KIRKOSWALD CHURCH of ENGLAND SCHOOL

Trust

GOVERNING BOARD

AND

COMMITTEE STRUCTURES

Friendship Forgiveness

2026 – 2027

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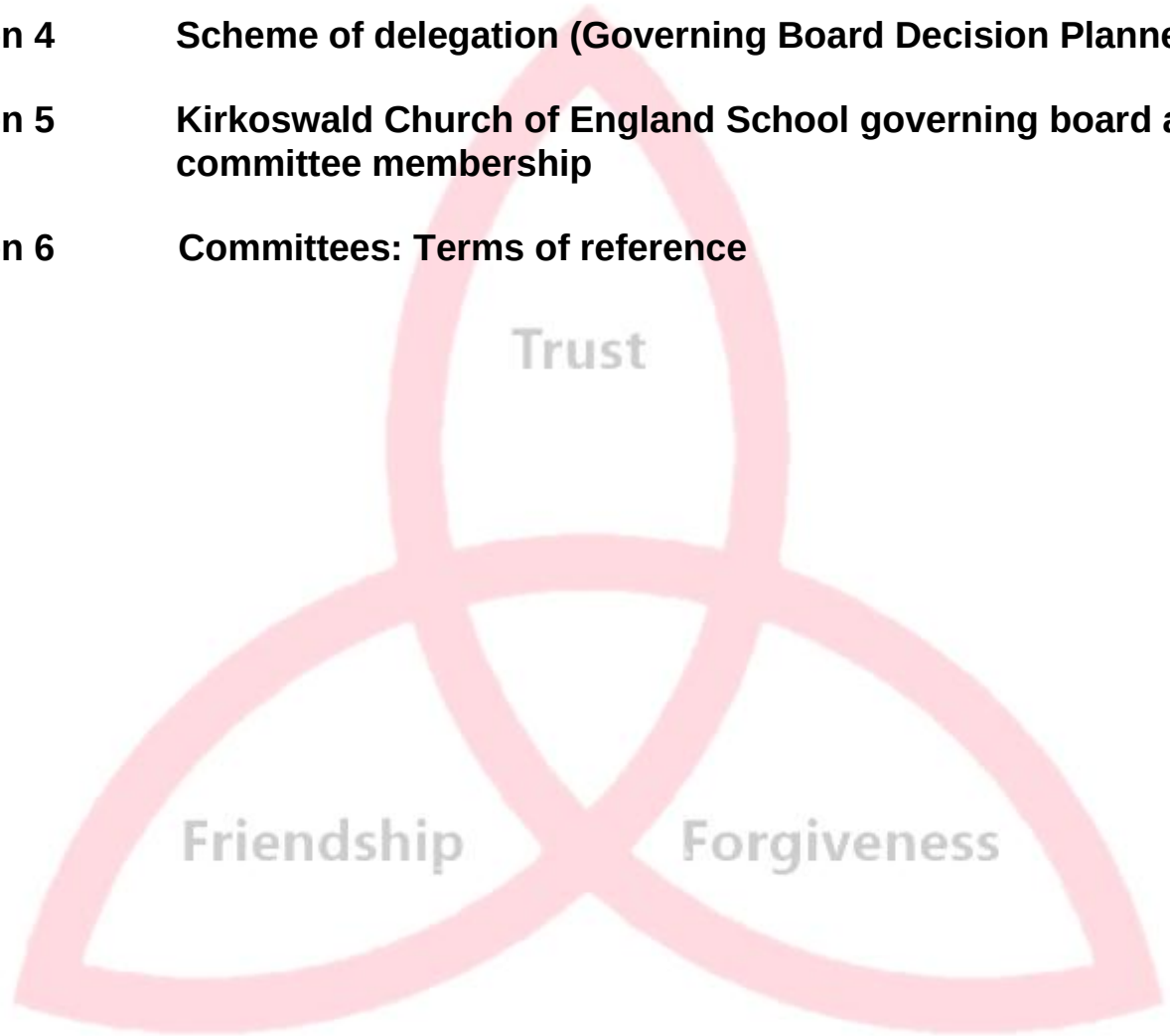

Section 1 - Standing orders (for the procedural workings of the governing board)

The governing board of Kirkoswald Church of England School constituted on 21 January 2015 in line with the School Governance (Procedures) (England) Regulations 2012. The following are the procedures adopted herewith:

Meetings of the governing board
The governing board notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable, and the governance professional in consultation with the chair and the headteacher will draw up the agenda. Signed minutes will be kept by the governance professional and are available for inspection at school.

Terms of office
The governing board resolves that both the chairman and vice-chairman of governors will have a term of office of one year and the term of office will end on the date of the first governing board meeting after the anniversary of his/her election.

Election of chairman and vice-chairman
The governing board resolves that the following process will apply to the election of chairman and vice-chairman:

- Governors will be able to submit verbal nominations at final meeting of the academic year
- A governor can nominate him/herself for office
- Nominees will be asked to leave the room whilst the election process takes place
- If there is a tie, governors should discuss the strengths of the nominees further, and another vote will be taken
- Nominees will return to the meeting and the Governance Professional will announce the result

Terms of office for each category of governor
The governing board resolves to have the same terms for all categories of governor.
The agreed term is four years

Appointment of the governance professional
The governing board resolves that **Mrs Sarah Connolly** acts as governance professional to the governing board.

Quorum
The governing board notes the requirements in respect of a quorum in that one half of complete membership are required to be present before decisions can be made.

Committees and working parties

Committees are set up with delegated powers by the governing board (minuted at full governing board meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

Working parties may be set up by the governing board but do not have any delegated powers and cannot make any decisions. A working party can only bring recommendations to the full governing board.

Membership of committees
Terms of reference – See section 6
Full membership – See section 4
Quorum for all committee meetings is 3 governors
Each committee will nominate a Governance Professional (this cannot be the chair)
Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full governing board

Delegation of functions
The governing board agrees the delegation of the functions as described in the terms of reference for each committee in section 6.

Declaration
The governing board, at its meeting on **23rd September 2026** resolved to adopt the standing orders.
The governance professional to the governing board holds a copy in the formal governing board records, and a copy has been retained in school for reference

Section 2 - Instrument of Government

CUMBRIA COUNTY COUNCIL

INSTRUMENT OF GOVERNMENT

1. The name of the school is Kirkoswald Church of England School
2. The school is a voluntary controlled school.
3. The name of the governing body is "The governing body of Kirkoswald Church of England School"
4. The governing body shall consist of:

   a. 4 parent governors
   b. 1 LA governor
   c. 1 staff governor
   d. 1 headteacher
   e. 2 foundation governors
   f. 2 co-opted governors

5. Total number of governors 11
6. The term of office for all categories of governors is four years.
7. Foundation governors are appointed by the Diocesan Board of Education, after consulting the appropriate PCC of the ecclesiastical parish in which the school is situated
   (a) The holder of the following office shall be a foundation governor ex-officio. The Principal Officiating Minister of the ecclesiastical parish in which the school is situated

   (b) The Archdeacon of the Archdeaconry in which the school is situated shall appoint a foundation governor to act in the place of the ex-officio foundation whose governorship derives from the office named in (a) above, in the event that the ex officio foundation governor is unable to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
8. The Archdeacon of the Archdeaconry in which the school is situated shall be entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor
9. A Trust exists for the school.
10. Kirkoswald Church of England School provides education in accordance with the principles and practices of the Church of England. Worship, religious education and spiritual development are at the heart of every aspect of the work of this school.
11. This instrument of government comes into effect on 21 January 2015
12. This instrument was made by order of Cumbria Local Education Authority on the 23rd day of June 2015

D3358

The Common seal of)
CUMBRIA COUNTY)
COUNCIL was hereunto)
Affixed in the presence of:)

S Lindsay

CUMBRIA COUNTY COUNCIL

Section 3 Code of practice for governing bodies and governors

An effective governing board must have a clear sense of purpose and direction for its school.
The governing board is accountable to the school community and broader community for the effectiveness of the school. In its work, the governing board will collaborate with, and be questioning of, the headteacher and staff, who are responsible for the day-to-day management and operation of the school.

The governing board has the following core strategic functions:

- Certifying the strategic direction of the school by:
  - Setting and ensuring there is clarity of vision, ethos, and strategic direction, determining priorities and setting targets. Complying with all statutory duties.
- Ensuring accountability by:
  - Appointing a headteacher who is fit for purpose and holding the executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
  - Ensuring the voice of stakeholders are heard.
- Managing financial performance by:
  - Overseeing the financial performance of the organisation and making sure that its money is well spent.

As individuals on the governing board, we agree to fulfil our roles and responsibilities

1) We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2) We will develop, share, and live the ethos and values of our school.
3) We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4) We will work collectively for the benefit of the school.
5) We will be candid but constructive and respectful when holding senior leaders to account.
6) We will consider how our decisions may affect the school and local community.
7) We will stand by the decisions that we make as a collective.
8) Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9) We will only speak or act on behalf of the board if we have the authority to do so.
10) We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11) When making or responding to complaints we will follow the established procedures.
12) We will strive to uphold the school's reputation in our private communications (including on social media).

Demonstrate our commitment to the role

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

- We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school website.
- We will act in the best interests of the school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions

Revised September 2026
Review September 2027

The Seven Principles of Public Life
The Nolan Principles

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example

Section 4 – Scheme of Delegation Governing Board Decision Planner

This planner shows to which level the governing body may legally delegate functions

KEY

Level 1: Full governing body. **Level 2**: A committee of the governing body. **Level 3**: An individual governor. **Level 4**: Headteacher. Column blank: Action could be undertaken by this level. Column blocked off: Function cannot be legally carried out at this level.

***Although decisions may be delegated, the governing body remains responsible for any decision made under delegation**

Key Function	No	Tasks	Decision Level			
			1	2	3	4
Budgets	1	To approve the first formal budget plan, each financial year	X			
	2	To monitor monthly expenditure		X		
	3	To establish a charging and remissions policy		X		
	4	Miscellaneous financial decisions				X
	5	To enter into contracts (GB may wish to agree financial limits)	X			
	6	To make payments				X
Staffing	7	Headteacher appointments (selection panel)	X			
	8	Deputy appointments (selection panel)	X			
	9	Appoint other teachers		X		
	10	Appoint non-teaching staff				X
Committee > GB Ratify	11	Agree a pay policy	X			
Pay Policy Cttee > GB	12	Pay discretions	X			
	13	Establishing disciplinary/capability procedures				X
GB **must** act through Staff Dismissal Committee	14	Dismissal of headteacher		X		
	15	Dismissal of other staff		X		
C of G > Committee	16	Suspending head			X	
	17	Suspending staff (except head)				X
	18	Ending suspension (head)		X		
	19	Ending suspension (except head)		X		
	20	Determining staff complement	X			
	21	Determining dismissal payments/ early retirement		X		
Curriculum	22	Ensure National Curriculum (NC) is taught to all pupils				X
	23	To establish a curriculum policy				X
	24	To implement curriculum policy				X
	25	To agree or reject and monitor curriculum policy		X		
	26	Responsible for standards of teaching				X
	27	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				X
	28	Responsibility for individual child's education				X
	29	Provision of sex education – to establish and keep up to date a written policy	X			
	30	To prohibit political indoctrination and ensure the balanced treatment of political issues				X
	31	To establish a charging and remissions policy for non-curriculum activities		X		
Staff appraisal	32	To formulate a staff appraisal policy		X		
	33	To establish a staff appraisal policy	X			
	34	To implement the staff appraisal policy				X
	35	To review annually the staff appraisal policy		X		
Discipline/Exclusions	36	To establish a discipline policy	X			
	37	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X		
	38	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
Admissions	39	To consult annually before setting an admissions policy (in community and controlled schools only where the LA has delegated the power to the governing board)	X			
	40	To appeal against LA directions to admit pupils (in community schools where LA is the admissions authority)	X			
Religious Education	41	Responsibility for ensuring provision of RE in line with school's basic curriculum				X

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Collective Worship	42	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				**X**
	43	To make application to the advisory councils, SACRE, concerning the requirements for collective worship				**X**
Premises & Insurance	44	Buildings insurance and personal liability– GB to seek advice from diocese or trustees where appropriate (it is suggested that the full GB should be involved in this decision)	**X**			
	45	Procuring and maintaining buildings, including developing properly funded maintenance plan		**X**		
Health & Safety	46	To institute a health and safety policy	**X**			
	47	To ensure that health and safety regulations are followed	**X**			
School Organisation	48	To publish proposals to change category of school	**X**			
	49	To set the times of school sessions and the dates of school terms and holidays	**X**			
	50	To ensure that the school meets for 380 sessions in a school year				**X**
	51	To ensure that school lunch nutritional standards are met where provided by the governing board.				**X**
Information for Parents	52	To ensure provision of free school meals to those pupils meeting the criteria				**X**
	53	Publish details of pupil premium funding impact		**X**		
GB Procedures	54	To draw up instrument of government and any amendments thereafter	**X**			
	55	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	**X**			
	56	To appoint and dismiss the Governance Professional to the governors	**X**			
	57	To hold a full governing board meeting at least three times in a school year or a meeting of the temporary governing board as often may require	**X**			
	58	To appoint and remove co-opted governors	**X**			
	59	To set up a Register of Governors' Business Interests	**X**			
	60	To approve and set up a Governors Expenses Scheme	**X**			
	61	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary & foundation schools			**X**	
	62	To consider whether or not to exercise delegation of functions to individuals or committees	**X**			
	63	To regulate the GB procedures (where not set out in law)	**X**			
	64	To consider forming a federation or joining and existing federation	**X**			
	65	To consider requests from other schools to join the federation	**X**			
	66	To leave a federation	**X**			
Extended Schools	67*	To decide to offer additional activities and to what form these should take	**X**			
	68	To put into place, the additional services provided		**X**		
	69	To ensure delivery of services provided		**X**		
	70*	To cease providing extended school provision	**X**			

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Section 5 – Kirkoswald Church of England School Governing Board and Committee Membership

Full governing board		Position	Governor responsibilities
Mr Lee Brown	Co-opted Governor		PE
Ms Libby Clark	Parent Governor		Safer Recruitment, HR, Art, Music, Languages
Ms Kirsty Fox	Parent Governor		English, PSHE, Phonics, EYFS, Allergy
Ms Jemma Nelson	Parent Governor		SEND, IT
Vacancy	Authority Governor		
Mr Leigh Andrews	Staff Governor	Headteacher	
Miss Catherine Reding	Staff Governor		
Mrs April Farish	Co-opted Governor		Pupil Premium, Safeguarding, Looked After Children, Prevent, E-Safety
Mr Tim Jackson	Parent Governor		Health and Safety, Website
Mr Daniel Bottom	Foundation Governor	Ex Officio	Maths
Mrs Ruth Clough	Foundation Governor		Science, History, Geography, Wellbeing
Mrs Sarah Connolly	Governance Professional	Governance Professional	

Curriculum and Pupil Welfare Committee – all Governors to attend, linked to FGB			
Mrs April Farish	Chair		
Mrs Sarah Connolly	GP		
Mr Leigh Andrews			
Mrs Ruth Clough			
Ms Libby Clark			
Miss Catherine Reding			
Mr Lee Brown			
Ms Kirsty Fox			
Mr Tim Jackson			
Mr Daniel Bottom			
Ms Jemma Nelson			

Finance and Resources Committee			
Mrs April Farish	Chair		
Mrs Sarah Connolly	GP		
Mr Lee Brown			
Mr Leigh Andrews			
Ms Danielle Stoyanov	Co-opted		
Mr Tim Jackson			
Ms Libby Clark			

Disciplinary committee	Staff dismissal committee	Grievance committee
Mrs April Farish	3 external governors	Mrs April Farish
Mrs Ruth Clough		Mrs Ruth Clough
Ms Kirsty Fox		Ms Kirsty Fox
	Dismissal Appeals committee	
	Ms Jemma Nelson	
	Mr Lee Brown	
	Ms Libby Clark	

Exclusions committee	Admissions committee	Official complaints committee
Ms Libby Clark	Mrs April Farish	Ms Libby Clark
Mrs Ruth Clough	Mrs Ruth Clough	Mrs April Farish
Ms Jemma Nelson	Ms Jemma Nelson	Ms Jemma Nelson
Selection committee		Selection Appeals Committee
Mrs April Farish		Ms Jemma Nelson
Ms Libby Clark		Mr Lee Brown
Mr Dan Bottom		Mr Tim Jackson
Mr Leigh Andrews		

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Section 6 – Committees: Terms of Reference

The Role of the Chairman of the Governing Board

- To ensure the business of the governing board is conducted properly, in accordance with legal and Westmorland and Furness Council 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 governing board acts as a sounding board to the headteacher and provides strategic direction

Disqualification – the headteacher, staff governors, staff members, pupils

The Role of the Governance Professional to the Governing Board

- To work effectively with the chairman of governors, the other governors and the headteacher to support the governing board
- To advise the governing board on constitutional and procedural matters, duties, and powers
- To convene meetings of the governing board
- To attend meetings of the governing board and ensure minutes are taken
- To maintain a register of members of the governing board and report vacancies to the governing board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the governing board from time to time

Disqualification – governors, associate members, the headteacher

The Role of the Chairman of a Committee

- To ensure the business of the committee is conducted properly, in accordance with legal 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

Disqualification – staff governors, the headteacher

The Role of the Governance Professional to a Committee

- To advise the committee on procedural and legal matters
- To convene meetings of the committee
- To attend meetings of the committee and ensure minutes are taken
- To perform such other functions with respect to the committee as may be determined by the governing board from time to time

Disqualification – the headteacher, staff governors

The Governing Board

The governing board needs to take a strategic role, act as a critical friend to the school, and be accountable for its decisions. It should set aims & objectives & agree, monitor & review policies, targets and priorities	
Name of governor	**End of term of office**
Mr Lee Brown	26 November 2028
Mr Leigh Andrews	Ex Officio
Mrs April Farish	7 July 2029
Miss Catherine Reding	5 December 2028
Mrs Ruth Clough	7 March 2027
Ms Libby Clark	19 September 2027
Ms Kirsty Fox	10 July 2028
Mr Tim Jackson	18 December 2028
Mr Daniel Bottom	
Ms Jemma Nelson	22 September 2030
Chairman of the governing board	**Mrs April Farish**
Vice-chairman of the governing board	**Ms Libby Clark**
Governance Professional (s) to the governing board	**Mrs Sarah Connolly**
Quorum: One half of the number of governors in post	**Full complement = 11** **Currently = 10**

Terms of reference:

- **To agree constitutional matters***, including procedures where the governing board has discretion
- To seek to fill vacancies as they arise and **to appoint new governors*** where it is possible for the governing board to do this, e.g. Co-opted governors
- **To hold at least three governing board meetings a year***
- **To appoint or remove the chair and vice chair***
- **To appoint or remove a Governance Professional to the governing board***
- **To establish the committees of the governing board and their terms of reference***
- To elect the chair of any committee, or to delegate this to the committee itself
- **To appoint or remove a Governance Professional to each committee***
- **To suspend or remove a governor***
- **To decide which functions of the governing board will be delegated to committees, groups and individuals, and review these annually***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing board is necessary***
- To approve the first formal budget plan of the financial year - if not delegated to a committee
- To keep school policies and practice under review and to make revisions where appropriate - if not delegated to a committee
- To review annually aspects of financial delegation to the headteacher:
  - The day-to-day management of the budget allocation
  - The amount the headteacher can spend without referring to the governing board
  - The amount the headteacher may vire between budget headings

***These matters <u>cannot</u> 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

Policies for review by the Governing Board

- Admissions Policy
- Capability of staff
- Child Protection Policy
- Complaints Policy
- Instrument of Government
- Staff discipline, staff conduct and grievance policies
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting pupils with medical conditions

Finance and Resources Committee	
Name of Governor	**Date appointed to committee**
Mrs April Farish	23rd September 2026
Mr Lee Brown	23rd September 2026
Mr Leigh Andrews	23rd September 2026
Mr Tim Jackson	23rd September 2026
Ms Libby Clark	23rd September 2026
Ms Danielle Stoyanov (Co-opted)	23rd September 2026
Chairman of the committee	**Ms April Farish**
Governance Professional to the committee	**Mrs Sarah Connolly**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review	**September 2027**

Terms of reference:

- Membership is agreed at the first full governing board meeting of the academic year
- Chairman elected by the members at the first subsequent committee meeting
- All outcomes to be recommended to the full governing board

Finance

- Where authority has been delegated to the committee, and in consultation with the headteacher, to agree the first formal budget plan of the financial year, OR to make a formal recommendation to the full governing board
- To establish and maintain a 3-year financial plan
- To consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the governing board
- To ensure that the school operates within the Financial Regulations of the County Council and meets the requirements of the School Financial Value Standard (SFVS)
- To ensure that the School Improvement Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes
- To review policies appropriate for this committee e.g. charges and remissions and expenses policy
- To make decisions in respect of bought in Service Level Agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To receive and respond to reports from auditors
- To consider staff salary increases recommended by the headteacher
- Where this committee has been deemed to be the Pay Committee, to review the headteacher's salary, taking account of the Headteacher Appraisal Committee recommendations
- To ensure all voluntary funds are properly audited annually for presentation to the governing board
- To report to the full governing board at each of its meetings
- To ensure that committee members undertake appropriate training

Disqualification – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their own pay or performance is under discussion

Pay Policy

- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To review the salaries of teachers effective September 1 annually, in accordance with existing arrangements
- Notify staff members in writing of the decisions reached and the criteria used to determine their spine allocation
- To establish, review and monitor a Staff Appraisal policy for all staff
- To review the headteachers performance regarding school leadership and management
- To monitor and evaluate the headteachers appraisal. (Select committee in place)
- To undertake a salary review at any other time the governing board directs there is a need to do so
- Make recommendations to the governing board for ratification

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

Health and safety and premises

- To ensure the necessary school management organisation is in place to implement the policy
- In consultation with the headteacher to oversee premises-related funding bids and make recommendations to the finance committee on premises-related expenditure
- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises and oversee arrangements for repairs and maintenance

- To make periodic inspections of the buildings and equipment within/without school, and report back to the governors with a statement of priorities for maintenance and development and keep under review a premises development plan
- To monitor the effectiveness of the school's health and safety arrangements carrying out an annual risk assessment of school premises, reviewing the risk assessment policy, and advising the governing board of changes prior to ratification of policy by the governing board
- To consider the Local Authorities policies on health and safety recommending a policy for the school in line with legislation to the governing board
- To ensure full compliance with any Health & Safety Audit of the premises, within required timescales
- To establish and keep under review the Accessibility plan
- To oversee arrangements, including Health and Safety and appropriate Insurance, for the use of school premises by outside users, subject to governing board policy

Establish, monitor, and review the following policies: -

- Accessibility plan
- All Premises policies
- Appraisal policy
- Central record of recruitment and vetting checks
- Charging and remissions policy
- Data protection policy
- Equality information (Public Sector Equality Duty)
- Equality objectives
- Freedom of information publication scheme
- Health and safety policy
- Pupil Premium Information
- Register of business interests of headteacher, governors
- Teachers' pay policy
- Whistleblowing policy

Staffing

- To agree and keep under review the staffing structure in consultation with the headteacher and the finance committee
- To establish a Staff Appraisal Policy and Pay Policy for the school and be responsible for the policy administration and review*
- To ensure that all staff have up-to-date job descriptions
- To oversee appointment procedures for staff within the leadership team, and other staff where this has not been delegated to the headteacher under Staffing Regulations 2003
- To ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members
- To ensure that formal DBS checks are carried out for all new members of staff, and that the school maintains a Single Central Record of staff checks for inspection purposes
- To oversee the process leading to staffing adjustments
- To agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the finance committee

Disqualification – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their pay or performance is under discussion.

Establish, monitor and review the following policies –

- Central record of recruitment and vetting checks
- Contract for each member of staff (refer to LA)
- Employment policies (refer to LA policies) and Risk Assessments when required
- Staff discipline, conduct and grievance procedures (refer to LA policy)

Curriculum and Pupil Welfare Committee	
Name of governor	**Date appointed to committee**
Mr Lee Brown	23rd September 2026
Mr Leigh Andrews	23rd September 2026
Mrs April Farish	23rd September 2026
Mrs Ruth Clough	23rd September 2026
Miss Catherine Reding	23rd September 2026
Ms Libby Clark	23rd September 2026
Ms Kirsty Fox	23rd September 2026
Mr Tim Jackson	23rd September 2026
Mr Daniel Bottom	23rd September 2026
Ms Jemma Nelson	23rd September 2026
Chairman of the committee	**Mrs April Farish**
Governance Professional to the committee	**Mrs Sarah Connolly**
SEND Governor	**Mrs April Farish**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review	**September 2027**

Terms of reference:

- To ensure that staff and governors comply with the safeguarding policy to ensure everyone's safety and wellbeing in school
- To consider and advise the governing board on standards and statutory requirements relating to the curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the governing board
- To review such policies as are deemed appropriate to this committee
- To ensure that the school complies with relevant legislation relating to equality and diversity
- To review school self-evaluation policy and ensure that identified priorities inform the School Improvement Plan
- To implement strategies to reduce pupil absence rates
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, English and maths, and receive regular reports from governors with curriculum responsibilities
- To oversee arrangements for educational visits, and ensure that an Educational Visits co-ordinator is appointed

Establish, monitor and review the following policies/procedures: -

- Accessibility policy
- Admissions policy
- Attendance register
- Behaviour policy
- Complaint's procedure policy
- Data protection policy
- Early Years Policy
- Equality policy, statements, and objectives
- Exclusion procedures
- Inclusion policy
- Key Stage 1 Assessments
- Key Stage 2 Assessments
- RE & collective worship policy
- Report on Individual Pupil's Progress
- Safeguarding/Child protection policy
- School session times
- SEND policy
- Sex and relationship education policy

Trust
Friendship
Forgiveness

Headteacher's Annual Appraisal Committee

Name of governor	Date appointed to the committee
Mrs April Farish	23rd September 2026
Ms Libby Clark	23rd September 2026
	External Advisor
Chairman of the group	**Mrs April Farish**
Review officer	
Quorum	**3 plus External Advisor**
Date group established	**July 2025**
Date of review	**July 2026**

Terms of reference:

- To arrange to meet with the External Adviser annually, in the Autumn Term, to review the headteacher's overall leadership and management of the school and against previously agreed objectives, and to agree new performance objectives
- To draw up the headteacher's review statement within the required timescale
- To monitor through the year, the performance of the headteacher against the set objectives
- To make recommendations to the Pay Committee in respect of any salary increase for the successful meeting of objectives by the headteacher

Membership – 2 or 3 full governors. In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification – The headteacher and any person employed to work at the school in any capacity may not be members of this group

Staff Dismissal Committee

Name of governor	Date appointed to the committee
External governors to be appointed	
Chairman of the committee	
Governance Professional to the committee	**Mrs Sarah Connolly**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review:	**September 2027**

Terms of reference:

- To seek the advice of the Local Authority's Human Resources department as appropriate
- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- **To make any decisions under 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 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 and others
- To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplication's
- To make any determination or decision about the operation of the governing board's charging policy:

*** Cannot be delegated to an individual**

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

Disqualification – The headteacher
It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member

Disciplinary and Grievance Committee

Name of governor	Date appointed to the committee
Mrs April Farish	
Ms Kirsty Fox	
Mrs Ruth Clough	

Chairman of the committee	
Governance Professional to the committee	**Mrs Sarah Connolly**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review:	**September 2026**

Terms of reference:

- To seek the advice of the Local Authority's Human Resources department as appropriate
- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- **To make any decisions under 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 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 and others
- To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplication's
- To make any determination or decision about the operation of the governing board's charging policy:

*** Cannot be delegated to an individual**

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

Disqualification – The headteacher
It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member

Appeals Committee

Name of governor	Date appointed to the committee
Mr Lee Brown	23rd September 2026
Ms Jemma Nelson	23rd September 2026
Mrs Libby Clark	23rd September 2026

Chairman of the committee	
Governance Professional to the committee	**Mrs Sarah Connolly**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review:	**September 2027**

Terms of reference:

- To consider any appeal against a decision made by the Hearings Committee to dismiss a member of staff*
- To consider any appeal against a decision short of dismissal under the governing board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*** Cannot be delegated to an individual**

Membership – no fewer members than the hearings committee

Disqualification – The headteacher
Any members of the hearing committee

It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member

Exclusions Committee

Name of governor	Date appointed to the committee
Ms Libby Clark	23rd September 2026
Mrs Ruth Clough	23rd September 2026
Ms Jemma Nelson	23rd September 2026
Chairman of the committee	
Governance Professional to the committee	**Mrs Sarah Connolly**
Quorum	**Minimum of 3**
Date committee established	23rd September 2026
Date of review:	**September 2027**

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less. The Panel has discretion to invite Parent/s or Carers to attend. (Committee may not re-instate)
- To consider representations from parents in the case of one or more exclusions totalling more than 5, but not more than 15, school days in one term. Parents/carers are entitled to attend. (Meeting to be held between 6th and 50th 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)
- 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 review the school behaviour and discipline policy, and make recommendations on changes to the governing board

Membership – 3 **or** 5
N.B. The governing board may nominate a pool of governors from which three or five will serve as the Pupil 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, who will attend to present their case for the exclusion
Any governor with prior knowledge of the pupil or the incident
Where the chair of governors has prior knowledge of the matter, they should not be a member
Staff governors should not be committee members due to the strong likelihood of them having knowledge of the pupil and/or incident

The **chair of governors** may review on their own any exclusion where the pupil will miss a public examination

Trust
Friendship Forgiveness

Meeting dates for the academic year 2026-2027

Meeting	Autumn term	Spring term	Summer term
Full governing board	**23rd September 2026, 6.00pm** **11th November 2026, 7.00pm**	**10th February 2027, 6.00pm**	**20th May 2027, 6.00pm**
Finance, Premises, Health and Safety Committee	**19th October 2026, 6.00pm**	**8th February 2027, 6.00pm**	**17th May 2027, 6.00pm**
Headteacher's Annual Appraisal Committee			