



# **LAKE SIDE**

## SCHOOL

### **Governing Body Terms of Reference**

**Reviewed September 2017**

**Agreed at FGB Meeting dated 15 January 2018**

Incorporating revisions to Pay and Personnel Committee January 2018

## **THE ROLE OF THE CHAIR OF THE GOVERNING BODY**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Hampshire 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 handle correspondence on behalf of the governing body and work with the Clerk and Headteacher to set meeting agendas
- 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 Body 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 BODY**

- 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, duties and powers
- To convene meetings of the Governing Body; to include agenda setting, collating and distributing all relevant papers to members at least 7 days before the meeting.
- To attend meetings of the Governing Body and ensure minutes are taken and fed back to the Governing body prior to the next meeting.
- To maintain a register of members of the Governing Body and report changes to the Governing Body and Local Authority.
- 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

### **Disqualification – Governors, Associate Members, the Headteacher**

<b>THE GOVERNING BODY</b>	
<b>The Governing Body needs to take a strategic role, to support and challenge the School and be accountable for its decisions</b>	
<b>Membership</b>	Total number of governors : Ten 2 Parent governors 1 Head teacher 1 Local Authority governor 1 Staff governor 5 Co-opted governors
<b>Quorum</b>	One half of the number of Governors in post
<b>Chair</b>	To be elected by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term.
<b>Clerk</b>	Allocated by Governor Services through the LA Clerking Service Agreement
<b>Voting</b>	All members of the Governing Body have voting rights. Associate members have no voting rights and may be excluded from any part of a committee or sub committee meeting if deemed appropriate by members of the Governing Body.
<b>Meetings</b>	Minimum of one each half term
<b>Overall Remit</b>	<p>The Terms of Reference Regulations 2000 set out the key role of the governing body, which is to fulfil a largely strategic role in the school; and establish a strategic framework for the school by:</p> <ul style="list-style-type: none"> <li>• Setting aims and objectives of the school</li> <li>• Setting policies for achieving those aims and objectives</li> <li>• Setting targets for achieving those aims and objectives</li> <li>• Monitoring and evaluating the progress of the school in achieving those aims and objectives</li> </ul> <p>In doing so the governing body will support and challenge the Headteacher, who is responsible for the 'internal organisation, management and control of the school'.</p> <p>The full governing body <b>must</b> draw up the Instrument of Government and any amendments thereafter using Constitution Regulations 2012. (This task cannot be delegated)</p> <p>Ref:            (The School Governance (Constitution) (England) Regulations 2012            The School Governance (Constitution) (England) Regulations 2007 (as amended)            The School Governance (Procedures) (England) Regulations 2003 (as amended)            The Education (School Government) (Terms of Reference) (England) 2000)</p> <p>See also Lakeside Decision Planner and Delegation Framework document.</p>
<b>Disqualification</b>	as per Regulation 20 and Schedule 6 of the Constitution Regulations

<b>HEAD TEACHER'S PERFORMANCE REVIEW GROUP</b>	
<b>Membership</b>	2 or 3 (members should have received appropriate training)
<b>Clerk</b>	Records to be made by a member of the Review Group in accordance with Authority documentation
<b>Meetings</b>	Annually plus interim meetings as agreed by the Headteacher and the Headteacher Performance Review Group
<b>Overall Remit</b>	<ol style="list-style-type: none"> <li>1. Arrange to meet with the Learning and Leadership Partner (LLP) to discuss the Headteacher's performance targets</li> <li>2. Decide, with the support of the LLP, whether the targets have been met and to set new targets annually</li> <li>3. Monitor through the year the performance of the Headteacher against the targets</li> <li>4. Make recommendations to Pay and Personnel Committee in respect of awards for the successful meeting of targets set</li> <li>5. Ensure performance management record is completed and appropriately stored.</li> </ol>
<b>Disqualification</b>	The Headteacher and any member of staff.

<b>PAY AND PERSONNEL COMMITTEE</b>	
<b>Membership</b>	A minimum of 3 governors plus the Headteacher, one person different to the make up of the HT performance management panel. The Headteacher will withdraw when their own salary is being discussed.
<b>Quorum</b>	3
<b>Meetings</b>	<ol style="list-style-type: none"> <li>1. The Pay Committee will meet twice in the Autumn Term and additionally as requested by Headteacher or the governing body</li> <li>2. All meetings of the Committee will be minuted. Non-confidential minutes will be distributed to all governing body members and made publically available once approved. Confidential minutes will only be available to committee members and stored securely by the clerk.</li> <li>3. In the event of an individual appeal against a pay or personnel decision, the committee chair will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.</li> </ol>
<b>Overall Remit and delegated powers</b>	<ol style="list-style-type: none"> <li>1.1 Receive pay recommendations from the Headteacher</li> <li>1.2 annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher</li> <li>1.3 annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee</li> <li>1.4 deal with any request from a governor or the school leadership team to review leadership pay ranges and make recommendations for any changes to the full governing body, where appropriate</li> <li>1.5 annually receive pay recommendations from the Headteacher for support staff and determine pay progression</li> <li>1.6 where the Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation of the Headteacher (or Chair of the HPMC). See further guidance in <a href="#">Teachers' Pay Recommendations: Advice for Pay Committee Governors</a>.</li> <li>1.7 nominate one or two of its members to undertake the annual audit of performance management and periodic detailed audit of performance management</li> <li>1.8 ensure salary statement are issued to teaching and support staff to confirm pay outcomes in writing, as detailed in the pay policy within one month of the determination</li> <li>1.9 Participate in annual review of the pay and performance management policies, recommending any changes to FGB for adoption.</li> <li>1.10 Agree with the Headteacher a staffing structure for the school which meets the aims of the school Improvement Plan and refer to full governing body if changes to structure are required</li> <li>1.11 Keep under review staff work/life balance, working conditions and well-being including the monitoring of absence</li> <li>1.12 Ensure that Safe Recruitment Practices are followed (including those relating to safeguarding children) when appointing new members of staff;</li> <li>1.13 Review/adopt and follow the best practice policies as set out HCC Manual of Personnel Practices</li> <li>1.14 Ensure that the school complies with all current employment laws</li> <li>1.15 Establish conditions of employment for staff, when discretion exists, and monitor staff absences</li> <li>1.16 Approve job descriptions/role profiles for HT and Deputy HT and Head of Residential Care</li> <li>1.17 Review staff induction, development, training and outcomes of teaching staff exit comments</li> <li>1.18 Act as a forum to discuss confidential matters involving pupils, staff and parents/carers</li> </ol>
<b>Disqualification</b>	<p>Anyone paid to work in the school with exception of the Headteacher</p> <p>Pay and Personnel Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.</p>

## **Governor Panels**

It is a requirement to form panels of governors on occasions, for instance:

- pupil discipline and exclusions
- staff grievances
- staff dismissal
- appeals against Headteacher or committee decisions
- parental complaints

All panels will work in line with the relevant national and local guidance. Should a panel need to be convened, the Clerk will initiate proceedings, calling upon governors from the agreed pool. Staff governors are not eligible to serve on panels dealing with the pay or performance of another member of staff.

### **Panel members pool**

Panel members are drawn from a list of governors (the pool) using the following rules:

- In the event of a panel being needed the top three governors on the list who have had no previous involvement with the matter will be contacted, unless there is a need for using more than three. If any of these are unable to take part the list will be followed down until 3 are available.
- The chair of governors is not a member of the pool as s/he will inevitably be involved in the original decision or situation. Any other governor who has prior involvement in a particular case will not be eligible for panel membership.
- If a further appeals panel is needed then the next three governors on the list will be contacted.
- In the event of either committee sitting, those governors who are involved will subsequently be spread throughout the list to ensure they do not sit together again. Even if they do not sit, the three names at the top will automatically rotate every term.
- Individual new governors will join at the bottom. When several join at once, they will be spread throughout the list
- The chair of the committee shall be selected by the panel.

### **Outline procedure**

1. The appellant (i.e. parent, employee), Headteacher and an LA officer where required by the process must be invited to the meeting at a time and place convenient to all parties (within the statutory time limit if applicable)
2. Panels have a clerk to organise the practical details.
3. Written statements should be requested (including witness statements) in advance of the meeting
4. Any written statements (including witness statements) and a list of those who will be present at the meeting should be circulated in advance to all parties
5. Following an appeal hearing, and in line with relevant guidance, all panels will report back to the full Governing Body on the anonymised outcome decision.