

HIGHWOOD PRIMARY SCHOOL GOVERNING BODY  
**GOVERNING BODY PROTOCOLS AND  
TERMS OF REFERENCE FOR COMMITTEES**  
**GOVERNING BODY PROTOCOLS 2024/25**

**PROTOCOLS:**

**1. Election of Chair/Vice-chair**

- 1.1 Term of office – 1 year, maximum 5 years.
- 1.2 Term of office to expire at end of the first FGB meeting in Autumn Term.
- 1.3 Election procedure – written nominations in advance/self nominations.
- 1.4 Voting procedure – show of hands or secret ballot, if more than one nomination.

**2. Committees of the Governing Body**

- 2.1 Committee Chairs are elected by governors at the first FGB meeting in Autumn Term.
- 2.2 Clerk of committees: J.Conlon (for HfL)

**3. Restrictions in taking part in meetings**

- 3.1 Register of business interests established at the start of the academic year.
  - 3.1.1 Date register entries last reviewed: September 2023.
- 3.2 Appointment of successor: members of staff to withdraw from meetings when appointment of a successor is discussed.
- 3.3 Staff pay reviews and appraisal feedback: members of staff to withdraw from meetings when peers or more senior members of staff are being discussed.

**4. Rescission and variation of resolutions**

Any proposal to change a previous decision of the governing body or a committee should be a specific item on the agenda.

**Agreed by governing body on.**

**Date for review: FGB Autumn 2 meeting 2023.**

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**TERMS OF REFERENCE FOR COMMITTEES**

**GENERAL**

**1. Membership and Chairing**

Unless otherwise specified, committees will consist of a minimum of five governors. The Chair of Governors and Headteacher will be ex officio members of all committees, except the Panel and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the governing body. In the absence of the chair at a meeting, the committee will elect any member to act as chair for that meeting.

The membership of the committees will be determined at the first meeting of the governing body in the Autumn Term. The Chair of Governors has delegated powers to vary panel membership in accordance with knowledge, skills and expertise as required.

Vacancies will be filled at the first available governors' meeting. Committees may invite non-governors to attend but in a non-voting capacity.

**2. Voting and Quorums**

Only governors can vote.

The committee quorum is four governors.

**3. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations and will indicate any governor challenge presented. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members of the governing body as soon as possible after the meeting.

Meetings will be arranged in accordance with the agreed Governing Body Annual Planner and at other times as appropriate and necessary.

**4. Functions**

The committees will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

**5. Procedures and Training**

The terms of reference of the committee will be reviewed annually.

The normal procedures and regulations of the governing body also apply to its committees. Committees have delegated decision authority in respect of the items listed within this document as areas of responsibility.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training at least 3 times a year.

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**RESOURCES COMMITTEE**

Membership: Six governors

Quorum: Three

Frequency of meetings: Four: 1 x Autumn, 1 x Spring, 1 x Summer (Budget setting)

Areas of Responsibility:

**A Finance**

1. To arrange, in conjunction with the Headteacher, submission of the annual revenue and capital budget to the governing body for approval with all reasonable explanations.
2. To arrange the preparation of a Medium Term Financial Plan, in conjunction with the Headteacher and Finance and Premises Manager, and advise the governing body on developments affecting this plan and review annually.
3. To monitor the sourcing for proposed items of expenditure included in the annual budget.
4. To consider and propose other possible sources of income.
5. To monitor expenditure and income on a termly basis.
6. To monitor the school fund account on a termly basis.
7. To monitor the capital budget on a termly basis.
8. To consider costs associated with the school improvement plan (SIP) and review spending on a termly basis.
9. To consider the Free School Meals (FSM) and Pupil Premium Grant (PPG) budget, review spending on a termly basis and review the PPG Strategy Report.
10. To monitor the operation of the Schedule of Financial Delegation and ensure it is subject to regular reviews.
11. To review and agree the terms/charges of the Charging and Lettings Policy.
12. To monitor the operation of the Financial Procedures Manual and ensure it is regularly updated.
13. To carry out an annual financial bench marking analysis.
14. To monitor and report on compliance with the Schools Financial Value Standard (SFVS).
15. To review and progress recommendations from internal and external audit reports.

**B Premises**

1. To consider the strategic maintenance and development of the school buildings, services, grounds and environment.
2. To plan and prepare submissions for any future building work and or improvements.
3. To receive reports on the condition of the school buildings and environment and monitor the rolling programme of redecoration and maintenance or buildings, services and grounds.
4. To review, and ensure the school complies with, the Accessibility Plan.
5. To liaise with the LEA on premises matters for which it is responsible.

**C Staff**

1. To consider, review, update and approve the Pay and Appraisal policies, at least annually.
2. To identify, with the Headteacher, the staffing needs of the school, approve staff

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structure and associated costs at least annually.

3. To consider staff training and development needs and associated costs, with reference to the School Improvement Plan and staff development needs as identified through appraisal.
4. To ensure that staff appraisals are conducted in accordance with guidelines.
5. To consider and approve recommendations for staff pay progression in accordance with the pay policy.
6. To consider the impact of the pay policy (e.g. trends in progression, turnover, etc across different staff groups) annually.

### **D Other**

1. To receive regular updates on Health and Safety and carry out inspections at least annually.
2. To review the financial and statutory information on the school website at least annually.
3. To consider and review associated policies regularly and make recommendations.

## **SCHOOL DEVELOPMENT COMMITTEE**

Membership: Six governors

Quorum: Three

Frequency of meetings: Three (one per term)

Areas of Responsibility:

### **A Provision of Education**

1. To promote high educational standards at Highwood Primary School.
2. To ensure that the school delivers an engaging broad and balanced curriculum in line with national requirements.
3. To monitor the implementation of new government educational and curriculum initiatives that are introduced.
4. To be familiar with any changes in educational law relating to the curriculum.
5. To receive updates about the impact of Subject Leadership.
7. To review and monitor the CPD of teaching and learning staff.
8. To reflect on the results of monitoring and evaluation of teaching and learning and make recommendations.
9. To regularly consider and review statutory achievement and progress assessment data (EY Profile, Y1 Phonics Screening, KS1 and KS2 SATs).
10. To regularly consider and review the school's internal achievement and progress data with specific reference to vulnerable groups (e.g. SEND and PPG).

### **B School Improvement and stakeholder engagement**

1. To carry out a mid-year review of the progress towards the school improvement plan and identify gaps.
2. To produce a summary of the school improvement plan (SIP) to circulate to parents.
3. To consider parent engagement, reflecting on parent questionnaire results, feedback from complaints and communication with parents.

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4. To consider staff welfare and engagement, reflecting on exit interviews and staff review feedback.
5. To consider pupil welfare and engagement and School Council feedback.
6. To monitor the extended school provision.
7. To consider behaviour of pupils and monitor the number of exclusions, bullying and racial incidents.
8. To review and consider pupil attendance.
9. To consider the impact of the Pupil Premium Grant (PPG) and how it can be measured.

### **C Other**

1. To monitor equality of opportunity within the school and its community in accordance with the school's Equality Opportunities Policy.
2. To consider and review associated policies regularly and make recommendations.
3. To discuss and review the promotion of British values within the school.
4. To discuss and review the Counter Terrorism and Security Act 2015 and the Prevent Duty.

## **PANEL COMMITTEE**

Membership: Three governors

Quorum: Three

Areas of Responsibility:

1. To consider matters (including statutory requirements, actions of the Headteacher and representations made) in relation to staff grievance, staff discipline, pupil discipline (exclusions) and complaints.
2. To reach findings in accordance with the appropriate procedures.
3. To report recommendations to the governing body.

## **APPEAL COMMITTEE**

Membership: Three governors

Quorum: Three

Areas of Responsibility:

1. To hear appeals against decisions in relation to staff grievance and staff discipline.
2. To reach findings in accordance with the appropriate procedures.
3. To report recommendations to the governing body.

**Approved:.**