Pevensey & Westham CofE Primary School

Governing Board Terms of Reference (Circle Structure)

Approved by:	Michael Hilton Chair of Governors	**Date:** 20th July 2026
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These terms of reference were reviewed on **20th July 2026**.

The members of the Governing Board of Pevensey & Westham CofE Primary School shall adhere to these Terms of Reference and all policies agreed by the Governing Board at all times.

School Vision

"At PaWS we have an ambitious vision to work in partnerships with families, the church and the wider community to prepare all our children with the knowledge, skills, values and behaviours they will need in order to flourish, reach their potential and enjoy fullness of life."

(John 10:10)

Roles and Responsibilities

The Governing Board will discharge its responsibilities as set out in the Governance Handbook; and maintaining and developing the Christian Vision and its theological underpinning as well as the Church of England Vision for Education. The core strategic functions of the Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

At Pevensey & Westham CofE Primary School all governor business is managed through full governing board meetings. Below are the standing orders for the governing board.

The Governing Board of Pevensey & Westham CofE Primary School has a duty and obligation to fulfil the strategic role that all school Governors have responsibility for. These duties include, but are not limited to:-

- agreeing the staffing structure
- agreeing the Governing Board constitution
- agreeing and managing the school budget

- appointment of staff
- monitoring and reviewing policies and documents
- supporting the school to raise standards
- setting targets for and monitoring progress of pupil achievement
- ensuring the curriculum is balanced and broadly based
- regulating staff conduct and discipline
- reporting on pupils' achievement
- engaging with stakeholders

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Day to day management of Pevensey & Westham CofE Primary School is the responsibility of the Headteacher.

The Governing Board will monitor the progress of the school.

Composition

The Governing Board of Pevensey & Westham CofE Primary School agreed its constitution on **14th September 2026**. The full composition is detailed in the Instrument of Government. The Clerk to the Governors is responsible for ensuring that each member of the Governing Board has a copy of the Instrument of Government.

Chair of Governors

Any non-Staff Governor may be elected to serve as Chair of Governors. The Governing Board of Pevensey & Westham CofE Primary School shall elect a Chair of Governors annually in the first Full Governing Board meeting – in term 1. In the event that the Chair of Governors ceases to be a member of the Governing Board, they shall cease to be the Chair of Governors. The Chair of Governors may resign as Chair at any time but should make every effort to ensure that a plan for succession is in place and being adhered to for consistency and continuity purposes. The Chair of Governors shall take responsibility for:-

- devising agendas in consultation with the Headteacher and Clerk to Governors
- managing the business of the meetings
- meeting regularly with the Headteacher
- ensuring the Governing Board adheres to its Standing Orders
- ensuring the Governing Board Working Groups are correctly established
- being responsible for the appointment and development of the Clerk to Governors and carrying out an annual performance review with the Clerk
- implementing a succession planning programme to ensure consistency when a new Chair of Governors is elected

The Chair can be removed from office by the Governors following the procedures set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 9, legislation.gov.uk.

Vice-Chair

Any non-Staff Governor may be elected to serve as Vice-Chair of Governors. The Governing Board of Pevensey & Westham C of E Primary School shall elect a Vice-Chair annually in the first Full Governing Board meeting – in term 1. In the event that a Vice-Chair of Governors ceases to be a member of the Governing Board, they shall cease to be the Vice-Chair of Governors. A Vice-Chair may resign from that position at any time in the year.

During their time in post as Vice-Chair, they should work closely with the Chair of Governors to provide support and be participative in succession planning.

In the event that the Chair of Governors is unable to attend a meeting of the Governing Board of Pevensey & Westham CofE Primary School, the Vice-Chair shall act as Chair for that meeting. In the event that the Chair is unable to carry out the duties for a period of time, the Vice-Chair shall be responsible for carrying out those duties.

Elections for Chair and Vice-Chair

Nominations for Chair and Vice-Chairs shall be sought by the Clerk to the Governing Board of Pevensey & Westham CofE Primary School at least one week prior to the date of the meeting at which the election is to take place. The Clerk shall invite Governors to nominate or self-nominate, via email, with a closing date of no later than seven days before the date of the meeting.

The Clerk to the Governing Board shall act as Chair during the process of election of the Chair.

In the event that more than one nomination for Chair of Governors is received, the Clerk to the Governing Board of Pevensey & Westham CofE Primary School shall arrange a secret ballot at the meeting. Those Governors that have been nominated or self-nominated shall not participate in the secret ballot.

In the event that no nominations are received for the Chair of Governors, a Vice-Chair (if one has been elected) shall Chair that meeting. In the event that neither Chair nor Vice-Chair is elected, the Governing Board of Pevensey & Westham CofE Primary School shall arrange for one of its non-Staff Governors to Chair the meeting and the election shall be adjourned to the subsequent Full Governing Board meeting. If no Governor is willing to Chair the meeting, it shall be cancelled in accordance with school governance regulations.

In the event that more than two nominations for the positions of Vice-Chairs are received, the same principles as those for election of Chair shall apply. In the event that no nominations are received for Vice-Chair the election may be deferred to the next meeting.

Election and appointment of new Governors

The Governing Board of Pevensey & Westham CofE Primary School has responsibility for ensuring that vacancies are filled as quickly as possible and that a broad range of skills are available from the Governors that serve on it.

Parent and Staff Governors

East Sussex County Council has delegated its responsibility as Returning Officer for Parent elections to the Clerk, and for Staff Governor elections to the Headteacher. The elections shall be conducted in accordance with the guidance and good practice issued by East Sussex County Council.

Co-opted Governors

The Governing Board of Pevensey & Westham CofE Primary School shall appoint its Co-opted Governors. In doing so it shall take into consideration the skills that the Governing Board requires. Co-opted Governors shall be appointed from the local and wider community.

Local Authority Governors (LA)

LA Governors are nominated by the East Sussex LA Governors Panel. When LA Governors leave the Governing Board, the Governing Board of Pevensey & Westham CofE Primary School shall consider how the vacancy can be filled, taking into consideration the collective skills of the governing board. Any potential candidate will need to complete the Local Authority Governor application and this application, along with references will be considered by the Local Authority Panel. Once the panel have approved an application the Clerk to the Governing Board will be informed and the Governing Board will consider the application for approval at the next full governing board meeting.

Foundation Governors

The Diocesan Board of Education shall appoint 2 Foundation Governors on the recommendation of the Parochial Church Councils of St Mary's Church, Westham and St Nicholas Church, Pevensey.

Ex-Officio Governors

The Headteacher and the incumbent or priest-in-charge of either the Parish of St Mary's Church, Westham or the Parish of St Nicholas Church, Pevensey are Ex-Officio members of the Governing Board by virtue of their appointments.

Associate Members

The Governing Board of Pevensey & Westham CofE Primary School reserves the right to appoint Associate Members to any committee it may decide to commission, for a period of one to four years subject to voting limitations outlined in current regulations.

Induction

The Governing Board shall ensure all new Governors are issued with a Pevensey & Westham CofE Primary School Governing Board induction pack. This pack shall be updated and managed by the Clerk to the Governing Board. All new Governors shall attend the East Sussex Induction programme for new Governors. All governors are expected to sign and adhere to the Governing Board Code of Conduct.

Link Governors

The Link Governor roles will be reviewed annually in accordance with the schools aims and strategy. Governors should be annually elected for the following roles:

- Safeguarding/LAC
- SEND/Inclusion
- Finance
- Pupil Premium
- PE/Sports Premium
- Mental Health and Emotional Wellbeing (MHEW)
- Governance Training
- Information Governance (GDPR)
- Data
- Human Resources
- Health and Safety
- EYFS
- Equality and Diversity
- Christian Distinctiveness/RE

- Pupil Progress (Teaching & Learning curriculum)
- Attendance & Behaviour
- Relationships, Sex and Health Education (RSHE)

All Link Governors will attend Diocesan and/or Local Authority training relevant to their area of oversight.

Suspension and Disqualification of Governors

The Governing Board may agree to suspend a Governor for a period of up to six months under prescribed reasons in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013: regulation 17, legislation.gov.uk.

Governors may be disqualified in exceptional circumstances where the actions or behaviour of the governor warrants removal rather than suspension. Foundation / LA / Partnership Governors can be removed by the appointing body. The Governing Board can remove Co-Opted, Parent or Staff Governors in accordance with statutory guidance Constitution of Governing Bodies of maintained schools.

Governing Board Meetings

The Governing Board of Pevensey & Westham CofE Primary School will hold a Full Governing Board meeting six times, during term time, per each academic year. The Clerk to the Governing Board shall produce an annual planner to determine meeting dates and this shall be discussed at the first meeting of each academic year in preparation for the new academic year.

Full Governing Board meetings shall start at a time that is acceptable to all members of the Governing Board and agreed at the first Full Governing Board meeting of the academic year.

The quorum for Governing Board meetings is 50% (rounded up) of the Governors in post. Meetings which are not quorate shall not go ahead. Meetings that become inquorate partway through may go ahead but no decisions can be made.

All meetings shall be convened by the Clerk to the Governing Board. This is subject to direction from the Chair in the event of the need for an urgent meeting.

Any three members of the Governing Board may request a meeting by submitting a written request to the Clerk to the Governing Board outlining the purpose of the meeting. The Clerk to the Governing Board shall take direction from the Chair of Governors. Notice of the meeting together with the agenda and supporting papers shall be received by each member of the Governing Board no later than seven days before the meeting. In an effort to reduce costs in relation to materials and printing, the Governing Board of Pevensey & Westham CofE Primary School shall, wherever possible, use e-communication to distribute such papers. Where a Governor does not have access to e-mail, a hard copy shall be posted to the Governor's home address by the school office. Notice, agenda and supporting papers shall be sent to the Headteacher and any Associate Members.

The Governing Board of Pevensey & Westham CofE Primary School will have only two Committees – the Pay Committee and a Pupil Disciplinary Committee. A focus will instead be assigned to each of the FGB meetings, as part of the annual planner, to ensure that all required matters over the year are addressed. The FGB shall review its structure annually at the first meeting of the academic year. In reviewing the structure it shall ensure that the focus of the meetings are appropriate and meet the needs of the Governing Board.

Agenda

The agenda for the full Governing Board meeting shall be prepared by the Clerk in consultation with the Chair of Governors and Headteacher.

Any member of the Governing Board may request an item to be included on the agenda by writing to the Clerk. The Clerk shall take direction from the Chair of Governors.

Any Other Urgent Business

Where urgent items need to be raised which are not covered elsewhere on the agenda, a Governor may raise the item under Any Other Business. The Governing Board of Pevensey & Westham CofE Primary School shall determine whether the item is urgent. If it is not considered urgent the Clerk to Governors shall ensure that it is included on the agenda of the subsequent meeting.

Attendance at meetings

The Clerk will maintain an attendance register for all Full Governing Board meetings.

In the event that a Governor is unable to attend a meeting(s) they must contact the Clerk directly to offer apologies. If the Governor is not able to contact the Clerk then they should contact the Chair or, as a last resort, the school office.

Where a Governor has offered apologies for absence the Governing Board will decide whether the apology should be accepted and this shall be shown in the minutes of the meeting. Acceptance or non-acceptance of apologies will be a standing agenda item at each meeting.

If a Governor fails to attend meetings for a continuous period of six months and has failed to submit apologies, or the Governing Board has not accepted those apologies, the Governor may be disqualified in accordance with regulations. This decision shall be made by the Full Governing Board meeting and recorded in the minutes.

In the event that the Headteacher is unable to attend a meeting the Deputy Headteacher may attend on the Headteacher's behalf.

Statutory guidance from the Department for Education (DfE) says that governing boards should publish up-to-date details of their governance arrangements on their websites.

This includes a record of governors' attendance "at governing board and committee meetings over the last academic year".

Meeting Minutes

The Clerk to the Governors shall take minutes of all Full Governing Board meetings. In the event that the Clerk is unable to attend a meeting, the Governing Board should arrange for one of its members to minute on that occasion. The Headteacher is exempt. The Chair of Governors shall not be the person to take the minutes.

Where an item is confidential it shall form a separate minute on pink paper and be filed separately.

Minutes shall be kept in consecutively numbered loose leaf or lever arch file and stored in the school office. Minutes (except confidential items) shall be available for public inspection.

The draft minutes shall be produced within five days of the meeting and sent to the Chair and the Headteacher for approval. When the draft minutes have been approved by the Chair and Headteacher the minutes may be circulated to every member of the Governing Board as a supporting document to the agenda for the next Full Governing Board meeting.

The Governing Board shall approve the minutes as an accurate record of that meeting at the next Full Governing Board meeting and these shall be signed by the Chair of Governors of Pevensey & Westham CofE Primary School. Once the minutes have been approved by the Governing Board, and have been signed by the Chair, the Clerk will ensure the signed copies are filed in the relevant file.

Correspondence

The Chair of Pevensey & Westham CofE Primary School Governing Board may write and sign letters on behalf of the Governing Board.

In the event that the Chair has taken Chair's action for an urgent item of correspondence the Chair shall report the events at the next Full Governing Board meeting.

The Clerk shall produce a list of correspondence (incoming and outgoing) and distribute to Governors at each Governing Board meeting.

Debates

The Chair will ensure that all Governors enjoy equality of opportunity to express their views. The Chair will regulate all debates

Decision Making

All decisions must be made by the Governing Board of Pevensey & Westham CofE Primary School unless the Governing Board has delegated the function.

Only Governors present at the meeting are able to vote.

A simple majority decides the outcome of any vote and in the event of a tie the Chair shall have the casting vote. [This does not apply when it relates to a selection panel vote for recommendation of the appointment of Headteacher or Deputy Headteacher].

Decisions of the Governing Board are binding upon all members.

Business and Pecuniary Interests

A Register of Pecuniary Interests will be held by the school's Business Manager. Each Governor shall be required to sign a Pecuniary Interest Form annually. All new Governors shall be required to sign a Pecuniary Interest Form. Details of governors' pecuniary interests will be published on the school's website, in accordance with regulations.

Business Interests will be a standing agenda item and Governors are required to declare any business or personal interest in any agenda item.

Any person entitled to attend a Full Governing Board meeting (including Associate Members and the Headteacher where they are not a Governor) must withdraw and not vote where there could be a conflict of interest [the definition for a conflict of interest is where a Governor has an interest that is greater than the generality of the Governing Board].

Delegation of Functions

No individual Governor may take action unless that action has been formally delegated to the individual Governor by the Governing Board.

Delegation of functions shall be reviewed annually by the Governing Board.

The only formal committees will be the Pay Committee and the Appeals Panel. The Pay Committee will meet in the autumn term and its terms of reference are within the Pay Policy. The Appeals Panel will meet as required. Only governors who have not been involved in the review or Pay Committee process, and who are not employees of the school, should be on the Pay Appeals panel. The panel will seek advice from County HR as required.

The Governing Board shall act in accordance with the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 when agreeing delegation.

Public Statements

No Governor will make any public statement about any matter concerning the School without the authority of the Governing Board.

Amendments to Terms of Reference

The Governing Board may not add too, amend, or revoke any Standing Order or Annex in force for the time being except at an ordinary meeting.

Details of proposed amendments to Terms of Reference and Annexes must be issued to all members of the Governing Board with the agenda paper for the meeting at which they are to be considered for adoption.

TERMS OF REFERENCE

Duties:

The Governing Body will undertake the following duties unless delegated, in line with statutory guidance; and maintaining and developing the Christian Vision and its theological underpinning as well as the Church of England Vision for Education. Any delegated duties will be minuted accordingly:

- To discharge the statutory requirements of a governing board, including publishing of information and approval of statutory policies and documents.
- To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget and that the school staffing complement supports the aims and ethos and is affordable.
- To appoint Link Governors and to receive regular reports from these governors.
- To form Headteacher Performance Management Panel and Pay Committee.
- To undertake monitoring visits to the school to evaluate the performance of the school.
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of standards.
- To appoint an appeals panel annually.

Quality of Education

- To meet with the lead professionals within the school to gain an understanding of the scope of how well the curriculum is planned and sequential towards securing good knowledge and skills for the next stage of education.
- To discuss the performance data for the school
- To monitor pupil achievement and progress, including a focus on pupils reading widely and fluently.
- To review the progress and attainment of Pupil Premium pupils and other vulnerable groups.
- To receive regular updates from the Headteacher of the quality of teaching and learning and the effective use of assessment.
- To ensure effective provision for pupils with Special Educational Needs and Disabilities (SEND).

Behaviour and Attitudes

- To work with leaders to set high expectations of behaviour and conduct to effect positive attitudes to learning.
- To monitor pupil numbers, attendance and punctuality.
- To model and promote positive relationships amongst all stakeholders.

Personal Development

- To ensure that regard is paid to pupil's spiritual, moral, social, emotional and cultural development and fundamental British values are promoted within the school.
- To ensure that there is a programme of curricular extension which develops the interests and talents of pupils.
- To ensure that regard is paid to developing character education, helping pupils keep physically and mentally healthy.

Leadership & Management

- To set the strategic direction for the school and articulate this through a clear and ambitious vision, underpinned by strong shared values, policies and practice.
- To ensure all current safeguarding and child protection legislation and associated procedures are followed and discussed at every meeting.
- To ensure that there is a focus on developing staff subject knowledge and pedagogy and a realistic management of workload. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To ensure that all pupils complete their programme of study and are not 'gaming' or 'off-rolling'.
- To assist the Headteacher to discharge their responsibilities under the Health & Safety at Work Act 1974 under the guidance of the Local Authority
- To monitor the effectiveness of the schools health & safety arrangements and make periodic inspections of the buildings and equipment as appropriate.
- To approve a 3 year budget plan taking into account the agreed priorities of the School Development Plan.
- To consider a budget position statement including virement decisions at least 3 times per year.
- To ensure that the school operates within the Financial Regulations of the County Council
- To allocate sufficient funds in the annual budget to provide for pay increments as recommended under Appraisal and Performance Management arrangements. In the

light of the Headteacher Performance Management Group's recommendations, to allocate/determine whether sufficient funds have been made available to cover recommended increments

- To undertake the role of a Pay Committee as per the model Terms of Reference of the Pay Committee
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions
- To ensure that the requirements of the Schools Financial Value Standards (SFVS) are being maintained or worked towards
- To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection and published on the school's website, in accordance with regulations.
- To promote parental and community engagement with the school.
- To ensure that all statutory duties are fulfilled, for example the Equality Act 2010, Prevent duty, safeguarding and welfare of learners.

Michael Hilton
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Signed by the Chair of Governors (Michael Hilton) on behalf of the Governing Board of Pevensey & Westham CofE Primary School

20th July 2026
……Dated

Annexe One

To discharge these duties, the Governing Board will undertake the following activities –

Quality of education

- To monitor the school's Teaching & Learning Policy.
- To monitor the school's Curriculum policy and subject area policies.
- To link with Subject Leaders in order to monitor implementation of Subject Plans.
- To link with Subject Leaders in order to monitor standards within subject areas.
- To monitor progress towards Teaching & Learning related targets of the School Improvement Plan.
- To monitor standards of teaching.
- To monitor the quality of pupil learning.
- To understand assessment policy and practice across the school.
- To understand the performance data for the school.
- To monitor pupil achievement and progress against school targets.
- To monitor pupil achievement and progress against National Standards.
- To monitor the achievement and progress of vulnerable pupil groups within the school.
- To monitor the impact of any extended services provided against pupil achievement.
- To monitor progress towards curriculum related targets of the School Improvement Plan

Behaviour and Attitudes

- To monitor pupil numbers.
- To 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.
- To review and adopt Home School Agreements.
- To check that mechanisms are in place to ensure school information is shared effectively with parents/carers.
- To monitor the school's behaviour policy

Personal development

- Evaluate the school's promotion of pupil's Spiritual, Moral, Social & Cultural development.
- To monitor curriculum extension
- To monitor opportunities for the development of mental and physical health

Leadership and Management

- To approve the first formal budget plan each year and to ensure the school notifies the approved budget to the local authority by the agreed deadline.
- To maintain an accurate and up-to-date 'balanced' budget and three-year plan, that shows clear links to the School Improvement Plan and Staffing Structure.
- To ensure the school adheres to the local authority's conditions of the 'Scheme for Financing Schools'.
- To review and approve the school's Scheme of Delegation annually and monitor compliance.
- To monitor income and expenditure of all public funds ensure corrective action is taken where necessary.
- To evaluate proposed expenditure following recommendations from the Headteacher .
- To review and challenge the school in regard to compliance towards Internal Audit Bulletins.
- To evaluate and approve any virements between budget headings within agreed limits.
- To analyse and approve Tenders for Contract Services.
- To keep in-school financial procedures under regular review.
- To ensure key financial decisions are recorded properly.
- To be actively engaged in any consultations to change the LA Finance Scheme.
- To benchmark school financial performance against similar schools
- To ensure that all spending provides 'Value for Money' in terms of raising standards in education.
- To monitor and evaluate the management of the School Fund and to receive the audited annual accounts.
- To make decisions in respect of service agreements and insurance.
- To establish procedures for Governors to claim expenses.
- To determine the staff complement in consultation with the Headteacher
- To monitor the Appraisal and Continuous Professional Development of all staff in accordance with the policies established and receive reports/updates from the Senior Management Team in relation to this.
- To ensure that the school does not discriminate against job applicants on the basis of race, religion, gender, age, disability or sexual orientation.
- To give appropriate consideration to the well-being of all staff.
- To determine dismissal payments/early retirement.
- To determine whether sufficient funds are available for pay increments.
- To review and approve teacher pay proposals.
- To seek advice from the LA, where appropriate, to ensure adequate levels of buildings insurance and personal liability.

- To monitor the implementation of the school buildings strategy/plan and contribute to LA Asset Management Planning arrangements.
- To monitor the maintenance plan for the premises.
- To maintain buildings, including a properly funded maintenance plan.
- To ensure that Health & Safety regulations are followed and prioritised appropriately.
- To receive an annual Health & Safety Inspection Report and agree any actions.
- To decide to offer additional activities and agree what form these should take or to decide to cease existing activities.
- To review and monitor plans relating to staff, premises, systems and data and equipment, in relation to disaster recovery.
- To undertake annual Headteacher's Performance Review.
- To approve all school trips involving an overnight stay away from home.
- To undertake an annual review of governance, including a review of the performance of the Governing Board, the Chair and all governors

Additional Specific Tasks:

In addition to the main governing Board, the following are required to fulfil specific tasks.

PAY COMMITTEE - Model Terms of reference

The Pay committee of the Governing board is authorised to recommend / or has delegated power to decide all pay matters, as set out in the Terms of Reference agreed by the Governing board.

No decisions will be notified to staff until the full Governing board has agreed or been notified.

(If the Pay Committee *recommends* the full Governing board will need to agree. If the Pay Committee has the delegated power to *decide* they will only need to notify the full Governing board).

1. Membership

1.1. The Pay Committee could be made up of three members of the Board of Governors, perhaps from existing Finance and Personnel Committees, excluding the Headteacher and any other members paid to work in the school. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge.

1.2. Disqualification –The Headteacher and Staff Governors (the HT will be entitled to attend all meetings in an advisory capacity).

1.3. The Headteacher will leave the meeting when their own pay is being discussed.

2. Terms of reference

2.1. The committee will have full powers to make recommendations/decisions within the pay policy adopted by the Governing board. The terms of reference are as follows:

- To achieve the aims and objectives of the school pay policy;
- To apply the criteria set by the policy, including linkages with the school appraisal policy, in determining the pay of each member of staff;
- To observe all statutory and contractual obligations;

- To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document;
- To ensure that all pay decisions have regard to the legislation outlined in (Section 2 of the above policy);
- To recommend the annual pay budget, including pay progression at all levels. The Governing board recognises that funding cannot be used as a criterion to decide performance pay progression;
- To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing board;
- To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1st September;
- To ensure staff know the procedure for making an appeal against pay decisions;
- To ensure there are clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner;
- To keep abreast of developments influencing pay considerations and to advise the Governing board when the pay policy needs to be reviewed.

3. Pecuniary interest

3.1. No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

4. Procedure

4.1. The full Governing board will receive the report of the Pay committee in the confidential section of the agenda. Once decisions have been made, members of staff will be advised in writing.

Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year

PUPIL DISCIPLINE COMMITTEE - Model Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion)*
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions 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 6th and 15th school days after receiving notice of the exclusion)*
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- *Any items which individual governing Boards may wish to include*

Membership – 3 or 5

The Governing Board may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher, any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

APPEALS PANEL - Model Terms of reference:

To deal with appeals that are the outcome of administration policy for example pay, exclusions.

Membership – 3 or 5

The Governing Board may nominate a pool of governors from which three or five will serve on the Appeals Committee dependent on the nature of the appeal. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

HEADTEACHER'S PERFORMANCE REVIEW GROUP

Model Terms of reference:

- To agree and set Headteacher's performance targets
- To decide, with the support of the SIP, 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 Full Governing Board in respect of awards for the successful meeting of targets set

Membership – 3

Disqualification –The Headteacher and Staff Governors

Working parties Terms of Reference

Membership

- Not less than three governors appointed by the Governing Board plus any Associate members appointed by the Governing Board to the working party.
- The working party may make recommendations to the Governing Board for co-option of non-governor members.
- At the creation of a working party a Chair should be appointed for the duration, this will be agreed at a FGB meeting.
- The Chair of Governors can be an ex-officio member of each working party and may attend each committee meeting and vote because s/he has chosen to be a governor.

- The Headteacher may attend meetings but may not vote unless s/he has chosen to be a governor.

Disqualification
Any member of staff other than the Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Headteacher or any governor may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Quorum
Three governors who are appointed members of the working party.

Meetings

- The scope of the working party will be agreed at a FGB meeting.
- Working party meetings will not be open to the public.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Board and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

Contingency Group

The membership of this group is the Chair of Governors, the Vice-Chair, the Headteacher and the Lead Finance and Data (Pupil Progress) Governor. These key governors have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Board as a whole.

Terms of reference:

- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Board

Quorum
Three governors who are appointed members of the committee.

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and East Sussex County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available,
- 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 Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – Headteacher and Staff Governors

The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Full Governing Board
- To attend meetings of the Full Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Disqualification – Headteacher, Governors and Associate Members

The Role of the Lead Finance Governor

- To give written feedback to the Full Governing Board following each school visit
- To give full feedback and communication to the Chair of the Governing Board
- Provide support, monitoring & accountability to the Headteacher on finance matters.

Disqualification – none

The Role of the Lead Data (Pupil Progress) Governor

- To give written feedback to the Full Governing Board following each school visit
- To give full feedback and communication to the Chair of the Governing Board
- Provide support, monitoring & accountability to the Headteacher on data & pupil progress matters.

Disqualification – none

The Governing Board Terms of Reference

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities. In the event of a tied vote the Chair or Acting Chair / Vice Chair will have a second or casting vote.

The Governing Board will:

1. Agree constitutional matters*, including procedures where the Governing Board has discretion.
2. Recruit new members as vacancies arise and to appoint new governors* where appropriate
3. Provide induction for new governors
4. Hold at least six Governing Board meetings a year
5. Appoint or remove the Chair and Vice Chair*
6. Appoint or remove a Clerk to the Governing Board*
7. Annually adopt the SEF
8. Receive Headteacher reports
9. Review and monitor examination/national test results
10. Ensure all Governors are made aware of and comply with the Governor's code of conduct.
11. Review, adopt and monitor the procedures for dealing with the complaints from parents/carers.
12. Approve, evaluate and question the School Improvement Plan

13. Decide which functions of the Governing Board will be delegated to working parties, groups and individuals*
14. Review the delegation arrangements annually including agreeing the terms of reference.
15. Annually elect governors for specific responsibilities in line current guidance
16. Ensure at least 3 governors are appointed and trained to complete the Headteacher's Performance Management
17. Suspend a governor*
18. Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
19. Approve the first formal budget plan of the financial year
20. To undertake monitoring visits to the school
21. Review all relevant policies as required
22. Ensure that the school has robust identification and intervention procedures in place to address the needs of all current and prospective pupils within the ethos and facilities of the school.
23. Ensure the requirements of children with special needs (including those with disabilities and the gifted and talented) are met.
24. To monitor pupil achievement against published targets.
25. To monitor the impact of any extended services provided against pupil achievement
26. Consider teaching and learning issues which have implications for finance and staffing decisions and make recommendations to the Full Governing Board
27. Ensure that any recommendations from OFSTED or LEA are implemented and that appropriate governors are fully involved in the process by supporting the relevant staff members.
28. Make arrangements for the Governing Board to be represented at school improvement discussions with the local authority and LEA and for reports to be given to the Governing Board.
29. To monitor monthly expenditure
30. To establish and maintain an up-to-date three year financial plan
31. To benchmark school financial performance against similar schools
32. To consider and monitor all issues relating to School Premises and present reports to the FGB on action or decisions needed.
33. To consider a budget position statement, including virement decisions, at least termly and to report to the Governing Board any significant anomalies from the anticipated position.
34. To ensure that the school operates within the financial regulations of the Local Authority
35. To review annually charges and remissions policies and expenses policies.
36. To make decisions in respect of service agreements
37. To make decisions on expenditure following recommendations (from the Headteacher or the Governing Board)
38. To ensure that Health & Safety regulations are followed and are prioritised appropriately
39. To allocate sufficient funds in the annual budget to provide for pay increments as recommended under Performance Management arrangements
40. In the light of the Headteacher Performance Management Group's recommendations, to allocate/determine whether sufficient funds have been made available to cover recommended increments
41. To ensure that the requirements of the Schools Financial Value Standards (SFVS) are being maintained or worked towards
42. Consider staff issues in relation to their financial impact on the school. Present reports to the FGB on actions or decisions needed.

43. To 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**
44. To monitor pupil numbers

**these matters cannot be delegated to either a committee or an individual*

Membership – As per the Instrument of Government
Disqualification – as per current Constitution Regulations

Quorum: One half of the number of Governors in post