

**ADDISON PRIMARY SCHOOL  
GOVERNING BODY**



**COMMITTEE STRUCTURE,  
TERMS OF REFERENCE  
AND SCHEMES OF DELEGATION**

**Academic Year  
2024-25**

## THE ROLE OF THE GOVERNING BODY AND ITS COMMITTEES

In accordance with education legislation, principally, School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013, this governing body and its committees will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

**The Governing Body and its Committees will act strategically by:**

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards those aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims and objectives.

In all of the above, the Governing Body and its committees will act in accordance with Education Law and with the any trust deed relating to the school, and will consider any advice given by the Head Teacher.

The Governing Body and its committees will act as a "critical friend" to the Head Teacher - offering support, advice, a second opinion and help, and also challenging, asking questions and offering constructive criticism when necessary.

### **The Role of the Head Teacher**

The Head Teacher is a governor of the school and is a governor member of all those committees as specified in this document. Where the Head Teacher is not a member of the committee, s/he is entitled to attend every governing body committee meeting unless the regulations state otherwise.

The Head Teacher, as the principal manager for the school, is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework.

Incorporated in the role of advising the Governing Body are:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Body
- Formulating policies and targets for the Governing Body to consider adopting
- Reporting to the Governing Body on progress, at least once per year

## Delegation of the Governing Body's Functions

Decisions about delegation have been taken by the full governing body, and that delegation has been considered in the light of:

- The requirement for the Governing Body to fulfil a largely strategic function within the school
- The responsibility of the Head Teacher for the internal organisation, management and control of the school
- The requirement for the Head Teacher to comply with any reasonable direction of the Governing Body in carrying out a function delegated by the Governing Body

## The Governing Body Committee Structure and Terms of Reference

The individual committees are responsible for the functions which have been delegated to them by the full governing body. They operate under their own terms of reference and in compliance with existing legislation, including the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The policies and other documents that governing bodies are required to have by law have been highlighted **in bold** throughout this document.

The Governing Body will review the establishment, terms of reference, constitution and membership of committees at least once a year.

## MEETING FREQUENCY

- X3 Full Governing Board (FGB)
- X1 Pay Committee
- X3 Community, Curriculum & Achievement (CCA)
- X3 Finance, Premises and Resources (FPR)

## MEETING SCHEDULE

Autumn		Spring		Summer	
1st	2nd	1st	2nd	1st	2nd
CCA	FGB	CCA	FPR	CCA	FPR
PAY			FGB		FGB
FPR					

# Committee Structure

## TERMS OF REFERENCE FOR ALL COMMITTEES

<b>Membership:</b> A minimum of three governors. Additional people can be appointed and given voting rights (associate members), but must not out-number the governor members on the committee.	
<b>Quorum:</b> Not less than three governors.	
<b>Meetings:</b> Meetings of the committees will be held at least once per term.	
<b>Procedures:</b> the committee shall follow the procedures required by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013	
<b>Policies:</b> All new policies must be agreed and adopted by the full Governing Body. The subsequent review, amendment and approval of any policy will be undertaken either by the Governing Body or delegated to a committee. The Governing Body will maintain a Policy Review Schedule to enable this.	
INDIVIDUAL RESPONSIBILITIES	
Chair's responsibilities:	Clerk's responsibilities
To chair meetings	To convene meetings
To set agenda, with reference to the committee's terms of reference, and including matters referred by the Governing Body and the Head Teacher	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the committee).
To sign the minutes of the last meeting, when approved by the committee	To draw up minutes of the meeting To keep on file signed copies of the minutes
<b>The responsibilities of the chair and the clerk must not be carried out by the same person on any committee.</b>	

GENERAL RESPONSIBILITIES of all committees
<ol style="list-style-type: none"> <li>1. <b>To act strategically</b>, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</li> <li>2. <b>To provide</b> regular written minutes of meetings to the Governing Body, identifying decisions taken or action required, and to keep a signed copy of all minutes at the school, available for inspection on request.</li> <li>3. <b>To establish</b> a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly, and to amend and adopt them as appropriate, reporting such amendment and adoption to the GB.</li> <li>4. <b>To contribute to, monitor and evaluate</b> relevant parts of the school Self-Evaluation Form (SEF), the School Development Plan (SDP) and the policies allocated to them, reporting or making recommendations to the full governing body.</li> <li>5. <b>To consider</b> recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.</li> <li>6. <b>To take appropriate action</b> on any other relevant matter referred by the Governing Body.</li> <li>7. <b>To receive</b> reports from members of staff about matters relating to any of the issues listed in their terms of reference.</li> </ol>

## Head Teacher (HT)

### HEAD TEACHER DELEGATION

#### **BUDGETS**

1. To monitor monthly expenditure

#### **STAFFING**

2. Appoint other teachers
3. Appoint non-teaching staff
4. Initial dismissal of other staff
5. Suspending staff (except Head)
6. To produce and maintain a central record of recruitment and vetting checks
7. To carry out appraisal of other teachers (or delegate to line managers in the school)

#### **CURRICULUM**

8. Ensure National Curriculum taught to all pupils
9. To consider any disapplication for pupil(s)
10. To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements

#### **EXTRA-CURRICULAR PROVISION**

11. To put into place the additional services provided

#### **PUPIL DISCIPLINE**

12. To draft the content of the school behaviour policy and publicise it to staff, students and parents.

#### **HEALTH & SAFETY**

13. To ensure a health and safety policy and procedures are in place

#### **SCHOOL ORGANIZATION**

14. To ensure that health and safety regulations are followed
15. To ensure that school lunch nutritional standards are met
16. To register the School with the ICO under data protection legislation
17. Maintain a register of pupil attendance
18. To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)

#### **GB ROLES, PROCEDURES, DEVELOPMENT**

19. To submit governor information to the DfE database of governors via Edubase§

#### **INCLUSION, EQUALITY & SAFEGUARDING**

20. To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENCO)
21. To appoint a designated teacher for looked-after children

§ In co-operation with Clerk to Governors

## Full Governing Body (FGB)

### KEY RESPONSIBILITIES [NGA Planner]

#### **BUDGET**

1. To agree and approve annual action plans – Pupil Premium, Sports Premium etc...
2. To agree financial limits for scheme of delegation

#### **STAFFING**

3. Appoint selection panel for Head Teacher, Deputy Head Teacher and members of SLT
4. Ratify or reject decisions of appointed selection panels
5. Ending suspension of staff, including Head
6. Agree and approve staff structure
7. Establish and review procedures for addressing staff discipline, conduct and grievance
8. To appoint the panel to carry out the appraisal of the head teacher

#### **EXTRA-CURRICULAR PROVISION**

9. To decide whether to offer or stop provision of additional activities and what form these should take

#### **PUPIL DISCIPLINE**

10. To produce a set of written principles for the school behaviour policy

#### **ADMISSIONS & SCHOOL ORGANIZATION**

11. To appeal against LA directions to admit pupil(s)
12. To publish proposals to change category of school
13. To decide whether to convert to academy status

#### **INFORMATION TO PARENTS**

14. To determine whether to publish a home-school agreement (no longer a statutory requirement)
15. Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met

#### **INCLUSION, EQUALITY & SAFEGUARDING**

16. To establish and approve a special educational needs (SEN) policy
17. To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)
18. To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy
19. To adopt and review annually a child protection policy and relevant procedures

#### **GB ROLES, PROCEDURES, DEVELOPMENT**

20. Ensure focus on three core strategic functions:
  - i. Ensuring clarity of vision, ethos and strategic direction
  - ii. Holding the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
  - iii. Overseeing the financial performance of the school and making sure its money is well spent

21. To draw up an instrument of government and any amendments thereafter
22. To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body
23. To appoint and dismiss the clerk to governors
24. To appoint and remove co-opted governors
25. To appoint local authority governors
26. To set up and publish a register of governors' business and pecuniary interests §
27. To set, and publish, the structure & remit of the governing body, its committees, governor appointments, terms of office and attendance records §
28. To consider whether or not to exercise delegation of functions to individuals or committees
29. To regulate the GB procedures (where not set out in law)
30. To agree governor induction and training programme
31. To review progress against strategic plan and evaluate governing body performance
32. To consider forming or joining a group of schools
33. To consider approach and time scale to academy conversion
34. To consider forming or joining an existing Multi-academy-trust (MAT)
35. To consider forming a federation or joining an existing federation
36. Review of structure including any subsequent conversion to MAT status

§ in co-operation with Clerk of Governors

## Pay Committee

### DELEGATED RESPONSIBILITIES

1. Review the Head Teacher's Performance at least annually
2. Review and agree the Pay Policy for teachers and support staff
3. Review and agree the Appraisal Policy for teachers and support staff
4. Review and agree the salaries and any discretionary allowances of the Head Teacher, Deputy Head Teacher and other staff in line with the Appraisal Policy and Pay Policy
5. Monitor and review the operation of the Pay Policy and Appraisal Policy and advise the Governing Body accordingly
6. To adopt and review teacher appraisal policy

## Finance, Premises & Resources (FPR) Committee

### FINANCE: AREA OF REMIT

1. Review and agree the budget, in line with the School Development Plan (SDP) or Post- Ofsted Action Plan
2. Ensure the budget reflects the school's prioritised educational objectives
3. Monitor the budget and ensure expenditure stays within agreed limits, reporting significant potential variances to the Governing Body
4. Consider and contribute to the SDP and monitor relevant areas of the SEF
5. Identify and approve the allocation of surplus funds in line with SDP priorities
6. Recommend whether to delegate the Governing Body's responsibility to spend the delegated budget and any grants, including Standards Fund grants to the Head Teacher, and if so, to decide the amount to be delegated
7. Audit: to monitor compliance with approved financial procedure and consider action required as a result of internal/external audit report
8. Ensure that the accounts of the voluntary school fund are prepared annually for approval by the Governing Body
9. Monitor the implementation of the Charging Policy and remissions for school activities and review if necessary
10. Draft, monitor and ensure implementation of the Governors' Allowances Scheme
11. Ensure the school operates within the framework of the Schools Financial Value Standard (SFVS)
12. Monitor and evaluate progress towards targets in the Action Plan / School Development Plan (SDP); monitor relevant areas of the Self Evaluation report
13. Consider the Governing Body's duty to promote community cohesion and make recommendations to the Governing Body
14. Review and monitor the effectiveness of the Governor Induction and Governor Handbook
15. Review community links and community use of the school, monitoring and evaluating the school's contribution to promoting community cohesion
16. Be responsible for other matters of pupil welfare, including school meals
17. Monitor and evaluate the range and impact of extended school offers
18. Consider ways in which the Governing Body can be accountable to parents, especially in relation to the withdrawal of the requirement to hold an annual parents' meeting
19. Monitor the role of the Home-School Association

## FINANCE: SCHEME OF DELEGATION

### Head Teacher

1. To authorise expenditure, in line with the school's financial policy and agreed budget plan
2. To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **£10,000 per term**
3. For any urgent/emergency expenditure **over £10,000** the Head Teacher must consult with the Chair of the Resources Committee and report said expenditure to the Committee
4. For any urgent/emergency expenditure **over £20,000** and **up to £50,000** the Head Teacher must have prior approval from the Resources Committee
5. For any other expenditure **over £50,000** the Head Teacher must have prior approval from the full Governing Body
6. To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits:
  - a. **Up to £10,000**
  - b. **Over £10,000 up to £20,000**, in consultation with Chair of Resources
  - c. **Over £20,000 up to £50,000** in consultation with Resources Committee
  - d. **Over £50,000** in consultation with full Governing Body

### Deputy Head Teacher

7. To authorise expenditure, in line with the school's financial policy and agreed budget plan
8. In the absence of the Head Teacher, to approve any urgent/emergency expenditure not identified in the agreed budget plan, subject to the following limit:
  - a. **Up to £10,000 per term** in consultation with the Chair of Resources

### School Business Manager

9. In the absence of the Head Teacher and Deputy Head Teacher, to authorise expenditure in line with the school's financial policy, within the agreed budget plan, subject to the following limit:
  - a. **Over £5,000** in consultation with Chair of Resources

### STAFFING AREA OF REMIT

1. Recommend the staffing structure of the school, in line with the SDP and budget
2. Undertake the recruitment and selection of the Head Teacher and Deputy Head Teacher
3. Ensure that all recruitment will be undertaken in accordance with the LA Personnel Procedures Manual
4. Ensure that all staff have a job description which is kept under regular periodic review.
5. Ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
6. Oversee the implementation of the **Disciplinary and Grievance Policy and Procedures** adopted by the Governing Body
7. Implement the Confidential Reporting Code, if adopted by the Governing Body
8. Monitor and review relevant aspects of the **Equality Policy**
9. Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers
10. Take primary responsibility for matters concerning staff welfare
11. Keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence; whistleblowing, terms and conditions of employment and ensure staff are consulted and informed appropriately
12. Consider any issues referred by the Head Teacher outside any scheme or policy adopted by the Governing Body

### STAFFING : SCHEME OF DELEGATION TO THE HEAD TEACHER

1. Appointment of Teaching Assistants, Support Teachers and Class Teachers.
2. Appointment of Non-Teaching Staff - Head Teacher to report to Committee.
3. Appointment of Senior Teaching Posts (TLR), 1 non-staff governor shall attend

## PREMISES AND HEALTH AND SAFETY AREA OF REMIT (FPR)

1. Comply with the directions of the Local Authority, namely:
  - a. Have a named governor with health and safety responsibilities
  - b. Review, update the School Health and Safety Policy - Chair to sign and date policy
  - c. Review school's compliance with the council health and safety handbook
  - d. Develop a governor and staff forum, that includes staff from recognised trade unions, for discussing and resolving health and safety issues
  - e. Communicate with other stakeholders to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life
  - f. Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met
  - g. Review and ensure adequate welfare provision for staff
  - h. Monitor the performance by checking that:
    - i. physical controls are in place and working
    - ii. staff have done what they are supposed to do
    - iii. procedures are working
  - i. Oversee site security arrangements and practice and review periodically
  - j. Monitor the asbestos register and ensure that it is always up to date.
2. Review the **Health and Safety Policy** and recommend it to the Governing Body
3. Ensure that the school complies with standards for health and safety on school premises
4. Receive and consider a report on health and safety from the nominated Governor(s), on a termly basis
5. Monitor and review the **School Accessibility Plan**
6. Monitor and review the School Lettings Policy and Arrangements
7. Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for
8. Audit & Review the use of the school premises, the equipment and resources and ensure they match the requirements of SDP or POAP priorities
9. Oversee site management, cleaning and grounds maintenance
10. Oversee site security arrangements and practice and review them periodically
11. Consider and determine the need for capital works at the school, in line with the school's SDP and the authority's Asset Management Plan priorities, liaising with the LA as suitable, and making appropriate use of the school's devolved capital budget
12. Monitor, with key staff, the relevant areas of the SEF

## DELEGATION TO COMMITTEE

1. To approve the first formal budget plan each financial year
2. To monitor expenditure of Pupil Premium, and PE & Sports Premium
3. To establish a charging and remissions policy
4. To agree to enter contracts, subject to financial limits specified by governing body
5. To review overall staff structure
6. To monitor health & safety implementation and policy
7. To establish a data protection policy and review it at least every two years
8. To establish and publish a Freedom of Information scheme and ensure the school complies with it
9. To review Governor Allowances Scheme
10. To establish, publish and review a complaints procedure
11. To review accessibility plan (physical) every 3 years

## Community, Curriculum and Achievement (CCA) Committee

### DELEGATED RESPONSIBILITIES

1. Review, amend (as needed) and monitor the implementation of policies, procedures and other documents as delegated by the Governing Body and listed in the Committee's Policy Review Schedule
2. Set targets for the achievement of pupils at the end of KS2 in the following school year
3. Agree attendance targets and monitor progress towards them
4. Consider the views of pupils (such as from surveys) and how these may be taken into account in the management of the School
5. Monitor provision for, progress and attainment of vulnerable groups e.g. looked after children, young carers, and the effectiveness of any intervention strategies
6. Monitor the quality of teaching and learning
7. Review the engagement of parents with the school, parental views and how these may be taken into account and consider ways in which home-school links can be further developed, making appropriate recommendations
8. Review the effectiveness of communications with parents including any statutory requirements, such as the complaints procedure
9. Monitor school based, local and national performance data and reports, evaluating achievement and analysing the performance of different groups and subjects
10. Consider subject areas on rolling programme in line with SDP priorities
11. Monitor implementation of the **Special Educational Needs & Disabilities (SEND) Policy** and Code of Practice, and review if necessary; monitor and review the delivery of the curriculum to ensure inclusive practice across all groups
12. Monitor the implementation of the National Curriculum and test results and report issues for consideration to the Governing Body
13. Draft and recommend the SDP to the Governing Body
14. Draft the curricular aspects of the Action Plan following an Ofsted Inspection and recommend for governing body approval
15. Keep under review the impact of the **Equality Policy** in relation to teaching and learning, curriculum, achievement and progress
16. Oversee and authorise the arrangements for school journeys in line with LA policy
17. Ensure curriculum policy and statutory obligations in relation to the National Curriculum; hear appeals against the Head's decision to lift or change the National Curriculum for a particular pupil
18. Review the **Relationships and Sex Education Policy** and recommend any changes for governing body approval
19. Monitor and review those aspects of the School Accessibility Plan that relate to the curriculum
20. Hear complaints about the curriculum, in accordance with the LA procedures

### DELEGATION TO COMMITTEE

1. To monitor effect of Pupil Premium, and PE & Sports Premium
2. To monitor the quality of teaching of the National Curriculum
3. To establish and monitor the implementation of the Relationships and Sex Education Policy
4. To ensure that provision of religious education (RE) meets statutory requirements

## **ad hoc Committees**

### **Complaints Committee**

- The Committee is responsible for hearing all complaints reaching Governing Body level in accordance with Stage 3 of the Complaints Procedure.

### **Exclusions Committee**

- The Committee will undertake the functions of the Governing Body in relation to excluded pupils.

### **Pay Assessment Appeals Committee**

- The Committee is responsible for hearing appeals related to pay assessment.

### **Staff Disciplinary/Grievance (and Appeals) Committees**

- The Committees will undertake any formal hearings in relation to staff grievance, discipline, re-deployment, redundancy, or dismissal – and any appeals arising from such hearings – in accordance with the disciplinary and grievance policies and procedures adopted by the Governing Body.

## Membership of Committees

Membership of Governing Body Committees as of October 2024. Amendments to Committee and Panel membership are recorded in the Governing Body minutes.

<b>PAY COMMITTEE (3)</b>		
<b>Members</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights</b>
Ms Fehmina Ahmed	Co-opted	Yes
Javier Goggins	Co-opted	Yes
Jack Mc Cooke	Co-opted	Yes

<b>FINANCE, PREMISES &amp; RESOURCES COMMITTEE (6)</b>		
<b>Members</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights</b>
Ms Fehmina Ahmed	Co-opted	Yes
Damien McGarrigle	Head Teacher	Yes
Georgina Morris	Local Authority	Yes
Javier Goggins	Co-opted	Yes
Ema Shehu	Staff	Yes
Jack McCooke	Co-opted	Yes

<b>COMMUNITY, CURRICULUM AND ACHIEVEMENT COMMITTEE (6)</b>		
<b>Members</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights</b>
Georgina Morris	Local Authority	Yes
Maleka Dattu	Co-opted	Yes
Damien McGarrigle	Head Teacher	Yes
Dr Milton Mermikides	Parent	Yes
Zeinab Chami	Parent	Yes
Samantha Chatterton-Abraham	Parent	Yes
Shaila Damji	Co-opted	Yes

### **COMPLAINTS COMMITTEE**

1. Three members will be appointed from available non-staff governors, selected in alphabetical order (surname), by rotation. No governor with a prejudicial interest may serve on the Committee.

### **EXCLUSIONS COMMITTEE**

1. Three members will be appointed from available non-staff governors, selected in alphabetical order (surname), by rotation. No governor with a prejudicial interest may serve on the Committee.

### **PAY ASSESSMENT APPEALS COMMITTEE**

1. Three members will be appointed from available non-staff governors, selected in alphabetical order (surname), by rotation. No governor with a prejudicial interest may serve on the Committee.

### **STAFF DISCIPLINARY / GRIEVANCE APPEALS COMMITTEES**

1. Three members will be appointed from available non-staff governors, selected in alphabetical order (surname), by rotation. No governor as a member of the original hearing may serve on an Appeal Committee. No governor with a prejudicial interest may serve on a Committee.