



## **Terms of Reference**

These terms of reference define the responsibilities of the St Gregory's school Full Governing Body, core sub-committees and ad hoc subcommittees:

- Full Governing Body
- Core subcommittees
  - Resources (including premises, staffing and finance)
  - Pupil Welfare, Achievement & Curriculum (PWAC)
  - Communications (Comms)
- Ad hoc subcommittees
  - Pay Committee
  - Staff Disciplinary/Dismissal Committee
  - Staff Appeals Panel (incl. Staff Dismissal)
  - Admissions Panel
  - Complaints Panel
  - Pupil Discipline Panel
  - Headteacher Performance Management Review Panel

All decisions and actions agreed at committee meetings are recorded in minutes, which are to be saved on the school SharePoint and sent to the Clerk of Governors.

The first item of each committee meeting will review actions from the previous subcommittee and Full Governing Board meetings, and agree whether the actions are closed or carried forward.

This document also specifies the various roles undertaken by members of the governing body:

- Chair/Vice Chair
- Safeguarding Governor
- Cared for Children Governor
- Training Liaison Governor

## **Table of Contents**

Terms of Reference – Full Governing Body .....	3
Terms of Reference – Resources (including premises, finance and personnel) .....	4
Premises.....	4
Finance.....	5
Personnel .....	6
Terms of Reference – Pupil Welfare, Achievement & Curriculum .....	7
Pupil Welfare & Safeguarding.....	7
Pupil Achievement.....	7
Curriculum .....	8
Terms of Reference – Communications .....	10
Ad Hoc Subcommittees.....	11
Terms of Reference – Pay Committee.....	11
Terms of Reference – Staff Disciplinary/Dismissal Committee .....	13
Terms of Reference – Appeals Committee (incl. Staff Dismissal) .....	15
Terms of Reference – Admissions Panel.....	16
Terms of Reference – Complaints Panel.....	17
Terms of Reference – Pupil Discipline Committee .....	18
Terms of Reference – Headteacher Performance Management Review Panel ...	20
Terms of Reference – Roles .....	21
Chair/Vice Chair.....	21
Safeguarding Governor .....	22
Cared for Children Governor .....	23
Training Liaison Governor .....	24
Terms of Reference Signature Page .....	25

## **Terms of Reference – Full Governing Body**

### **Participation:**

- The Full Governing Body shall consist of:
  - (a) seven foundation governors;
  - (b) two parent governors;
  - (c) one head teacher;
  - (d) one staff governor;
  - (e) one local authority governor.
- Associate members may be appointed by the Full Governing Body to provide specific skills or services. Associate members may be delegated voting rights at committee level but NOT at the Full Governing Body meetings.
- Co-opted governors are appointed by the Full Governing Body on the basis of the skills they can bring to support the effective governance and success of the school.

### **Quorum:**

- Half the membership plus one governor, two of whom must be the Headteacher and Chair or Vice Chair.

### **Meetings:**

- Once per term, falling in second half term.

### **Terms of Reference:**

1. To consider the reports and recommendations from the various sub-committees (and any ongoing projects) and consider whether any further action is necessary.
2. To define the School Development Plan and monitor progress made against its objectives.
3. To review the Headteacher's report, School Improvement Partner's report and any matters arising.
4. To agree constitutional matters.
5. To appoint or remove the Chair and Vice Chair.
6. To appoint or remove a Clerk to the Governing Body.
7. To establish the committees of the Governing Body and their terms of reference.
8. To recruit new members as vacancies arise and appoint new governors.
9. To approve the 3-year forecast and budget.
10. To approve spending in excess of £2000.
11. To approve selection and appointment of the Headteacher or Deputy Headteacher.
12. To consider recommendations from the Headteacher Performance Management panel and approve Headteacher's pay.
13. To review any policies requiring approval by the Full Governing Body (see Policy Cycle).

## Terms of Reference – Resources (including premises, finance and personnel)

### General Terms:

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Strategic Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions

### Quorum:

- As a minimum this must be not less than three governor members of the committee, one preferably being the Headteacher

### Meetings:

- Once per term, ideally falling in the first half term.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- Draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and key decisions will be presented at that meeting by the subcommittee chair (or in his/her absence another member of the committee).
  - Any actions/recommendations concerning amounts in excess of £2000 to be reported at the next Full Governing Body meeting.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### Premises

1. To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
2. To work with the Safeguarding Governor to ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To arrange professional surveys and emergency work as necessary.
  - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.*

## **St Gregory's School Governing Body**

5. To create a project committee where necessary to oversee any major developments.
6. To establish and keep under review an Accessibility Plan
7. To review, adopt and monitor a Health and Safety policy.
8. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Finance**

1. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
3. To establish and maintain a three-year financial plan, taking into the account priorities of the School/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
4. To draft and propose to the Full Governing Body for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
5. To make decisions in respect of service level agreements.
6. To approve spending up to £2000. Amounts greater than this will be approved by the Full Governing Body and the Diocese, where appropriate.
7. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
8. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
9. To receive at least termly budget monitoring reports from the Headteacher.
10. To report back to each meeting of the Full Governing Body and to alert them of potential problems or significant anomalies at an early date.
11. To meet with other subcommittees and provide them with the information they need to perform their duties.
12. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
13. To review, complete and submit the School Financial Value Standard (SFVS) within the appropriate deadline.
14. To undertake any remedial action identified as part of the SFVS.

## St Gregory's School Governing Body

15. To receive and act upon any issues identified by a local authority audit.

### Personnel

1. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
  - *Including monitoring staff absence.*
2. To establish and oversee the operation of the school's Appraisal Policy, including:
  - *The arrangements and operation of the school's appraisal procedures for the Headteacher*
  - *Tracking staff performance management and its ongoing development*
  - *Monitoring the professional development of staff and staff promotions.*
3. To establish a Pay Policy for all categories of staff.
4. To be responsible for the administration and review of the Pay Policy.
5. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
6. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
7. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
8. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
9. To shortlist, interview and recommend appointment of candidates for the position of Deputy Headteacher and Headteacher.
10. To delegate to the Headteacher the appointment of permanent, temporary and part-time teaching posts, supply and support staff.
11. In consultation with staff, to oversee any process leading to staff reductions.
12. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

The committee has the delegated power to make decisions without reference to the Full Governing Body except the appointment (or dismissal) of the Headteacher or Deputy Headteacher. Any financial commitment arising in other subcommittees needs to be referred back to this Resources Subcommittee.

## **Terms of Reference – Pupil Welfare, Achievement & Curriculum**

### **General Terms:**

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Strategic Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions

### **Quorum:**

- As a minimum this must be not less than three governor members of the committee, one preferably being the Headteacher

### **Meetings:**

- Once per term, ideally falling in the first half term.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- Draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and key decisions will be presented at that meeting by the subcommittee chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

## **Pupil Welfare & Safeguarding**

1. To ensure the safety of the children at school, as defined in the terms of reference for the Safeguarding Governor (see later).
2. To identify ways in which pupils' experience and enjoyment of school can be enhanced. This will include monitoring the play equipment and general environment, monitoring school meals and considering any issues raised by the school council.

## **Pupil Achievement**

1. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
2. To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups (across the range of ability)
3. To review the school's national test results across all groups and advise the Governing Body of successes or areas for improvement.

## **St Gregory's School Governing Body**

4. To monitor and evaluate the effectiveness of school leadership and management.
5. To monitor and evaluate the impact of continuing professional development on improving staff performance
6. To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
7. To monitor and evaluate provision for all groups of disadvantaged children (including those of low ability, on Pupil Premium, Looked After or those with Special Educational Needs) and the most able, to ensure all their needs have been identified and addressed
8. To monitor how the school promotes and uses the Pupil Premium grant and make recommendations as required.
9. .To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
10. To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
11. To monitor achievement data published by the school (e.g. on the website) for accuracy and for satisfying Ofsted requirements.
12. To ensure that all children have equal opportunities.
13. To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

## **Curriculum**

1. To monitor and evaluate, all areas of the curriculum, in particular literacy, maths, and religious education.
2. To ensure the Catholic ethos permeates the school.
3. To foster links between the school and Parish (including Savio house), ensuring the parish has a presence in the school (e.g. celebration of mass, RE support) and the school has a presence in the parish (e.g. festivals, plays, notices, retreats)
4. To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEN governor.
5. To co-ordinate link governor activities and ensure periodic visits take place to monitor Pupil Premium and the KIPs identified in the SSDP. To receive reports from visits at sub-committee meetings.
6. To review feedback from the School Improvement Partner on curriculum issues, monitor and evaluate resulting actions.

## **St Gregory's School Governing Body**

7. To monitor and evaluate curriculum-related feedback (positive and negative) and the school's requirements/expectations of parents.
8. To advise the Full Governing Body on the school's curriculum statement and their statutory obligations. (The Full Governing Body has the duty to see that the school's curriculum satisfies statutory requirements.)

## **Terms of Reference – Communications**

### **General Terms:**

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Strategic Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions

### **Quorum:**

- As a minimum this must be not less than three governor members of the committee, one preferably being the Headteacher

### **Meetings:**

- Communications activities will be carried out by representatives on an ad hoc basis.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- Draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and key decisions will be presented at that meeting by the subcommittee chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **Terms of Reference:**

1. To monitor and review the effectiveness of the ongoing communication within and from the school particularly, Headteacher to staff, Headteacher/school to parents, Headteacher/school to pupils.
2. To monitor and propose initiatives concerning the school's publicity, public presentation and relationships with the wider community; e.g. parents, prospective parents, pupils, school council, PTA, parish, pre-schools and local press.
3. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
4. To monitor and propose initiatives to receive feedback from parents/other parties.

## **Ad Hoc Subcommittees**

The following subcommittees will be convened on an as-needed basis:

- Pay Committee
- Staff Disciplinary/Dismissal Committee
- Staff Appeals Panel (incl. Staff Dismissal)
- Admissions Panel
- Complaints Panel
- Pupil Discipline Panel
- Headteacher Performance Management Review Panel

### **Terms of Reference – Pay Committee**

#### **Membership**

- The Pay Committee shall consist of at least three named members of the governing Body, appointed by the governing body, none of whom are paid to work at the school. This can include associate members who will have voting rights, but associate members will not contribute to the quorum of the meeting.

#### **Quorum**

- Three governors, not including the Headteacher. The Headteacher will attend all meetings to advise, other than when his/her own pay is being discussed.

#### **Terms of Reference**

- The Pay Committee is authorised to decide all pay matters relating to staff, to recommend the whole school pay policy for adoption by the Governing Body on an annual basis, and to monitor the implementation of the approved pay policy.
- The Pay Committee will have full powers to make decisions within the pay policy adopted by the governing body. All discussions relating to individual pay and/or determinations made by the pay committee must remain confidential. The pay committee's decisions will not be reported back to the Full Governing Body until all rights to appeal against its decisions have been exhausted. The terms of reference are:
  - To draft the whole school pay policy on an annual basis and make a recommendation to the Governing Body for its adoption.
  - To achieve the aims and objectives of the school pay policy.
  - To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay and pay progression of each member of staff, taking account of any recommendations made by the Headteacher, or in the case of the Headteacher by the Headteacher's performance management panel.
  - To observe all statutory and contractual obligations.
  - To ensure that the pay policy complies with the most recent School Teachers' Pay and Conditions Document.
  - To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.
  - Within the pay policy, to recommend the appropriate salary range for members of the leadership group, for approval by the full governing body.

## **St Gregory's School Governing Body**

- To recommend the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy, for approval by the full governing body.
- To ensure that appropriate external advice is sought in relation to decisions made, eg the school's human resources advisers, governor support services.
- To ensure that each member of teaching staff receives a written statement of their pay according to statutory requirements.

### **Appeals**

- Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

### **Reporting**

- The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda

## Terms of Reference – Staff Disciplinary/Dismissal Committee

### Purpose

- To consider disciplinary matters and dismissals where these functions have not been delegated to the Headteacher under the Staffing Regulations, or in the case of discipline, where the Headteacher has had detailed prior involvement.

### Membership

- The committee shall consist of at least three eligible Governors. Every Governor and Associate Member [other than the Headteacher, Staff Governor(s) and a pupil] is eligible for membership.
- Anyone involved in the investigatory stage may not be involved in making decisions at any subsequent disciplinary hearing.
- **The School Governance (Miscellaneous Amendments) (England) Regulations 2015** came into force on 1st September 2015 and made amendments to the School Staffing (England) Regulations 2009. The changes enable governing boards to include associate members on a committee set up to deal with staffing matters under the Staffing Regulations power of delegation. This does not include an associate member who is a pupil or member of staff at the school. Governing boards must ensure where they plan to use associate members on staffing panels that they are properly appointed to the committee and that this decision is recorded in their minutes. They will also need to decide what level of voting rights they will have to ensure that they have the required skills and training to fulfil the role they have been given.  
Associate members can be counted towards the quorum required for the relevant staffing committee or panel. They can be included in any of the existing levels of delegation as an addition to, say, the Headteacher/and or one or more governors.
- The Committee may have an advisor at all meetings. The advisor is not eligible to vote.
- *If 2 or more neighbouring maintained schools wish to create a joint "Disciplinary/Dismissal Committee", to deal with matters relating to staff appointed to work across their schools or to provide impartiality in dealing with other cases, they may do so under the School Governance (Collaboration)(England) Regulations 2003. Such a joint committee does not exist in its own right, but acts under delegated powers from the collaborating governing bodies.*
- The committee shall agree a chair for each meeting.
- The clerk to the committee must be a person who is not a Governor of the school(s), an associate member or the Headteacher.

### Quorum

- Three.

### Meetings

- The Staff Disciplinary/Dismissal Committee shall meet on an as required basis.

### Decisions

- Any decisions shall be made by a simple majority.

### Procedures

1. All hearings shall be in private and minuted.

## **St Gregory's School Governing Body**

2. The employee(s) shall be given at least seven working days' notice in writing of the hearing.
3. The employee(s) shall be entitled to attend the hearing, to be accompanied by a friend or representative if he/she wishes, to call witnesses in his/her defence where appropriate and to question any witness bringing evidence against him/her.
4. All relevant papers must be circulated, by all parties, to all parties, in advance of the hearing.
5. The Committee shall consider its decision in private except for the presence of the Clerk and the Committee's advisor. Private deliberations shall not be minuted.
6. Where possible the decision of the committee shall be communicated verbally at the end of the hearing. In any case the decision shall be confirmed in writing to the employee within 5 working days of the hearing.
7. The employee shall have the right of appeal against any decision of the Disciplinary/Dismissal Committee.

## **Terms of Reference – Appeals Committee (incl. Staff Dismissal)**

### **Membership:**

- At least 3 governors
- It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member

### **Disqualification**

- The Headteacher
- Any members of the associated Hearings Committee

### **Terms of Reference:**

1. To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
2. To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
3. To consider any appeal against selection for redundancy\*
4. To consider any appeal against a decision of the Pay Committee with reference to Performance related pay.
5. Any items which individual governing bodies may wish to include

\*cannot be delegated to an individual

## **Terms of Reference – Admissions Panel**

### **Membership:**

- Headteacher and at least two other governors

### **Meetings:**

- To meet every Spring Term to consider applications for admissions in the following September intake – this can form part of the Pupil Welfare, Achievement & Curriculum Spring term meeting.
- Extraordinary meetings will be held to discuss in-year applications, as required.

### **Terms of Reference:**

1. To consider and make decisions on all planned applications. To identify children to be offered places when the school is over-subscribed (by application of the admissions criteria).
2. To report to the Full Governing Body, in broad terms, all admissions (detailed discussions of individual applications will be avoided, in case of future appeal).
3. To prepare the Governing Body's case for presentation of an appeal.

## **Terms of Reference – Complaints Panel**

### **Membership:**

- As per the Complaints policy, membership is to be comprised of three governors who, where possible, have had no previous involvement in consideration of the complaint and is considered impartial with respect to the complainant.
- The Governing Body will ensure that, where an issue is likely to be the subject of a complaint, they will identify a group of governors who will not be involved in the initial hearings as soon as possible.
- To maintain the integrity and credibility of the panel's decision, membership of the panel will be reviewed and revised if the complainant has reasonable grounds for objecting to the participation of any members of the appeal panel.

### **Meetings:**

- The committee will be convened in the event of a complaint and in accordance with the requirements of the Governing Body's Complaints policy.

### **Terms of Reference:**

1. To consider and make decisions on any complaint which has reached stage 4 of the Complaints procedure. The committee will be convened when required and in accordance with the requirements specified in the procedure. Please refer to this procedure for details of the process, responsibilities and timescales.
2. To report summary outcomes of the appeal process to the Full Governing Body.

## **Terms of Reference – Pupil Discipline Committee**

### **Membership:**

- A pool of six named Governors, not including the Headteacher, staff employed at the school or Associate Members.
- Chairman to be elected at need.
- The Committee will be clerked by the Clerk to the Governing Body.

### **Quorum:**

- A quorum for this committee shall be three governors.

### **Meetings:**

- When required.

### **Terms of Reference:**

1. To carry out the procedures required in respect of pupil exclusion legislation and best practice.
2. Minutes will be sent to the Governors who attend the meeting of the Committee, a copy kept for reference on the Confidential Minutes file, and a copy kept on the pupil's file.
3. As matters dealt with by this committee are likely to be confidential, care must be taken that any documents are safeguarded accordingly.

### **Exclusions**

- The Headteacher is the only person with the power to exclude a pupil from the school. In his or her absence, the most senior teacher has the right to exclude a pupil from school. The Chairman of Governors should be informed of the exclusion.
- A pupil may not be suspended for an indefinite period: suspension must be for a fixed term or permanently.

It is the duty of the Headteacher:

- i) where he or she excludes a pupil the parent should be informed immediately and followed up by a letter within one school day, and the reason for it;
- ii) in exceptional cases, usually where further evidence has come to light, a fixed period exclusion may be extended or converted to a permanent exclusion. In such cases the Headteacher must write again to the parents explaining the change;
- iii) where a pupil is excluded, the parent of the pupil must be informed that representations about the exclusion can be made to the Pupil Discipline Committee;
- iv) where the Headteacher excludes a pupil for more than 15 days in aggregate in any one term, he or she shall inform the Pupil Discipline Committee without delay of the period of the exclusion and the reason for it. Similarly, this action should be taken if the exclusion is made permanent;

## **St Gregory's School Governing Body**

- v) where he or she excludes a pupil permanently and that decision is upheld by the Pupil Discipline Committee, as soon as it is reasonably practical, to inform the LEA of the decision by notice in writing.

It is the duty of the Pupil Discipline Committee, where they have been informed of the permanent or fixed-term exclusion of a pupil for more than fifteen days in aggregate:

- i) to consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated at all;
- ii) where they consider the pupil should be reinstated, to give the appropriate direction to the Headteacher;
- iii) where they consider that the pupil should not be reinstated to inform the parents of their decision.

It is the duty of the Headteacher where he or she has excluded a pupil, to comply with any direction for the reinstatement of the pupil given by the Pupil Discipline Committee.

It is the duty of the Pupil Discipline Committee to inform parents of a pupil who has been excluded permanently of their right to appeal against the decision.

**Terms of Reference – Headteacher Performance Management Review Panel**

**Membership:**

- Three governors including Chair/Vice Chair and Resources Chair

**Meetings:**

- Annual performance management review meeting to occur in November.
- Interim performance management review(s) to occur on an ad hoc basis according to need.

**Terms of Reference:**

1. To consider the performance of the Headteacher against the set objectives.
2. To receive advice from the School Improvement Partner (SIP) on the achievement of objectives and work with the SIP to set objectives for the next year.
3. To confirm the Headteacher Appraisal document prepared by the SIP and issue within the agreed timescales.
4. To review the Headteacher's salary and make recommendations to the Full Governing Body.

## **Terms of Reference – Roles**

### **Chair/Vice Chair**

1. To ensure all statutory duties required of the Chair are carried out in an effective and timely manner.
2. To consider, with the Headteacher, the strategic development of the school, the effectiveness of the school development plan and the school's self-evaluation.
3. To monitor the progress and effectiveness of governor tasks and sub-committees.
4. To maintain the Governor Skills audit and highlight areas for development.
5. To maintain these Terms of Reference and governors' Roles & Responsibilities on an annual basis.
6. To ensure the cohesion of all parties involved in school activities (teachers, governors, PTA, parents).
7. To monitor complaints, especially those leading to withdrawal from the school.
8. To review and maintain the schedule of Annual Governing Body Tasks (held on the website) and ensure tasks are completed as required.
9. To review and maintain the Policy Review Cycle and Process (held on the website) and ensure timely reviews take place.

## **Safeguarding Governor**

1. To ensure the School has an up-to-date and effective policy for child protection which is available to parents on request.
2. To ensure the School has an up-to-date and effective policy for managing safeguarding allegations or concerns about staff and volunteers.
3. To ensure appropriate and up to date child protection training has been undertaken by all staff, including temporary staff and volunteers.
4. To provide information to the Local Authority, the Diocese, and any other interested bodies such as Ofsted, about how the School has discharged its safeguarding responsibilities.
5. To liaise with the Local Authority and Diocese in the event of an allegation being made against the Headteacher;
6. To hold the Headteacher and staff to account for the effectiveness of safeguarding arrangements within the School.
7. To ensure arrangements are in place for assuring that the site is secure and safe.
8. To ensure governors have had suitable safeguarding training, including the latest PREVENT training
9. To ensure appropriate arrangements are in place to safeguard children who take part in or are affected by the provision of extended services and other school activities that take part outside normal school hours;
10. To ensure all of the School's safeguarding arrangements are recorded in a written format, and that reviewable records are kept of activity so that their effectiveness may be monitored.
11. To ensure an effective system is in place for monitoring and evaluating the School's safeguarding arrangements.
12. To feedback to the Governing Body as required and particularly regarding any concerns with procedure or any incidents.
13. To ensure that when safeguarding concerns have been brought to the Governing Body that effective steps are taken, without delay, to address them.
14. To ensure that the ethos of the School promotes positive practice in relation to safeguarding.
15. To ensure the monitoring of the Single Central Record each term.

**Cared for Children Governor**

(To be undertaken by the Safeguarding Governor, unless agreed otherwise)

1. To ensure that the policy and practice in school supports children in Cheshire East's care.
2. To ensure there is a Designated Teacher for cared for children.
3. To ensure cared for children have equal access to all aspects of school life, including the National Curriculum, examinations and extra-curricular activities
4. To ensure there is an ethos of support and acceptance in the school for children who do not live with their birth families.
5. To monitor the progress and attendance of these children in comparison to other groups at the school.
6. To highlight any concerns with the above and recommend improvements to the Governing Body.

**Training Liaison Governor**

1. To ensure governors are aware of training available.
2. To maintain records of the training received by all governors.
3. In conjunction with the Chair and individual governor, to identify ongoing training needs and ensure this takes place.

**Terms of Reference Signature Page**

**These terms of reference are approved by the St Gregory's school governing body:**

..... (Chair on behalf of Full Governing Body)

..... (Date)

First draft – January 2012

Updated with new members – April 2013

Updated to reflect new structure – January 2014

Updated for new academic year & to include appeal committees – November 2014

Reviewed for new academic year October 2016 (H Hey)

Updated to reflect new structure and content – November 2017 (J Gardner)