

Full Governing Body

Membership:

As per 'Instrument of Government'. The clerk to the governors should keep a record of all governor terms of office and when their term is due to expire.

Disqualification:

As per [Regulation 21 and Schedule 6 of the School Governance \(England\) Regulations 2007](#).

Quorum:

To be one half of the number of governors currently appointed, rounded up.

Chair and Vice-chair:

To be elected at the first meeting in each school year for a term of one year.

Meetings:

To meet at least once every term.

Terms of reference:

- To agree constitutional matters, including procedures where the governing board has discretion.
- To agree any work of the governing board and its committees following recommendations from the LA.
- To recruit new members as vacancies arise and to appoint new governors where appropriate, giving full consideration to desirable skills.
- To appoint or remove the chair and vice chair.
- To appoint or remove a clerk to the governing board and committees.
- To establish the committees of the governing board and their terms of reference (including delegation and responsibilities) and review same annually.
- To suspend a governor.
- To receive the Headteacher's Report (three per year in total).
- To decide which functions of the governing board will be delegated to committees, groups and individuals.
- To receive written reports from any individual, group or committee to whom a decision has been delegated and to consider whether any further action by the governing board is necessary.
- To review the School Development Plan including the section for governors (ongoing).
- To establish and review the Critical Incident Policy and Procedures.
- To establish and review arrangements for governor visits to the school.
- To approve the first formal budget plan of the financial year and keep a Statement of Financial Control (annually through Finance, Staffing and Premises Committee).
- 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 ratify safeguarding arrangements/policy annually.
- To review the terms of reference and delegation arrangements annually.
- To abide by the 'Code of Conduct for Governors of Lindridge St Lawrence CE Primary School'.
- To monitor the school's website.

Curriculum, ethos and nurture:

- Review the School Development Plan.
- Act as a critical friend for curriculum development and monitor progress against annual statutory targets.
- Review, analyse and question data to ensure that the required attainment and progress is being achieved in all year groups.
- Ensure that assessment procedures are in place and monitor their implementation and effectiveness.
- Evaluate SATs and progress throughout the school.
- Monitor progress of Pupil Premium pupils and other groups.
- Review all curriculum and assessment policies to ensure they correspond with the WAP and statutory requirements.

- Ensure equality of opportunity for all pupils within the school's curriculum provision.
- Agree annual attendance targets.
- Monitor and review SIAMS requirements.
- Work closely with the school's senior managers in all aspects of their work to ensure appropriate progress.
- Consider curricular issues which have implications for finance and personnel decisions, to include use of Pupil Premium.

Terms of reference agreed by the governing board on: 9th September 2025

Chair of the governing board: Meryl Roberts

Vice-chair of the governing board: Hywel Williams

Clerk to the governing board: Hannah Coleman

Finance, Staffing & Premises Committee (FSP)

Membership:

To consist of no fewer than five governors including the Headteacher with appropriate members of staff invited as necessary, in a non-voting capacity.

Quorum:

Three governors in attendance, including either Headteacher or Staff Governor.

Chair:

To be elected annually at the first Full Governing board meeting of the academic year.

Meetings:

To meet at least termly, more likely half-termly.

Terms of reference:

Finance:

- In consultation with the Headteacher, to draft the formal budget plan of the financial year.
- Consider budget position and report anomalies from the anticipated position to the governing body.
- To ensure that the school operates within the financial regulations and guidance of the County Council.
- To annually review Charges and Remissions Policy and Expenses policies.
- To make decisions in respect of Service Level Agreements.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- To ensure that priorities in the School Development Plan are appropriately financed.
- Agree use of the pupil premium.
- Monitor 'School Fund' account and agree audited accounts.
- Determine the extent of financial delegation to the Headteacher.

Staffing:

- To keep under review the staffing structure in consultation with the Headteacher.
- To review a Pay Policy for all staff and be responsible for its administration and review.
- To oversee the recruitment process of all staff with appropriate delegation to the Headteacher.
- To review the Teacher Appraisal Policy for all staff as delegated to the Headteacher.
- Appoint and external advisor to sit on the HTPM panel.
- Keep the Health and Safety Policy and its practice under review and making revisions where appropriate.
- Operate redundancy procedures should they become necessary.

Premises:

- To agree on priorities, including Health and Safety for the maintenance and development of the school's premises and grounds.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing board policy.

General:

- Risk review.
- Report back to the full governing board.

Terms of reference agreed by the governing board on: 9th September 2025

Name	Governor or Associate Member	Voting rights	Date appointed to the committee
Hywel Williams	Governor	Yes	Long standing
Jenna Skyrme	Governor	Yes	March 2023
Eliza Thompson	Governor	Yes	September 2024
Tom Minshall	Governor	Yes	Spring 2025

Amanda Greenow-Langford	Governor	Yes	Headteacher
Vacancy			

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.

Chair of the committee: Hywel Williams

Vice-chair of the committee: Eliza Thompson

Clerk to the committee: Hannah Coleman

Date of review by governing body: September 2026

Headteacher's performance review panel (statutory)

Membership:

To consist of no fewer than three governors (excluding Headteacher and Staff Governor). As a Church school there must be at least one foundation governor serving on the HTPM panel; therefore, it is suggested as best practice to appoint 2 Foundation Governors to sit on the panel, plus one additional governor of another category.

Quorum:

Two thirds of panel membership in attendance, at least 1 must be a foundation governor.

Meetings:

Annually with a mid-year review.

Disqualification:

The Headteacher and any governor paid to work at the school.

Terms of reference:

- Appoint a Chair of the Committee.
- Arrange a date for the HTPM.
- Review the previous HTPM statement in preparation for the meeting.
- Refer to the key policies - Pay, Performance Management and Finance.
- Arrange to meet with the External Advisor to discuss the Headteacher's performance objectives.
- Review annually the overall performance of the Headteacher with the support of an External Advisor before December 31st in line with statutory requirements.
- Decide, with the support of the External Advisor, whether the targets have been met and to set new objectives annually.
- Monitor through the year the overall performance of the Headteacher and performance set against the objectives.
- Make recommendations to the FSP Committee in respect of awards as a result of the judgments of the overall performance of the Headteacher and for the successful meeting of objectives set.
- Chair to write to the LA informing them of any pay award.
- Set date for mid year review.

Terms of reference agreed by the governing board on: 9th September 2025.

Name of governor	Date appointed to panel
Meryl Roberts	September 2023
Hywel Williams	September 2023

Chair of the panel: To be appointed at time of convening the panel.

Date of review by governing body: September 2026

Hearings Committee (statutory)/Decision Makers Panel

Membership:

To consist of three or five governors with members appointed as and when required (excludes Headteacher, Staff Governor and Chair of Governors).

Quorum:

Minimum of three – committee can determine a higher number.

Chair:

To be elected at each meeting.

Meetings:

As and when required.

Disqualification:

The Headteacher. It is suggested that neither the chair of the governing board or a member of staff sit on the panel due to probable prior knowledge/involvement.

Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the Headteacher).
- To make any decisions under the governing board's personnel procedures, e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action (cannot be delegated to an individual).
- To make any decisions relating to selection for redundancy.
- To make any decisions relating to an individual's performance related pay.
- To make any decisions relating to any member of staff other than the Headteacher, under the governing board's personnel procedures (unless delegated to the Headteacher).
- To make any determination or decision under the governing board's Complaints Procedure for parents/carers and others.
- To make any determination or decision under the governing board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the governing board's Charging and Remissions Policy.
- To report back to the governing board

Terms of reference agreed by the governing body on: 9th September 2025

Name of governor	Date appointed to committee
Tom Minshall	2024-25
Carl Fordington	2024-25
Tracy Lowe	2024-25

Chair of the panel: To be appointed at time of convening the panel.

Date of review by governing body: September 2026

Appeals Committee (statutory)

Membership:

To consist of three or five governors with members co-opted as and when required from the agreed membership (excludes Headteacher, Staff Governor and Chair of Governors). There should be no fewer members than the Hearings Committee.

Quorum:

Minimum of three – committee can determine a higher number.

Chair:

To be elected at each meeting.

Meetings:

As and when required.

Disqualification:

The Headteacher and any members of the Hearings Committee. It is suggested that neither the chair of the governing board or a member of staff sit on the panel due to probable prior knowledge/involvement.

Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee (cannot be delegated to an individual)
- To consider any appeal against a decision, short of dismissal, under the governing body's personnel procedures, e.g. disciplinary, grievance, capability (cannot be delegated to an individual)
- To consider any appeal against selection for redundancy.
- To consider any appeal concerning an individual's performance related pay.
- To report back to the governing board.

Terms of reference agreed by the governing board on: 9th September 2025.

Name of governor	Date appointed to committee
Ross Gillard	2024-25
Eliza Thompson	2024-25
Mark Wild	2024-25

Chair of the panel: To be appointed at time of convening the panel.

Date of review by governing body: September 2026

Exclusions Panel (Pupil Disciplinary Committee - statutory)

Membership:

To consist of three governors with members appointed as and when necessary. 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, 4 members have to consider an exclusion, the chair of the committee has the casting vote.

Quorum:

Three.

Chair:

To be appointed/agreed by the panel.

Meetings:

As and when required.

Disqualification:

The Headteacher and any governor with prior knowledge of the pupil or the incident. It is suggested that neither the chair of the governing board or a member of staff sit on the panel due to probable prior knowledge/involvement.

Terms of reference:

- Purpose: to review the headteacher's exclusion decision.

The exclusions panel will consider:

- Parents' representations about a suspension or permanent exclusion
- Reinstatement of a suspended or permanently excluded pupil

The purpose of the exclusion panel will depend on a number of factors. See the [DfE guidance](#) on school suspensions and permanent exclusions.

Meetings: the panel will meet within the statutory timeframes. Minutes of the panel's meetings will be made available to all parties on request, and the record of discussion will state clearly how the decisions have been reached.

The panel will be responsible for:

- Considering the interests and circumstances of the suspended or excluded pupil and other pupils, staff and school community.
- Ensuring of relevant people are invited to the exclusion panel meeting and allowed to make representations or share information.
- Making sure the pupil or their parents are aware of their right to attend and participate in the meeting, enabling the pupil to make a representation on their own behalf if they wish to do so.
- Applying the civil standard of proof 'on the balance of probabilities' rather than the criminal standard 'beyond reasonable doubt' when establishing the facts of the suspension or exclusion.
- Deciding whether to:
 - Decline to reinstate the pupil, or
 - Direct reinstatement of the pupil immediately or on a particular date

Terms of reference agreed by the governing board on: 9th September 2025.

Name of governor	Date appointed to committee

Chair of the panel: To be appointed at time of convening the panel.

Date of review by governing body: September 2026

Delegation of responsibility to individuals (link governors)

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school.
- To regularly report to the governing board or committees, whichever the governing board deems most appropriate, on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the governing board.
- To attend training as appropriate.

Terms of reference agreed by the governing board on: 9th September 2025.

Area of Responsibility	Name of Governor	Liaising with
Safeguarding	Meryl Roberts and Tracy Lowe	Safeguarding co-ordinator
Wellbeing	Meryl Roberts	Headteacher
Inclusion (SEND, PP & LAC)	Ross Gillard	SENCO/Headteacher
SIAMS & RE	Mark Wild	RE Lead
H&S	Jenna Skyrme	Headteacher
EYFS	Eliza Thompson	EYFS lead
Risk	Meryl Roberts	Office Manager
Asset Management	Hywel Williams	Office Manager
Educational Visits	Carl Fordington	Educational Visits Co-ordinator
Projects	Tom Minshall	Headteacher
SDP priority areas	All governors	

Date delegation agreed: 9th September 2025

Date of review by governing board: September 2026