

**THE GOVERNING BODY OF  
Federation of  
Denton C E Primary School and  
Harlaxton C E Primary School**

Terms of  
Reference

## ROLES AND RESPONSIBILITIES

### 1. THE GOVERNING BODY

- See Scheme of Delegation Document for FGB responsibilities.

Membership:	As per the Instrument of Government.
Disqualification:	As per Regulation 17 and Schedule 4 of the Constitution Regulations.
Quorum:	One half of the number of Governors in post (5).

### 2. CHAIR OF THE GOVERNING BODY

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Lincolnshire 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 Body acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification:	The Headteacher, Staff Governors, Pupils, Staff Members.
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### 3. 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 attend meetings of the governing body and ensure minutes are taken
- To maintain a register of members of the governing body and report vacancies to the governing body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as has been determined in the Clerks Job Description.

Disqualification:	Governors, Associate Members, the Headteacher.
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### 4. 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:	Headteacher
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### 5. CLERK TO A COMMITTEE

- 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 Body from time to time.

Disqualification:	The Headteacher.
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## 6. INDIVIDUAL GOVERNOR ROLES AND REPOSIBILITIES

To monitor an identified area on the School Plan or a statutory function of the Governing Board and report to the Governing Board, ensuring the challenge and support of the committee the monitoring is replacing is captured. It is expected that 3 monitoring visits will be made to the school during the year, (unless LCC directed (e.g. safeguarding), school circumstances or statutory requirements necessitate more. A visit does not necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

### SKILL SET

- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure holding to account by the are undertaken within the visit with the answers documented.
- 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 priority milestone 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. Visits may be conducted virtually as appropriate.

Reports will be submitted for approval by the Headteacher and the Chair within the school within one week of the visit, and then be lodged with the Clerk of governors for distribution as soon as possible, at least seven days before the next Governing board meeting.

The following designated statutory governor roles need to be appointed by the Governing board.

- Safeguarding (including e-safety)
- SEND
- Careers (Secondary only)

Governing Boards should also appoint to the following governance roles:

- Attendance
- Finance
- Health & Safety
- Wellbeing
- School Food

And to focus on the development needs of the Governing board

- Training and development

*Before undertaking any monitoring, governors will read the Monitoring policy, Governing Board code of conduct and the school staff code of conduct.*

**Having designated/ delegated governors does not reduce the collective accountability of the board for all its functions. The board will need to ensure that its agenda and reporting mechanisms enables ALL board members to have strategic overview and responsibility to enable effective decision making**

## COMMITTEE STRUCTURE AND RESPONSIBILITIES

### 1. FINANCE / PERSONNEL COMMITTEE

*The main functions of this committee are to consider and monitor:*

- *the school's budget;*

#### *Financial Responsibilities*

- familiarise themselves with this policy document and their roles and responsibilities
- ensure that the school complies with the Local Authority's Scheme for Financing Schools, as approved by the Secretary of State
- familiarise themselves with the way in which schools in Lincolnshire are funded
- contact the Local Authority for advice in relation to leasing arrangements
- produce a timetable of meetings at the start of the year outlining their key purpose
- consider the draft annual budget papers prepared by the Headteacher
- consider the draft medium term finance plan prepared by the Headteacher
- consider budget monitoring reports produced by the Headteacher throughout the year
- monitor the financial performance of catering and other functions (where applicable) throughout the year (some trading activities within school should not be subsidised by budget share)
- ensure that the school obtains value for money (refer to Finance Handbook for more information)
- ensure that the school's Other Government Grants allocations are fully utilised
- The Consistent Financial Reporting website should be used to assist with comparisons (refer to Finance Handbook for more information)
- ensure that the school complies with the County Council's financial regulations
- report to the full Governing Body
- ensure that audit recommendations are implemented within a reasonable timescale
- ensure that the school has a list of certifying officers for the purpose of signing cheques, certifying employee claims etc. and review this on an annual basis
- ensure that minutes of Finance meetings are forwarded to [governor.support@lincolnshire.gov.uk](mailto:governor.support@lincolnshire.gov.uk)
- ensure that assets with a value up to £20,000 are disposed of in accordance with the guidance set out in Section E of the Finance Handbook

Membership:	Any member or associate member of the governing body and the Headteacher (ex officio). Members (except the Headteacher) will be appointed annually at the autumn term meeting of the governing body.
Disqualification:	None.
Quorum:	One half of the membership of the committee (minimum 3).
Chair:	Appointed by the governing body at the autumn term meeting.
Clerk:	The Clerk to Governors. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

## 2. HEADTEACHER'S PERFORMANCE REVIEW PANEL

- To arrange to meet with the external adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the external adviser and utilising the Headteacher Standards guidance, 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 Pay Committee in respect of awards for the successful meeting of targets set.

Membership:	Any member of the governing body. Members will be appointed annually at the autumn term meeting of the governing body. (2/3 Governors & External Advisor)
Disqualification:	Staff governors.
Chair:	To be appointed at the first meeting of the group.
Clerk:	The Clerk to the Governing Body.

## 3. PAY COMMITTEE

The main function of the Committee is to implement the School's Pay and Performance Policy in line with the appropriate Lincolnshire County Council Policy as ratified by the Governing Body.

- To achieve the aims of the whole school, pay policy in a fair and equal manner:  
The aim of the policy in the case of pay progress on Main Pay Range, UPS and Leadership Scales will be determined by the committee using the pay policy as guidance.
- To apply the criteria set by the whole school pay policy:  
In this review - criteria for movement is outlined in the policy.
- To observe all statutory and contractual obligations:  
Subject to decisions made following discussions, the Chair of this committee will ensure that the staff will receive written confirmation of the outcome of the salary review. The Headteacher will give all staff informal feedback. The Headteacher will instigate the appropriate forms to ensure that this change in pay scale is reflected from 1st September 2025.
- To minute clearly the reasons for all decisions.
- To have regard for the school's budget.

Membership:	Any members of the Governing Body. Members will be appointed annually at the autumn term meeting of the governing body. (3 Governors). The Headteacher has the right to attend the committee meetings.
Disqualification:	Chair of Governors and Staff Governors.
Chair:	To be appointed at the first meeting of the group.
Clerk:	The Clerk to Governors.
Meetings:	To be held as and when necessary and called by the Clerk.
Notes:	Decisions of the Committee will be taken in private, confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Human Resources will be notified in writing immediately following the Committee's decision. In the case of pay decisions for teachers, this will be done in accordance with the School Pay Policy.

#### 4. COMPLAINTS PANEL

*The main functions of this panel are:*

- *to consider any complaints which the Headteacher nor the Chair of Governors have been able to resolve following the Lincolnshire County Council procedure as adopted by the governing body*

Membership:	Panel will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as necessary.
Disqualification:	Staff governors and Chair of Governors who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the panel at its first meeting.
Clerk:	The clerk to Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

#### 5. PUPIL DISCIPLINE PANEL

*The main functions of this panel are to:*

- *consider and review the pupil discipline policy and the application of it;*
  - *in certain circumstances, to conduct a hearing to decide whether action to exclude a pupil is appropriate.*
- To consider representations from parents in the case of suspensions of 5 days or less (panel may not re-instate but will give further guidance and advice to the Headteacher).
  - To consider representations from parents in the case of suspensions totalling more than 5 but less than 16 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion*).
  - To consider the appropriateness of any permanent exclusion or any suspension where one or more suspensions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*).
  - To agree a submission on behalf of the governing body, to nominate a member of the committee to appear at and to make any arrangements for the governing body to be represented at the hearing of any appeal submitted by parents against a decision of this committee to an independent review panel.

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus a reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

## 6. APPEALS COMMITTEE

*The main function of this committee is to decide whether to uphold or overturn a decision (not relating to staff dismissal or staff discipline) taken by a committee of the governing body which has been referred to this committee for consideration.*

To hear any appeal arising from the decision of any committee or individual governor or the head in whom any executive power has been vested which it is not the responsibility of any other committee to hear. Any appeal will be conducted in accordance with the relevant procedure adopted by the governing body.

Membership:	Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

## 7. STAFF DISCIPLINE/DISMISSAL COMMITTEE

*The main functions of this committee are to decide whether:*

- *a member of staff (including the Headteacher) should be dismissed under disciplinary procedures/made redundant/dismissed due to ill health;*
- *not renew a member of staff's contract.*
- *The Committee will follow the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.*

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as necessary
Disqualification:	Staff governors, Headteacher and the Chair of the governing body who may have prior knowledge.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

## 8. STAFF DISCIPLINE/DISMISSAL APPEALS COMMITTEE

*The main function of this committee is to decide whether to uphold or overturn a decision taken by the staff disciplinary/dismissal committee of the governing body which has been referred to this committee for consideration in line with the relevant Lincolnshire County Council policies/procedures as adopted by the Governing Body.*

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher, the Chair of the governing body who may have prior knowledge and any governor who served on the original hearing committee.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.

## 10. ADMISSIONS COMMITTEE

*The main function of this committee is to consider decisions based on MOU with LCC regarding admissions – refer to academic year Admissions LCC Policy (updated annually in Summer Term).*

Membership:	Committee will be formed only as required. Any 3 members of the governing body plus one reserve. Members and the reserve will be appointed as appropriate.
Disqualification:	Staff governors, Headteacher.
Quorum:	All 3 governors must be present.
Chair:	Appointed by the committee at its first meeting.
Clerk:	The Clerk to the Governing Body. The Headteacher cannot be the Clerk.
Meetings:	Will be held as and when necessary and will be called by the Clerk.