

The Role of the Chair of the Local Governing Body

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

The Role of the Clerk to the Local Governing Body

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

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements and the Code of Conduct for Minchinhampton Primary school governors
- ❖ 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 develop expertise in order to advise the Chair or the Local Governing Body on matters appropriate to the work of the committee, including related complaints and appeals.

The Local Governing Body

Terms of reference:

- **To agree constitutional matters***, including procedures where the Local Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Local Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Local Governing Body***
- **To establish the committees of the Local Governing Body and their terms of reference***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of the Local Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Local Governing Body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- To uphold the agreed code of conduct for governors

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Statutory policy/documentation

Instrument of governance

Minutes of meetings and papers considered at GB and committee meetings

Register of business interests of headteacher and governors

These terms of reference agreed by the Local Governing Body	
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Name of Governor	End of term of Office
Stephen Draper (Co-op)	4 th May 2026
Nick Moss (Headteacher)	indefinite
Staff Governor – Teresa Watt	1 st Dec 2026
Mike Allen (Co-op)	13 th March 2027
Kimberley Downton (Co-op)	1 st Sep 2023
Howard Gilbert (Foundation)	indefinite
Gill Price (Foundation)	30th June 2025.
Katherine Meredith (Parent)	7 th June 2026
David Powell (Co-op)	12th Jan 2026
Claire–Louisa Patnicroft (Parent)	22 March 2027
Judith Munro Faure (Foundation)	31 st Dec 2026
Ruth Dickson (Parent)	22 March 2027
Chair of the Local Governing Body	Stephen Draper
Vice-Chair of the Local Governing Body	Kimberley Downton
Clerk to the Local Governing Body	Nicki Oats

Quorum:	One half of the number of Governors in post
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School Development Planning Committee

The membership of this group is the Chair of Governors, the Vice-Chair, the Headteacher and the Chair of each of the Committees. These key governors have a more strategic and co-ordinating role to enhance the effectiveness of the work of the Local Governing Body as a whole. The terms of reference give an indication of this broader perspective

Terms of reference:

- To promote excellence throughout the school
- To agree and oversee school self evaluation and development planning
- To agree the work of the Local Governing Body and its committees for the year
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Local Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Local Governing Body
- To establish and keep under review a protocol for the Local Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Local Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- 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 Local Governing Body

Policies/documents

School evaluation
School development Plan
Governors workplan

These terms of reference agreed by the Local Governing Body	
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Name of Governor		End of Term of Office
Stephen Draper		4 th May 2026
Howard Gilbert		indefinite
Nick Moss (Headteacher)		indefinite
Kimberley Downton (Co-op)		1 st Sep 2023
Chair of the Committee	Stephen Draper	
Clerk to the Committee	Nicki Oats	

Finance and Resource Committee

Terms of reference:

Purpose:

- The role of the committee is to maintain strong oversight and compliance with the Trust's financial procedures and monitor the efficient use of resources within the Academy.

Finance:

- To promote excellence throughout the school
- In consultation with the Headteacher, establish and maintain an up to date financial plan
- To establish and maintain an up to date 3 year financial plan
- To ensure compliance with the Trust Finance Policy on all matters.
- To ensure that priorities in the Academy's development plan is appropriately financed.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Local Governing Body and, where appropriate, Directors, in line with the requirements of the Finance Policy.
- To ensure that the academy operates within the financial regulations and guidance from DFE and within the scheme of delegation for the Diocese of Gloucester Academies Trust
- To monitor expenditure of all voluntary funds kept on behalf of the Local Governing Board
- To ensure, as far as is practical, that funding for Health and Safety issues are appropriately prioritised
- To oversee the Pay Policy for all categories of staff and to be responsible for its administration and review
- To ensure sufficient funds are available for pay increments as recommended by the Principal for all (other) staff
- In the light of the Principal's Performance Management Panel's recommendations, to ensure sufficient funds are available to cover any recommendations for an incremental allowance
- To consider finance and resource recommendations from other committees which will have an impact on the academy budget
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements, as delegated by the Diocese of Gloucester Academies Trust.
- To review local policies as assigned by the Local Governing Body, ensuring compliance with any Trust policies/guidance
- To report back to the Local Governing Body
- To assure best value and impeccable systems of financial management.

Premises:

- To advise the Local Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Local Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review the Accessibility plan

- To enable the Chair of the Committee to advise the Local Governing Body on matters relating to the business of the committee

Admissions Committee Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the Local Governing Body in determining the school's admissions policy, or in deciding on the admission of any individual child.

The Local Governing Body 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)

Disqualification – Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Statutory Policies

Refer to Policies Schedule

These terms of reference agreed by the Local Governing Body	
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Name of Governor/Associate Member	End of Term of Office
Stephen Draper (Co-op)	4 th May 2026
Nick Moss (Headteacher)	indefinite
Staff Governor – Teresa Watt	1 st Dec 2026
Mike Allen (Co-op)	13 th March 2027
Kimberley Downton (Co-op)	1 st Sep 2023
Howard Gilbert (Foundation)	indefinite
Gill Price (Foundation)	30 th June 2025.
Katherine Meredith (Parent)	7 th June 2026
David Powell (Co-op)	12 th Jan 2026
Claire–Louisa Patnicroft (Parent)	22 March 2027
Judith Munro Faure (Foundation)	31 st Dec 2026
Ruth Dickson (Parent)	22 March 2027

Chair of the Committee	Stephen Draper
Clerk to the Committee	Nicki Oats

Quorum (minimum of 3, committee can determine higher number)	
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Vision, Achievement and Leadership Working Group

Including the Local Governing Board Standards and Ethos Committee

Terms of reference:

- To promote excellence throughout the school

Leadership

- To consider matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Local Governing Body
- To meet with the External Consultant to discuss the Headteacher's performance targets
- To decide, with the support of the External Consultant, 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
- Ensuring that the highest possible standards are set, achieved and maintained within the Academy.
- Identifying areas of concern regarding performance and standards within the Academy and implementing action plans with the consultation of the board where necessary.

Management

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance & Premises Committee
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To make recommendations on personnel related expenditure to the Finance and Premises Committee
- To consider any appeal against a decision on pay grading or pay awards
- To receive overview reports on school performance management implementation
- To make recommendations to the Finance and Premises Committee in respect of awards for the successful meeting of targets set
- Remaining informed on the attendance rates within the Academy and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education. ▪ Monitoring the level of exclusions within the Academy, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- Reviewing any of the Academy's policies which relate to standards and ethos.

Standards and progress

- To consider and advise the Local Governing Body on standards and progress across and within classes, for age groups, more able children and groups vulnerable to underachievement.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision and monitoring related aspects of the school development plan particularly standards and progress, early years, SEN, pupil premium provision. To receive reports from them and advise the Local Governing Body
- To oversee the Equalities policy development and implementation
- To enable the Chair of the Committee to advise the Local Governing Body on matters relating to the business of the committee

- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of pupils in the Academy.
- Analysing performance trends that might be present within the Academy and compare these with national trends.
- Having knowledge of the educational needs of pupils within the academy and monitoring pupil performance data of specific groups of pupils, e.g. pupils with special educational needs and disabilities.
- Understanding the targets that have been set within the Academy and challenging underperformance within the Academy against these targets.
- Ensuring that the Academy's curriculum is balanced, broadly based and effective
- Ensuring that there are effective procedures in place within the Academy regarding pupil support, attendance and discipline

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Statutory Policies

Refer to Policies Schedule

These terms of reference agreed by the Local Governing Body	
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Name of Governor/Associate Member		End of Term of Office
Kimberley Downton (Co-op)		1 st Sep 2023
Nick Moss (Headteacher)		indefinite
Staff Governor - Teresa Watt		1 st Dec 2026
David Powell		12th Jan 2026
Gill Price		30th June 2025.
Mike Allen		13 th March 2027
Chair of the Committee	Kimberley Downton (Co-op)	
Clerk to the Committee	Nicki Oats	

Quorum (minimum of 3, committee can determine higher number)	
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Values, Admissions Communications and Welfare Working Group

Terms of reference:

- To promote excellence throughout the school

Christian Ethos - **We act as a Critical Friend in the context of the following...**

- ensuring the Christian ethos of the Trust is reflected within the Academy's vision and values.
- the Christian distinctiveness of the Academy.
- the provision of collective worship.
- monitoring the SIAMS outcomes and the associated improvement plans of the Academy.
- ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the Academy.
- promoting the links between the Academy and the local parish.
- the Academy's response to the Diocesan LIFE vision.
- Monitoring the standards and progress (what Ofsted refers to as the wisdom) of pupils attending the Academy?
- the provision of religious education within the Academy.

Safeguarding and values

- To monitor the development and implementation of the Safeguarding policy
- Monitoring safeguarding procedures within the Academy.
- To monitor the central record of recruitment and vetting of adults who work in the school
- To have oversight of attendance, pastoral care, behaviour and attitudes
- To have oversight of personal development and wellbeing of pupils

Admissions:

- To determine within statutory provisions and the Local Governing Body policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the Local Governing Body
- And in relation to school discipline and behaviour:
 - 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 15th 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)

*cannot be delegated to an individual

Communication and relationships:

- To promote the profile of the school in the community, for example through the school prospectus and the school website
- To promote liaison between staff and governors and parents and governors, school and community, to promote working together for the best interests of all.
- To review from time to time the effectiveness of the Relationship Charter in sustaining relationships and resolving difficulties.

Admissions Committee Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

The Governing Body 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 Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Statutory Policies

Refer to Policies Schedule

These terms of reference agreed by the Governing Body	
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Name of Governor	Date Appointed to the Committee
Howard Gilbert	indefinite
Nick Moss (Headteacher)	indefinite
Gill Price (Foundation)	30th June 2025.
Judith Munro Faure (Foundation)	31 st Dec 2026
Katherine Meredith	7 th June 2026

Chair of the Committee	Howard Gilbert
Clerk to the Committee	Nicki Oats

Quorum (minimum of 3, committee can determine higher number)	
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Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Local Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Local Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Local Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Local Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Local Governing Body's charging policy:

***cannot be delegated to an individual**

Membership – not less than 3 members of the Local Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	
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Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Local Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)