



Northaw School Governing Body Terms of Reference December 2025



**The governing body meets three times per year
with additional committees as required.**

The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review these Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.

Outline

The Governing Body meets at least 3 times per year, once each term, with separate committees. An agenda for each meeting will include all the tasks which the governing body is required to consider, and the governing body will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring individuals'. This could apply to statutory functions, and/or the priorities of the Single School Plans.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

The governing body also agree a Code of Conduct and their annual work plan which includes the names of governors given monitoring roles and the membership of any committees.

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Northaw School Governing Body

1. Terms of Reference for the Governing Body

The Governing Body has resolved to delegate business to committees as it feels appropriate or necessary for the good functioning of the Governing Body.

Quorum for the FGB meetings is 50% of the Governors in post, rounded up if odd.

Delegation

The attached Standing Order 'Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher. Monitoring activities against the priorities of the Single School Plans will be 'commissioned' at meetings or carried out by individual governors in accordance with the terms of reference.

The main responsibilities to be managed by the governing body are outlined below:

Items in bold cannot be delegated.

Operational

- To draw up the Instrument of Government and any amendments thereafter
- To review the standing order for election of the Chair and Vice Chair including the length of the term of office.
- Elect (or remove) the Chair and Vice Chair.
- To appoint (or dismiss) the Clerk to the Governing Body.
- To hold at least 6 Governing Body meetings each year.
- To appoint and remove Co-opted and any associate members.
- To suspend or remove a governor, noting that a Foundation Governor can only be removed by the body which appointed them.
- To create or dissolve committees and to determine the terms of reference for them.
- To decide which functions of the Governing Body will be delegated and to which individuals or committees.
- To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.
- To review the delegation arrangements annually.
- To recruit new governors as vacancies arise.
- To set up and publish a register of Governors' Business Interests.
- To approve and set up a Governors' Allowances Scheme.
- To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders.
- To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached).
- To assign individuals or pairs of governors to monitor the priorities of the Single School Improvement Plans in accordance with the attached terms of reference.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors.
- To audit individual and collective development needs and promote appropriate training.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To receive reports on bullying, homophobic and racial incidents.

General	• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To update and review regularly the Single School Improvement Plans identifying monitoring opportunities for the governing body. • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. • To approve policies on review. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To discharge duties in respect of pupils with special needs by appointing a monitoring governor. • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To ensure that the Governing Body complies with all other legal duties placed upon them. • To ensure general audit and inspection recommendations are dealt with.
Finance	• To approve the first formal budget plan each year. • To engage in strategic planning. • To agree a 3 year budget. • To analyse and recommend the annual budget. • To annually review and approve recommend levels of delegation. • To review and approve the Charging and Remissions policy. • To make decisions in respect of service agreements and insurance. • To ensure the school complies to the SFVS guidelines. • To review and take account of any consultations to change the LA Finance Scheme. • To ensure that the school's approach to procurement, contracting and commissioning is consistent with the authority's Contract Regulations and should achieve 'best value'. In particular, to oversee the monitoring of the school's contracts for the supply of goods and services (to ensure that these are satisfactory) and to ensure that at regular intervals there is 'market testing' of contracted supplies to determine whether better value alternatives are available. • To ensure that the school's financial procedures remain comprehensive and relevant (so as to ensure that 'due procedures' clearly define the processes that management intends should operate and that staff and other persons expected to follow those procedures are clear what they are). To confirm that these procedures feature adequate and effective internal controls. • To ensure finance audit and inspection recommendations are dealt with as per the audit and inspection reports section of the financial schedule of delegation.

Staffing	• To make Headteacher and Deputy Headteacher appointments. • To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character. • To determine the staff complement. • To agree a pay policy and pay discretions. • To annually review the impact of and implementation of the Pay Policy. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher. • To determine dismissal payments/early retirement. • Governors should decide whether the Director of Education/diocesan authority should have advisory rights. • To review and approve staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary. • To undertake any formal consultations on personnel matters. • To review and recommend for adoption by the Governing Body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
Curriculum	• Ensure NC is taught to all pupils • To monitor the curriculum policy. • To establish a charging and remissions policy for activities. • To evaluate the delivery of the curriculum, specifically the impact of actions taken to implement the SDP. • In conjunction with the Headteacher, to agree statutory targets for pupil attainment. • To annually receive a report from the Headteacher on the quality of teaching and the standards of pupil achievement, and to identify any necessary Governing Body actions.
Appraisal and Performance Management	• To establish, review and approve the Appraisal Policy. • To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor. • Staff governors cannot be a reviewer. • Parents and senior leaders of other schools should not be reviewers.
Discipline/ Exclusions	• To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/ Vice Chair in cases of urgency - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Feb 2105 point 54). • To direct the reinstatement of excluded pupils.

Premises & Insurance	• To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA or diocese where appropriate to ensure adequate levels of buildings insurance and personal liability. • To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990. • To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises- related matters.
Health & Safety	• To institute a Health & Safety policy • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive an annual Health & Safety Inspection Report and agree any actions.
Admissions	• To consider annually before setting an Admissions policy. • To consult with stakeholders as required. • Admissions: to apply application decisions.
Collective Worship	• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. • To ensure the school provides an act of daily collective worship in accordance with the Church of England.
School Organisation	• To set the time of the school sessions and the dates of school terms and holidays. • To publish proposals to change category of school.
Information for Parents	• To ensure that the school keeps parents and prospective parents informed by publishing a school website. • To adopt and review home school agreements.
Extended Services	• To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision.

2. Terms of Reference for the Clerk to the Governing Body

The Clerk is expected to work within the following terms of reference:

Guiding Principles

- The Clerk is accountable to the Governing Body.
- They are employed by the Governing Body and line managed by the Chair of Governors, whose responsibility it is to provide induction and conduct an annual appraisal.
- Governors, Associate Members and the Headteacher cannot be appointed as Clerk to the Governing Body.

The main responsibilities of the Clerk are:

- 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, powers and duties.
- To convene meetings of the Governing Body.
- To attend FGB meetings of the Governing Body and ensure minutes are taken.
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of Business Interests.
- To maintain a register of members of the Governing Body and report vacancies to the governing body.
- To maintain a register of attendance and report non-attendance 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.
- To undertake appropriate professional development.
- If the Clerk does not attend a meeting, the governors present at the meeting may appoint a member of the Governing Body (but not the Headteacher) to act as Clerk for that meeting.

Clerk's Induction Programme

The key elements of the induction programme include:

- Helping the clerk to locate essential documentation and information
- Discussing access to a computer (this may include discussion of use of home computer and consumables)
- Discussing use of school reprographics equipment or alternative means of copying documents for governors
- Clarifying the use of email for communication with governors.
- Clarifying pay and conditions of service
- Agreeing the form of appraisal for the Clerk
- Agreeing release and payment of time for the Clerk's professional development.

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3. Delegation of Functions to Headteacher

The Headteacher is expected to work within the following terms of reference, and to provide the Governing Body with such reports in connection with his or her functions as the governing body requires

Budget	- To make miscellaneous financial decisions up to an agreed limit. - To enter into contracts up to the limit. - To monitor monthly expenditure. - To make payments.
Staffing	- To appoint teachers and non-teaching staff. - To establish disciplinary, capability and grievance procedures. - To suspend staff. - To dismiss staff.
Curriculum	- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. - To establish and implement a Curriculum policy. - To decide which subject options should be taught. - To be responsible for standards of teaching. - To be responsible for each individual child's education. - To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery. - To ensure the balanced treatment of political issues and to prohibit political indoctrination. - To promote British values.
Appraisal and Performance Management	To formulate and implement an Appraisal policy.
Target Setting	To set targets for pupil achievement.
Religious Education	To provide Religious Education in line with school's basic curriculum.
Collective worship	- To ensure that all pupils take part in a daily act of collective worship. - To provide collective worship in line with guidance of the Church of England.
Health & Safety	To ensure that Health & Safety regulations are followed.
School Organisation	- To ensure that the school meets for 380 sessions in a school year. - Where determined by the Governing Body, to ensure that school lunch nutritional standards are met.
Information for Parents	- To prepare and publish the School Prospectus/Website. - To ensure that free school meals are provided to those pupils meeting the criteria. - To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. - To ensure that a report on each child's educational achievement is forwarded to parents/guardians.
Extended Schools	- To put into place the additional services provided. - To ensure delivery of services provided.

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4. Terms of Reference for Monitoring Individuals

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

To monitor an identified target on the Single School Plans or a statutory function of the governing body and report to the governing body.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the target or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.

Reports will be submitted for approval by the Headteacher and the Chair within the school within 2 weeks of a visit, and then be lodged with the clerk of governors for distribution as soon as possible.

In addition, a governor will be designated as the SEND and Safeguarding Governor (which includes Child Protection).

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5. Terms of Reference for the Monitoring of the School Budget

An individual may be assigned to monitor the financial management of the school on behalf of the governing body or delegated committee.

A minimum of 3 monitoring visits should be made each year, although at least one of these may be conducted virtually, by emails or by telephone discussion.

- To maintain an up-to-date 'balanced' three year budget plan, which shows clear links to the 'Single School Improvement' and 'Staffing' plans.
- To report monitoring and rollover to the full governing body, highlighting any significant variances.
- Analyse and report on Tenders for Contract Services.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the governing body.
- To evaluate proposed expenditure following recommendations from the headteacher and present to the governing body.
- To ensure that the school is working within the guidance of the Schools Financial Value Standard and Assurance (SFVS) recommendations.
- To ensure that all spending provides 'Value for money' in terms of raising standards in education.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.

6. Terms of Reference for Panel Hearings

- 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 under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Body in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/ guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Body.

Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel

Membership

Not less than three consisting:

- at least one governor;
- at most one external advisor; and
- at most one associate governor.

Who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified.

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

7. Terms of Reference of the Headteacher Appraisal Group

- To meet annually with an independent advisor to discuss and determine the headteacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Headteacher appraisal review statement, and report to the governing body.
- To monitor through the year the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations in respect of pay progression.

8. Standing Order for Meetings of the Governing Body

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and prepared with questions to ask or comments to make.
- Bring a copy of the Single School Plans and be familiar with their contents.
- Limit discussion to policies and actions and not people.
- Participate in discussion and listen to the views and comments of others.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons have the right to attend all meetings of the governing body:

- Headteacher
- Clerk
- any governor

Full Governing Body meetings will be held at the school 3 times each year. The chair will prepare a suggested calendar of meeting dates for the following year for approval.

The Clerk to the Governing Body will prepare a draft agenda, which will be finalised and approved by the chair. Governors wishing to place items on the agenda should give notice to the clerk, and provide a copy of any supporting papers.

Items of 'Any Other Business' will be taken at the beginning of the meeting and either added to the agenda or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

All meetings will be convened by the Clerk. Any 3 members of the Governing Body may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Each meeting will commence at 3:30pm and will be limited to 2 hours in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.

Draft minutes will be approved for email circulation by the Chair within 2 weeks of the meeting, before being formally approved by the Governing Body at the next meeting.

9. Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Body MUST elect a Chair and a Vice Chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Body must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Governors who are paid to work at the school, for instance the Headteacher and the staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

The role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, focusing on the priorities and making best use of the 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.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.