NEWFIELD PRIMARY SCHOOL
Governing Body Terms of Reference
2026/27

The Governing Body must appoint a clerk to each of the committees it sets up. This can be the same person for all Governors' meetings or different people. It is the Clerk's responsibility to convene and attend the meetings and to ensure that minutes are taken. The Headteacher may not clerk any meeting.

Membership

Statutory committees should comprise at least three members of the Governing Body who do not have a vested interest in the matter.

Each non-statutory committee should comprise at least five members of the Governing Body. These committees may include additional 'associate members', who may be members of staff with a particular interest in the area or external advisers. This is for the Governing Body to decide when the committee is formed each year.

A clerk will be appointed to each committee.

Quorum

The quorum for any committee meeting is one half of the total number of Governors who are members or three Governors, whichever is the greater. Associate governors are not counted within the quorum. Business may not be conducted without a quorum present.

Meetings

Statutory committees will be convened as and when required, within the timescales set down by the regulations.

Non-statutory committees will meet at least termly; Pay Committee will meet annually. An agenda and all relevant papers, where practical, will be circulated in advance of each meeting.

Minutes

The approved minutes of all meetings are a matter of public record with the exception of meetings convened for discipline, exclusion or procedural matters relating to individual staff or pupils.

Confidential items should be minuted and filed separately and marked as such.

Minutes of all meetings shall be presented to the Governing Body at its next meeting.

Confidentiality

All papers, discussions and individual views must remain confidential. Decisions, reports which become part of the minutes and minutes become a matter of public record once approved as accurate.

Where discussions include contentious or personal information, Governors may direct the Clerk to declare these items confidential.

Curriculum Committee

The purpose of this Committee is to work with the Headteacher to comply with the Governing Body's duty to

1. Make sure that the National Curriculum and its assessment procedures are carried out.
2. Ensure that appropriate policies are in place for the efficient delivery of the above.
3. Decide whether the school should provide sex education and to ensure that parents are aware that they can withdraw their children if they wish.
4. Monitor the delivery, evaluation and resourcing of the curriculum.
5. Maintain the policy and monitor the effectiveness of RE provision and collective worship.
6. Ensure that the needs of pupils with SEN and those Looked After by the LA are met.
7. Monitor the performance and needs of children from ethnic minority groups.
8. Consider the effectiveness and compliance of home/school communication including the school's web-site
9. Monitor pupil attendance and punctuality
10. Hear any parental complaints or appeals with regard to the curriculum including a decision by the Headteacher to disapply a pupil from the National Curriculum.
11. Monitor extra curricular opportunities in the school.
12. Contribute to and monitor the effectiveness of the School Improvement Plan.

In order to achieve this, the Committee will

- conduct a regular review of all relevant policies on a rolling programme
- receive reports from curriculum leaders and other members of staff on a rolling programme. This may be in written format or in person.
- Receive and discuss relevant data e.g. SATs results, IDSR, ASP and any other data available.
- receive any relevant new DfE circulars / directives or Diocesan guidance and consider appropriate actions.

Finance and Human Resources

The purpose of this Committee is to work with the Headteacher to comply with the Governing Body's duties to;

- Decide how to spend the delegated budget within any conditions set by the LA.
- Ensure that accurate accounts are maintained for official and unofficial funds.
- Monitor and evaluate the effectiveness of expenditure throughout the year.
- Ensure free provision of activities in school time
- Review and approve all policies and documents relevant to the financial management and processes of the school including the Pay Policy.
- Seek extra sources of funding including voluntary contributions.
- Ensure that the principles of Best Value are observed.
- Ensure that the school follows the agreed procedures for procurement in order to achieve Best Value.
- Contribute to the School Improvement Plan with regard to finance, staffing and training issues.
- Ensure that the school meets the Schools Financial Value Standard.

In order to achieve this, the Committee will;
Receive and consider regular financial reports from the finance officers of the school and the LA and compare them with the agreed annual budget.
Consider virements from budget areas to respond to new requirements or circumstances.
Include relevant policies on a rolling programme.

Human Resources
- Maintain and monitor all relevant policies relating to the management and procedures for staffing, including equal opportunities.
- Decide how many staff should be employed at the school.
- Ensure that all staff are suitably qualified and complete the safeguarding procedure for recruitment, including obtaining a DBS disclosure.
- Monitor staff development and training, in particular the use of INSET time.
- Ensure that the school operates an approved performance management system
- Consider requests from the staff regarding their remuneration or terms and conditions.
- Ensure that any changes to employment law are known and responded to appropriately.
- Consider recommendations for salary progression from the Headteacher, based on the agreed performance management process.

In order to achieve this, the Committee will
- Receive and consider reports from the Headteacher regarding staffing levels, training and so on.
- Include the relevant policies on regular rolling programme.
- Receive requests from staff regarding salaries and development opportunities.

Headteacher's Performance Review Committee

The purpose of this Committee is to work with the Headteacher in order to comply with the Governing Body's duties to:
- set, monitor and review targets for the Headteacher according to the provisions of the Performance Management Policy, having taken advice from an external adviser;
- take recommendations resulting from the meeting for ratification by the Governing Body; and
- review progress against objectives throughout the year.

In order to achieve this, the Committee will comprise only two or three members, all of whom should be trained in the process.

Pay Committee
This is a sub-committee of the Finance and HR committee comprising three non-staff Governors. No more than one Governor on the Pay Committee shall also be a member of the Performance Management Committee.

The relevant terms of reference are:

- To ensure that the whole school pay policy is operated in a fair and equal manner;
- To ensure that the criteria set by the whole school pay policy is applied in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- To recommend to the Governing Body the annual budget needed for pay, ensuring that appropriate funding is allocated for pay progression at all levels;
- To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- To work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

The decision of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy. Teachers may appeal against decisions made about their salary through the agreed procedure which would be heard by a panel convened under the terms of the statutory committee.

Statutory Committees

The purpose of these committees is to hear any matters of discipline, grievance, appeal, complaint or exclusion in order to comply with the Governing Body's duties.

Three members of the Governing Body may be called together to hear any such matter as and when needed. No member of the Committee should have any prior knowledge or involvement in the matter. A Chair should be elected from the three Governors called before any business is conducted.

As each committee is convened it will be the duty of the Clerk to ensure that the legal guidelines are provided to the Governors concerned in addition to all relevant paperwork.

No details from these meetings are to be discussed or minutes circulated outside the membership.

If an appeal is lodged a second committee of three shall be convened from the Governors who were not included in the first committee.

Should there be insufficient Governors who have not had any prior involvement in the case, the Clerk may call on a Governor/s from another school in order to make up the panel.

Nominated Governor Roles

The Governing Body should appoint one Governor who will be the first point of contact and 'champion' for three specific areas of the school. Whilst the named Governor will take the lead, they will report back to the Governing Body on any actions taken or recommendations they may have and the Governing Body retains overall corporate responsibility.

It is expected that nominated Governors will maintain regular contact with the Designated Lead Teacher. This may be by email, phone or in person. There should be at least one visit / contact per term.

Individual Governors cannot be held liable in law unless they have acted recklessly or negligently.

Safeguarding, Child Protection and Looked After Children.
Contact person – Designated Lead/s for Safeguarding & Child Protection and Looked After Children.

The Nominated Governor will:

- have and read the school's policy for Safeguarding and CP; 'Keeping Children safe in Education';
- receive reports on the current number of identified children and referrals on a regular basis;
- monitor the progress and well-being of Looked After Children;
- monitor the frequency and effectiveness of staff training in safeguarding and CP;
- undertake training in safeguarding, child protection and safer recruitment;
- be aware of the LSCB and Local Safeguarding Board and their publications / reports (via web-site); and
- will take responsibility for liaising with the relevant authorities to take appropriate action and investigate should an allegation be made against the Headteacher (or Acting Headteacher in the Headteacher's absence). For this reason, it is most appropriate for this role to be taken by the Chair of Governors.

Special Needs and Disability
Contact person – SENCo.

The nominated Governor will:

- have and read the school's SEND policy and the DfE SEND Code of Practice 2014;
- receive reports on the current number of identified children and any referrals for external support / assessment;
- monitor the use and effectiveness of Teaching Assistants, interventions and other adults working with identified pupils;
- monitor the progress of SEND pupils to be satisfied that they make acceptable levels of progress, given their level of need;
- monitor the use of allocated SEND funding and any other relevant resources;
- ensure that SEND pupils are included in school activities and trips;
- review accessibility of the school site, the curriculum and resources;

- ensure that any discrimination or bullying of SEND pupils is dealt with appropriately;
- be aware of the Local Authority and other relevant agencies providing external support for SEND in the school; and
- monitor communication and involvement of families with the support of their SEND children.

Health and Safety
Link person – Facilities Manager

The nominated Governor will:

- have and read the school's H&S policy and related documents including risk register;
- be aware of the Local Authority guidance for school health and safety and ensure that any audit returns are completed;
- make regular site walks to review any concerns, reports or new works;
- ensure that any off-site trips are planned with adequate supervision and that all residential trips are authorised.
- review the accident and/or incident book on a regular basis and ensure that actions are taken in a timely fashion;
- ensure that the school holds a fire evacuation drill in line with regulation and that any problems identified are addressed; and
- ensure that the required checks for Legionnaire's, PAT, asbestos and any other are carried out in a timely fashion and recorded.

Approved by the Governing Board on 1 October 2026