for Class Visits/Governor Visits to the school
- To adopt and keep under review the Publication of Equality Information and objectives (information to be published on website on annual basis)
- To suggest changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Board and its sub committees
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development/Improvement Plan and Summary School Self Evaluation Form annually.
- To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To review and formally approve the policy for Pecuniary Interests (links to SFVS evidence)
- To act as a forum for discussion of general issues and innovative practices
- To consider training requirements on a regular basis to include whole Governing Board and individual governor training (links to SFVS evidence 24)
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures (links to SFVS evidence 7)
- To monitor the review process for all school policies.
- Any additional items delegated by the Governing Board.



## Membership

This committee has an important strategic and co-ordinating role that will add greatly to the effectiveness of the work of the Governing Board as a whole. The terms of reference give an indication of this broader perspective

Steering Committee	
Governor	
J. Austin	Headteacher
S. Hurst (Chair)	Chair of Governors / Finance
Laurie Page	Vice Chair / Finance
Peter Drew	Chair of Personnel and Communications Committee / Named Safeguarding Governor
Don Mehen	Chair of Ethos

Schedule	
<b>Autumn 1</b> Terms of reference Delegation of issues/actions to committees Decision Planner Set dates for year Discuss Gov visits for term linked to SDP Policy review - attendance	<b>Autumn 2</b> Delegation of issues/actions to committees Governor training issues Partnership development plan Report back on visits from committees
<b>Spring 1</b> Delegation of issues/actions to committees Policy review - Critical Incident plan, Educational visits Discuss Pupil and Parent Questionnaires — general provision Discuss Gov visits for term linked to SDP	<b>Spring 2</b> Delegation of issues/actions to committees Review of staffing structure document Priorities overview Report back on visits from committees Review equality information
<b>Summer 1</b> Delegation of issues/actions to committees SEF:- Leadership + governance <ul style="list-style-type: none"> <li>- Leadership of teaching and learning</li> <li>- Governor skills audit</li> </ul> Important actions for the school Policy review—Governor visits, behaviour, RSHE Discuss Gov visits for term linked to SDP	<b>Summer 2</b> Delegation of issues/actions to committees Federation Promotion Review Home-school agreement Grade All Sections of SEF Report back on visits from committees Create Governor review questionnaire Analyse Governor skills audit Review of Pecuniary Interests Policy review - complaints

## 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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Board, or the most appropriate committee, 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 Board
- To attend training as appropriate
- Any additional 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

<b>Delegation of Responsibility to Individuals</b>			
<b>Governor</b>	<b>Class</b>	<b>Individual Responsibility</b>	<b>Reporting to:</b>
Joanne Austin			
Heidi Cross			
Sheri Breeze	Woodpeckers	School meals Mental Health champion	P+C committee WGB
Wayne McIntosh (LA)	Foxes	PE	F+P committee
Simon Hurst (Chair)	Squirrels	H & S Educational Visits	Steering + F+P committee
Laurie Page	Squirrels	Online Safety / IT	F+P committee
Peter Drew	Hedgehogs	CLA / pupil premium Safeguarding	Steering, P+C
Luisa Brennan	Foxes	AG&T / SEND	P+C committee
Don Mehen	Adders	Ethos	L+A (WGB)
Jane Day	Adders	Ethos	L+A (WGB)
Ken Marrable	Wolves	School Council	
Gemma Mark	Hedgehogs	Community links Link Governor	P+C committee + WGB
Vacancy	Wolves		
Vacancy	Woodpeckers		

# Finance and Premises Committee

## Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year for approval by WGB, carry out revisions and monitor the budget (half termly) (links to SFVS evidence 22)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans - links to SFVS evidence 9)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board (links to SFVS evidence 10)
- To review the Outturn Report and report any significant variances from the original budget to the Governing Board (links to SFVS evidence 13)
- To receive and review the Cash-flow report prior to presentation to the Governing Board on a minimum of an annual basis (links to SFVS evidence 39)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable (links to SFVS evidence 43)
- To take a recommendation to the Governing Board for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (links to SFVS evidence 18/19)
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS links to SFVS evidence 30)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To review and approve the charges and remissions policies and expenses policies and best value statement (links to SFVS evidence 27/33/34)
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To be responsible, in conjunction with the Personnel Committee, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing Board annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
- To review and agree policies relating to Finance as delegated by the Governing Board (please list) e.g. Finance Policy, Record of Financial Responsibility (links to SFVS evidence 2/30)
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (links to SFVS evidence 11)
- To complete the self-evaluation of Governing Board competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (links to SFVS evidence 23)
- To review benchmarking data on an annual basis (links to SFVS evidence 31/32)
- To prepare the Governing Board Value for Money Health Check documentation for approval by the Governing Board (links to SFVS evidence 35)

***Continued./***

## Finance and Premises Committee (Continued)

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises links to SFVS evidence 14/17)
- To oversee arrangements for repairs and maintenance (links to SFVS evidence 14/17)
- To make recommendations on premises-related expenditure (links to SFVS evidence 14)
- In consultation with the Headteacher 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 Board policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated (please list)
- Any additional items delegated by the Governing Board.

## Membership

Finance and Premises Committee	
<b>Governor</b>	
J. Austin*	
S. Hurst (Chair)	
Wayne McIntosh	
Laurie Page	
Ken Marrable	

## Schedule

<p><b>Autumn 1</b>          'Terms of Reference'          Monitoring the budget.          Review Strategic / Medium Term Plan          Review SIC, Governing Body Skills Matrix          Policy review— RoFR, finance, Best Value, Procurement, Purchasing Card policies          Disaster Recovery Plan, Business Continuity Plan, Contracts Spreadsheet          Pay recommendations  <b>Health &amp; Safety Bentley</b> — termly review feedback          Draft Governor monitoring plan for term</p>	<p><b>Autumn 2</b>          Monitoring the budget.          Budget Revision          Review of SFVS - November          SDP / BDP review          Monitoring of internal control — Copdock          Policy review -    <b>Health &amp; Safety Copdock</b> —termly review feedback            Review Governor monitoring plan</p>
<p><b>Spring 1</b>          Monitoring the budget.          Benchmarking          Review Strategic / Medium Term Plan          Policy review –  <b>Health &amp; Safety Bentley</b> termly check          Draft Governor monitoring plan for term</p>	<p><b>Spring 2</b>          Set budget.          SDP / BDP review  <b>Health &amp; Safety Copdock</b> termly check            Review Governor monitoring plan</p>
<p><b>Summer 1</b>          Monitoring the budget.          Monitoring of internal control (Bentley)          Risk assessments          Outturn          Set Strategic Plan    <b>Health &amp; Safety Bentley + Copdock Annual check</b>          Draft Governor monitoring plan for term</p>	<p><b>Summer 2</b>          Monitoring the budget.          Evaluation of SDP          Policy review—Charges + remissions, Governor expenses, H+S, Fire Safety            Review monitoring plan</p>

# Learning and Achievement – undertaken by WGB

## Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan to ensure targets are met.
- To review anonymised SATs data, Raiseonline information and FFT data if appropriate. To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data), set and publish targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Monitor that the requirements of pupils in vulnerable groups are met
- To consider and advise the Governing Board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision as identified in committee delegation, Appendix 2.
- To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To monitor risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing Board Sex and Relationships, anti-bullying, Educational visits, assessment and marking
- To decide on the provision for Sex Education
- Any additional items delegated by the Governing Board.

**Schedule** – items for the first half term will be included in the WGB agenda as part of the business meeting for follow up and sign off in second half term SDP focus.

<b>Autumn 1</b> Terms of Reference Target Setting SATs reports + summer data New SDP foci Draft Governor monitoring plan for term	<b>Autumn 2</b> SDP review —NC implementation SEF 1 Achievement Policy review—anti-bullying Safeguarding update and attendance Review monitoring plan
<b>Spring 1</b> Autumn tracking assessments Policy review—Educational Visits + monitoring Impact of pupil premium spend Raise Online Draft Governor monitoring plan for term	<b>Spring 2</b> SEF Behaviour and SMSC SDP review Safeguarding update and attendance Review monitoring plan
<b>Summer 1</b> Spring tracking assessments Policy review—Sex and relationships, Draft Governor monitoring plan for term	<b>Summer 2</b> Evaluation of SDP Policy review—Assessment + feedback, Curriculum, Equality Safeguarding update and attendance Review monitoring plan

# Ethos Committee

With particular reference to Bentley CEVC School, this committee will support the school in maintaining and developing its Christian ethos.

***The Ethos committee will promote the key features of church school distinctiveness as outlined by Dearing (The Way Ahead 2001)***

- *The Headteacher committed to the Christian character of the school*
- *Collective Worship with distinctive Christian elements every day*
- *Excellence in Religious Education and that it commands at least 5% of curriculum time*
- *Observance of Christian festivals and the seasons of the Church year*
- *Active and affirming relationships with local churches*
- *Proclamation of the school as a church school*

***The Ethos committee will also take account of the recommendations of the Chadwick Review (The Church School of the Future 2012) with regard to church schools***

- *The recruitment of Christian teachers and headteachers*
- *Strategies for the improvement of teaching and learning in religious education, particularly the teaching of Christianity (see Religious Education Statement of Entitlement, National Society 2012)*
- *The development of a Church school curriculum that includes implications for pedagogy,*
- *curriculum content and school organisation*
- *Attention to a study being carried out to establish 'well-being' indicators*
- *Embedding and expressing distinctively Christian values*

## Terms of Reference

1. *To ensure that all school leaders contribute to sustaining, developing and nurturing the school's Christian ethos.*
2. *To ensure that the Religious Education and Collective Worship policies contribute to an institution in which the Christian faith is manifested through every aspect of school life.*
3. *To ensure the school develops a corporate life which attempts to glorify God in developing the full human potential of each person - whether pupil, member of staff, parent or governor.*
4. *To ensure that Christian principles are embedded in the policies and day to day life of the school.*
5. *To regularly monitor and review the school's self-evaluation as a Church school, ensuring that self-evaluation is ongoing, contributes to school improvement and ensures good preparation for a SIAMS inspection.*
6. *To ensure the school, through its distinctive Christian character, meets the needs of all learners.*
7. *To ensure that the importance of Religious Education is demonstrated in the school.*
8. *To ensure learning and teaching in Religious Education is effective and progress of pupils' learning is assessed.*
9. *To ensure Collective Worship inspires and enhances the spiritual development of pupils and staff, of all faiths or of none.*
10. *To ensure school leaders and governors focus on and use Christian values to promote a distinctive Christian vision for the school.*
11. *To ensure effective partnership between the school, the church and the wider community, including parents.*

## Membership

Ethos Committee
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<b>Governor</b>	
Don Mehen	
Jane Day	
Ali Robinson (staff link)	
Joanne Austin*	
Simon Hurst *	

## Schedule

<b>Autumn 1</b> Terms of reference Action Plan Parent questionnaire	<b>Autumn 2</b> Review action plan Review website RE end of year assessments
<b>Spring 1</b> Review action plan Review monitoring including Collective Worship Review Collective Worship Policy	<b>Spring 2</b> Review action plan Review website Review RE Policy
<b>Summer 1</b> Review action plan Review SEF RE Book Scrutiny	<b>Summer 2</b> Review action plan Review SEF

# **Personnel and Communications Committee**

## **Terms of reference:**

### **Staffing**

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan (SDP) to ensure targets are met
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee, ensuring the schools are staffed sufficiently for the fulfilment of the SDP and the effective operation of the schools
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review, including the staffing structure (links to SFVS evidence 5)
- To recommend to the Governing Body and oversee the appointment procedure for all staff, ensuring they conform with safer recruitment practice, and to review these procedures as necessary (links to SFVS evidence 26)
- To have a governor as part of the recruitment panel for teaching staff
- To ensure that staffing procedures, (including recruitment procedures) follow equalities legislation
- To ensure that all staff are reminded of the schools' Whistleblowing Policy on a regular basis, ensuring this is displayed in school (links to SFVS evidence 21)
- To approve, review and oversee the schools' Appraisal Policy for all staff, including the arrangements and operation of appraisal procedures for the Headteacher
- To annually review and monitor procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval, ensuring staff are kept informed of these
- To review job descriptions for staff as appropriate and as recommended by the Headteacher (links to SFVS evidence 4)
- In consultation with staff, to oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff
- To be responsible for the ending of a suspension for staff
- To keep under regular review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training and make recommendations to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, with agreement from the Finance Committee, for determining dismissal / early retirement payments

### **Engagement**

- To monitor the schools' publicity, public representation and relationship with the wider community
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of the named co-ordinator
- To produce, collate and report questionnaires for parents, staff and pupils
- To prepare and publish the schools' prospectus
- To promote the schools and federation
- To produce a Governor Newsletter
- To ensure all statutory requirements for reporting and publishing information are met and

- the schools' website content is fully compliant and presented in an accessible way
- Any additional items delegated by the Governing Body.

## Membership

Personnel and Communications Committee	
<b>Governor</b>	
J. Austin*	
Peter Drew (chair)	
Sheri Breeze	
Luisa Brennan	
Heidi Cross	
Gemma Mark	

## Schedule

<b>Autumn 1</b> 'Terms of Reference' New SDP Policy review — Appraisal monitoring, pay policy + pay review, job descriptions Capability, Disciplinary, Grievance in line with SCC review Draft Governor monitoring plan for term Safeguarding actions - induction and training records, safeguarding updates delivered, SCR updates, policy	<b>Autumn 2</b> SEF: Quality of Teaching Report Content for school news – celebrating schools SDP review Review website Review monitoring plan Policy – SEND + Accessibility, Anti-bullying Safeguarding actions - attendance data, behaviour incidents / safeguarding records submitted, recording procedures. SCR audit
<b>Spring 1</b> Questionnaires—linked to partnership (Parental, Pupil and Staff) Safeguarding toolkit + communication to parents Policy review – whistleblowing, safer recruitment, pupil premium Review staffing structure staff well-being questionnaire Draft Governor monitoring plan for term Content for school news – celebrating schools Safeguarding actions - safeguarding toolkit and return to LA, review SCR, new staff joined? Children's training	<b>Spring 2</b> Quality of Teaching Report Content for school news – celebrating schools SDP review Policy review – well-being, Absence, Harassment + bullying Review website Review monitoring plan  Safeguarding actions - attendance data, behaviour incidents / safeguarding records submitted, recording procedures. prevent update
<b>Summer 1</b> SEF: Engagement with parents—prospectus Staffing Structure Policy review— Data protection policy (2 yearly), FOI, GDPR, EY transition, RSHE  Draft Governor monitoring plan for term  Safeguarding actions - Ed visits + visitors induction; risk assessments, audit actions, online safety	<b>Summer 2</b> Quality of Teaching Report Content for school news – celebrating schools Evaluation of SDP Review prospectus + website Review monitoring plan Policy – confidentiality, Teaching and Learning, Assessment, Equality Safeguarding actions with ADSL - attendance data, behaviour incidents / safeguarding records submitted, recording procedures.

## 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 Board'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 Board's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplication, and the operation of the Governing Board's charging policy:
- Any additional items which individual Governing Bodies may wish to include

\*cannot be delegated to an individual

## Membership

Hearings Committee	
Governor	
Wayne McIntosh	
Peter Drew	
Jane Day	

**Disqualification:** The Headteacher  
Any members of the Appeals Committee

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

# 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 Board'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

<b>Appeals Committee</b>	
<b>Governor</b>	
Laurie Page	
Don Mehen	
Sheri Breeze	

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 Chair of Governors, due to probable prior knowledge, should not be a member)

# 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 within 50 school days after receiving notice of the exclusion)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
  - the exclusion is permanent;
  - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
  - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- Any additional items which individual governing bodies may wish to include.

## Membership

Pupil Discipline Committee	
Governor	
Governors will be selected as appropriate	

Minimum of 3

NB. The Governing Board may nominate a pool of governors from which three 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)

# Headteacher's Performance Review

## Committee

### 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

Headteacher's Performance Review Committee	
<b>Governor</b>	
D. Mehen	
S.Hurst	
P. Drew	

2 or 3, but in Voluntary Controlled Schools, at least one of the members must be a Foundation Governor.

**Disqualification:** The Headteacher and Staff Governors

# Appendix 1: Meeting Dates

Meeting dates for the school year should be prepared and distributed by the steering committee as close as possible to the start of the school year.

<b>Committee</b>	<b>Autumn 1</b>	<b>Autumn 2</b>	<b>Spring 1</b>	<b>Spring 2</b>	<b>Summer 1</b>	<b>Summer 2</b>
<b>Host school</b>	Bentley	Copdock	Bentley	Copdock	Bentley	Copdock
<b>Steering</b> Simon(F+P), Peter (P+C), Don (Ethos) Chair, Vice, Jo	21-9-22	9-11-22	11-1-23	1-3-23	19-4-23	5-6-23
<b>Finance and Premises</b> Wed 2pm  Simon, Wayne, Laurie, Ken, Tracy C, Jo	5-10-22	30-11-22	25-1-23	15-3-23	26-4-23	28-6-23
<b>Ethos</b> Tues 4pm  Don, Jane, Jo, Simon	27-9-22	15-11-22	17-1-23	7-3-23	2-5-23	13-6-23
<b>Personnel and Communication</b> Thurs 6pm  Peter, Luisa, Sheri, Gemma, Heidi, Jo,	13-10-22	1-12-22	2-2-23	23-2-23	11-4-23	22-6-23
<b>Whole Governing Board</b> 6pm  All Governors	19-10-22	7-12-22 L+A focus	8-2-23	29-3-23 L+A focus	17-5-23	5-7-23 L+A focus



## Appendix 2: Committee Membership

	Partnership of Bentley and Copdock Primary Schools										Governor Responsibilities			
Governor	Committee									Class	Individual Responsibility	Governor Category	Term ends	Personal and /or pecuniary interest
	Steering	Ethos	F & P	P & C	Hearings	Appeals	Pupil Discipline	HT Performance & Review	Admissions					
											AG & T / SEND			
J. Austin												Head		
Gemma Mark										Hedgehogs	Community links / link	Parent		
Jane Day										Adders		Co-opted	31.5.24	
Laurie Page										Squirrels	online safety	Foundation	14.10.23	
Simon Hurst										Squirrels	H&S Educational V	Co-opted	10.07.26	
Sheri Breeze										Woodpeckers	School meals Attendance	Co-opted	6.07.26	
Ken Marrable										Wolves	school council	Co-opted		
Don Mehen										Adders	Ethos	Foundation (Diocese)	10.07.26	
vacancy										Wolves		Co-opted		
Luisa Brennan										Foxes		Parent	19.10.25	
Peter Drew										Hedgehogs	Safeguarding CLA	Co-opted	24.03.24	
vacancy										woodpeckers				
Wayne McIntosh										Foxes	PE	LA	09.09.26	
Heidi Cross												Staff	10-07-26	

## **Governor Strategic planning**

### **Autumn Term**

Steering Committee - plan governor audit and review committee structures

WGB meeting 1 – complete review with all governors

- Role of governor visits to classes, lead an assembly
  - Committee structure
  - Review governor visits, feedback form
- P+C – plan annual parent questionnaire

Aut 2 2016 – general provision: consider use of parent view or survey monkey to complete

F+P – update asset management plan

L+A (WGB) – Data assessment / RAISE / SIS review to inform pupil focus for Spring term

- Discuss Leadership and Management from Ofsted framework, making links which could be included in governor visit reporting and SEF statements.
- Agree visits for next term – who will cover each focus area?

### **Spring Term**

WGB Spr 1

L+A (all governors) – plan pupil review focus in spr 1:

Governors agree formal school visits in pairs so all classes are visited this term before WGB meeting in Spring 2. Focus could be curriculum observation, book scrutiny, and discussion with children about learning. Feedback on monitoring in Spr 2 WGB meeting.

P+C – staff review: well-being and any other items for review

F+P – update asset management plan

- budget setting
- WGB Spr 2 – update on visits so far and any outstanding

### **Summer Term**

Review progress and next steps

Steering – Governor action plan; where now and next

F+P - premises review and identification of asset management priorities for new budget

WGB Sum 1 – agree action plan for next year, follow up visits from Spring term

F+P – long term financial strategy

P+C – staffing structure

WGB Sum 2 - evidence for SEF from monitoring (all committees)

L+A – progress and achievement

## **Governor Prompt Documents**

School development and data documents 2022-23

<https://app.governorhub.com/g/bentleycevcandcopdockprimaryschoolpartnership/docs/634fef9f526d84be4b986284>

Ofsted evidence folder

<https://app.governorhub.com/g/bentleycevcandcopdockprimaryschoolpartnership/docs/62010e063c29d729f36171dd>

Bentley SIAMS report 2015

<https://app.governorhub.com/document/62010df0c8c1c982a631f6bd/view>



