CLAINES
CE PRIMARY SCHOOL

'THE WHOLE BODY DEPENDS ON CHRIST. AND ALL THE PARTS OF THE BODY ARE JOINED AND HELD TOGETHER. EACH PART OF THE BODY DOES ITS OWN WORK. AND THIS MAKES THE WHOLE BODY GROW AND BE STRONG WITH LOVE.'

Ephesians 4:16

Claines Church of England Voluntary Controlled Primary School

The composition of the governing body is set out in the school's instruments of governance. As a Church of England Voluntary Controlled school, 25% of the members of the governing body are appointed by the Diocese of Worcester. Governors serve a four-year term of office.

The Chair and Vice Chair of the governing body are elected for one year at a time at the Annual Meeting at the start of the autumn term. There are currently three committees which meet and report to the full governing body each term. The work of the governing body is guided by the Department for Education's *Governance Handbook* (January 2017) and various legal measures.

The governing body reviews its overall committee effectiveness, structure and membership annually. A calendar of dates for the full governing body and committee meetings for the year ahead is set and published. The governing body delegates some, but not all, of its responsibilities to committees. Terms of reference are reviewed annually by each committee at their first meeting of the school year for subsequent ratification by the governing body. Committees elect their own chair annually.

There are three committees: Personal Development and Inclusion Committee; Finance, Personnel and Premises Committee; and Curriculum and Standards Committee. Currently, all governors are members of the Curriculum and Standards Committee; most governors sit on either the Personal Development and Inclusion Committee or the Finance, Personnel and Premises Committee but membership of these committees is open to any governor. When required, committees to deal with pay, dismissals and exclusions are established in accordance with regulations.

Committees report and make recommendations to the termly full governing body meeting. The governing body does not delegate approval of the school improvement plan; the first annual budget in each financial year; or the approval of statutory and other key policies. When required, an extra-ordinary meeting of the full governing body is held to conduct specified business that cannot be held over until he next regular meeting. Where routine decisions are required in between scheduled meetings, the Chair of the governing body consults governors and takes Chair's action. This is then ratified at the start of the next regular meeting of the governing body.

The governing body seeks a shared understanding of the key strengths and weaknesses of the school. Governors participate in the completion and updating of the self-evaluation form (SEF) and consider its contents. They are actively involved in the planning and agenda for school improvement and contribute to the strategic development of the school. Governors consider a variety of internal and external information and use this to inform decision making. Governors visit the school regularly to review progress against the school improvement plan (SIP) in key aspects and curriculum areas.

The headteacher provides regular reports to the governing body about pupils' achievements and progress; performance data; progress against the targets in the school improvement plan; school self-evaluation; effectiveness of the performance management policy; and the fulfilment of statutory responsibilities. Members of the governing body are made aware and make use of external inspection reports from the school's improvement partner, Ofsted and others.

All governors are encouraged to contribute to discussions, support the decision-making process and maintain appropriate levels of confidentiality and discretion. In conducting its business, the governing body has regard to the need for the headteacher, staff and governors to maintain a reasonable work/life balance. In planning the frequency and times of meetings the governing body has regard to the equality of opportunity to serve of current and future governors.

To be reviewed during the Autumn Term 2027

Claines CE Voluntary Controlled Primary School

The role of the Chair of the governing body

1. To ensure the business of the governing body is conducted properly, in accordance with legal and Worcestershire County Council delegation requirements.
2. 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.
3. To establish and foster an effective relationship with the headteacher based on trust and mutual respect for each other's roles. The Chair shall ensure that the governing body acts as a sounding board to the headteacher and provides strategic direction.
4. The Vice Chair will fulfil the responsibilities of the Chair of the governing body in their absence.

The role of the Clerk to the governing body

1. To work effectively with the Chair of the governing body, the other governors and the headteacher to support the governing body.
2. To advise the governing body on constitutional and procedural matters, duties and powers.
3. To convene meetings of the governing body.
4. To attend meetings of the governing body and ensure minutes are taken.
5. To maintain a register of members of the governing body and report vacancies to the governing body.
6. To give and receive notices in accordance with relevant regulations.
7. To perform such other duties as may be determined by the governing body from time to time.

The role of the Chair of a governing body committee

1. To ensure the business of the committee is conducted properly, in accordance with legal requirements.
2. 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.

Disqualifications

The headteacher and staff governor may not be appointed to chair the governing body or one of its committees. No governor or associate governor may be appointed as clerk to the governing body.

Review: Autumn 2027

Claines CE Voluntary Controlled Primary School

FULL GOVERNING BODY

MEMBERSHIP: The composition of the governing body is set out in the school's articles of governance.

QUORUM: 50% of the voting members.

MEETINGS: The Annual Meeting is held at the start of the autumn term each year. Regular meetings are held termly at the end of a cycle of committee meetings.

CHAIR: A non-employee to be elected by committee for one year at the first meeting in the autumn term. Duties will include notifying governors, through the Clerk, of any meeting to be held and providing all members of the governing body with an agenda after consultation with the headteacher.

CLERKING: Minutes will be taken by the clerk to the governing body. These will be circulated to all committee members and to be available to members of the governing body prior to its next meeting.

SCOPE: The full governing body will:

- determine the strategic direction of the school
- act as the school's critical friend and maintain an overview of the work of the school
- receive reports and recommendations from its committees
- set aims and objectives
- agree, monitor and review targets, policies and priorities
- make decisions and ratify recommendations.

ACCOUNTABILITY: The governing body's responsibilities are set out in the Department for Education's Governance Handbook (January 2017).

REVIEW: Annually. Next review: Autumn 2027

TERMS OF REFERENCE: (items marked * cannot be delegated)

- Agree constitutional matters*, including procedures where the governing body has discretion.
- Draw up the instrument of government and any amendments thereafter.
- Recruit new members as vacancies arise and to appoint new governors* where appropriate.
- Hold at least three governing body meetings a year*.
- Appoint or remove the Chair and Vice Chair*.
- Appoint or remove a Clerk to the governing body*.
- Suspend a governor*.

- Establish the committees of the governing body and their terms of reference*.
- Decide which functions of the governing body will be delegated to committees, groups and individuals*.
- Review committee terms of reference annually; each committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).
- Appoint the Chair of any committee, if not delegated to the committee itself.
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary*.
- Ensure that the local authority financial regulations are adhered to, including approving the first formal budget plan of the financial year.
- Keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- Ensure a policy review cycle is in place.
- Review the any delegation arrangements annually.
- Monitor and evaluate the performance of the school through regular consultations and visits.
- Maintain a register of governors' business interests
- Consider business provided by the local authority and the diocesan board of education.
- Agree the selection panel for headteacher and deputy headteacher appointments; consider and ratify the recommendations of such panels.
- Suspend or end the suspension of the headteacher.

Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.

Review: Autumn 2027

Claines CE Voluntary Controlled Primary School

CURRICULUM and STANDARDS COMMITTEE

MEMBERSHIP: The committee shall comprise all members of the governing body.

QUORUM: 50% of the voting members.

MEETINGS: Termly before a full governing body meeting.

CHAIR: A non-employee to be elected by committee for one year at the first meeting in the autumn term. Duties will include notifying, through the Clerk, the committee members of any meeting to be held and providing all members with an agenda after consultation with the headteacher.

CLERKING: Minutes will be taken by the clerk to the governing body. These will be circulated to all committee members and to be available for the full governing body prior to its next meeting.

SCOPE: The committee shall provide guidance and assistance to the headteacher and staff in all aspects of the curriculum and standards.

ACCOUNTABILITY: The committee will report to the full governing body by submitting recommendations for consideration.

REVIEW: Annually. Next review: Autumn 2027

TERMS OF REFERENCE:

- Support and monitor the school's progress toward its vision.
- Consider and advise the full governing body on standards of teaching, learning, attainment and progress, and other matters relating to the school's curriculum including statutory requirements and the school's curriculum policies.
- Consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committee and/or the governing body.
- Make arrangements for the governing body to be represented at school improvement discussions with the external education consultant and for reports to be received by the governing body.
- Oversee arrangements for individual governors to act as link governors in subjects, areas of provision and with classes; monitor reports from them and advise the governing body.
- Oversee arrangements for educational visits, including the appointment of a named coordinator.
- Review all curricular policies on a rolling programme for ratification by the full governing body.
- Ensure the appropriate allocation of resources to subjects in the light of the school improvement plan.

- Look for opportunities to broaden the curriculum and to bring governor expertise to the school and to ensure that creativity is an essential part of the curriculum.
- Identify opportunities to broaden the range of extra-curricular activities.
- Support the school's progress in addressing recommendations made by Ofsted.

Claines CE Voluntary Controlled Primary School

FINANCE, PERSONNEL and PREMISES COMMITTEE

MEMBERSHIP: The committee shall consist of not less than four governors.

QUORUM: Three governors, including one who is not an employee of the school.

MEETINGS: Termly before a full governing body meeting.

CHAIR: A non-employee to be elected by committee for one year at the first meeting in the autumn term. Duties will include notifying, through the Clerk, the members of the committee of any meeting to be held and providing all members with an agenda after consultation with the headteacher.

CLERKING: Minutes will be taken by the Clerk. These will be circulated to all committee members by the Clerk to the governing body and be available for the full governing body prior to its next meeting.

SCOPE: The committee shall provide guidance and assistance to the headteacher and governing body in all matters relating to finance, personnel and the school premises.

ACCOUNTABILITY: The committee will report back to the governing body by submitting recommendations for consideration.

REVIEW: Annually. Next review: Autumn 2027

TERMS OF REFERENCE:

Finance

- In consultation with the headteacher, draft the formal budget plan of the financial year for ratification by the full governing body.
- Establish and maintain a long-term financial plan.
- Consider a budget position statement, including virement decisions, termly and to report significant anomalies from the anticipated position to the governing body.
- Ensure that the school operates within the financial regulations of Worcestershire County Council.
- Monitor expenditure of all voluntary funds kept on behalf of the governing body.
- Annually review charges and remissions policies and expenses policies.
- Make recommendations to the full governing body in respect of service agreements.
- Make recommendations to the full governing body about expenditure following recommendations from other committees.
- Ensure sufficient funds are available for staff annual pay increments.
- Ensure that all necessary insurances are in place.
- Monitor the impact of financial decisions on pupils' achievement.

Personnel

- Draft and keep under review the staffing structure in consultation with the headteacher.
- Administer and review the pay policy for all categories of staff.
- Oversee the appointment procedure for all staff.
- Review the performance management arrangements for all staff.
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and PPA.
- Ensure all staff have an annual review of performance and an annual salary statement.
- Monitor the impact of personnel decisions on pupils' achievements.

Premises

- Advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises.
- Oversee arrangements for repairs and maintenance, including the annual maintenance schedule.
- Oversee the records of safety checks carried out on the premises and grounds.
- Make recommendations to the full governing body on premises-related expenditure, including overseeing premises-related funding bids.
- Oversee arrangements, including organizing and reviewing health and safety, for the use of school premises by outside users, subject to governing body policy.
- Carry out inspections of the school buildings and grounds, including an annual health and safety audit and annual fire risk assessment.
- To develop and annually review the school asset management plan.
- Establish and keep under review an accessibility plan.
- Actively seek ways in which the school can make best use of its grounds and resources in partnership with the community.
- Monitor the impact of premises decisions on pupils' achievements.

The finance policy and pay policy are to be reviewed annually and the review reported to the full governing body. The completion of the fire risk assessment and health and safety audit must be reported to the full governing body annually.

Claines CE Voluntary Controlled Primary School

PERSONAL DEVELOPMENT and INCLUSION COMMITTEE

MEMBERSHIP: The committee shall consist of not less than four governors, including at least one appointed by the Diocese of Worcester.

QUORUM: Three governors, including one who is not an employee of the school.

MEETINGS: Termly before a full governing body meeting.

CHAIR: A non-employee to be elected by committee for one year at the first meeting in the autumn term. Duties will include notifying, through the Clerk, the committee of any meeting to be held and providing all members with an agenda after consultation with the headteacher.

CLERKING: Minutes will be prepared by the Clerk to the governing body. The Clerk will circulate these to all committee members by the Clerk to the governing body and be available for the full governing body prior to its next meeting.

SCOPE: The committee should:

- have a good working knowledge of these aspects of pupils' development
- feel confident to challenge school practice, if necessary, but more importantly to help staff develop and improve systems
- to make a full report to any interested parties, such as the Chair of the Governing Body, the Diocesan Board of Education and Ofsted.

ACCOUNTABILITY: The committee will report back to the governing body by submitting recommendations for consideration.

REVIEW: Annually. Next review: October 2027

TERMS OF REFERENCE:

- Contribute, along with the staff to establishing, promoting, monitoring and evaluating the Christian distinctiveness of the school.
- Review and understand the ethos of the school and the needs of the principally Christian community while also including those of other faiths or none.
- Review and monitor the personal development of pupils, including the standard of behaviour, throughout the school.
- Review and monitor the standards and quality of teaching and learning in religious education.
- Review and monitor the impact of collective worship on the whole school community
- Monitor and review (in liaison with full governing body) the mission statement/vision of the school.

- Review and monitor relevant policies, questioning how these promote the Christian distinctiveness, how are Christian values threaded throughout the life of the school eg:
    - religious education
    - worship
    - attendance
    - behaviour
    - British Values, radicalisation
    - teaching & learning
    - curriculum policies include personal, health and sex education
    - finance.
- Keep relevant sections of the school self-evaluation under review and update as necessary.
- Promote and support links with the local community, church (St John the Baptist), the deanery and the diocese.
- Provide – or ensure it is accessed – pastoral support, principally to the headteacher but also to any member of staff that may need/desire it.

In order to meet above Terms of Reference members of the committee are able to:

- access school documentation (including policies and behaviour records)
- talk to pupils and staff about their experiences
- participate in school worship
- observe behaviour in class and around school and seek the views of other governors through monitoring visit reports
- discuss with subject leaders how their subject develops these aspects
- monitor books (with staff guidance) for progress.