



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and 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
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head teacher

Disqualification – the Headteacher, Staff, Pupils

The Role of the Clerk to the Governing Board

- To work effectively with the Chair 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 Chair 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 – none

The Role of the Clerk to Committees

- 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



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

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 and objectives and agree, monitor and review policies, targets and priorities.

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board 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 Governing Board 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 Governing Board***
- **To review admissions arrangements***
- 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 agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Board.
- 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 Governing Board
- To establish and keep under review a protocol for the Governing Board
- 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 Governing Board 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 undertake tasks delegated to them by the Governing Board

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



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-
2022

Membership – As per the Instrument of Government

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

These terms of reference reviewed and agreed by the Governing Board	6 th July, 2021
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<u>Name of Governor</u>	<u>End of term of Office</u>
Matt Nicholls – Staff - Headteacher	N/A
Rebecca Hancock – Parent	21/10/2023
Roger Green – Co-opted	27/01/2024
Brett Marsh - Parent	23/02/2024
Innes Dowlen – Co-opted	23/01/2025
Bryony Tucker – Co-opted (NT Staff)	07/03/2025
Lee Watts – Co-opted	31/03/2025
Mark Tucker – Co-opted	31/05/2025
Jen Jago - Staff	31/08/2025
VACANCY – Local Authority	
VACANCY – Co-opted	
VACANCY – Foundation	
VACANCY - Foundation	

Chair of the Governing Board	Lee Watts
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Vice-Chair of the Governing Board	Rebecca Hancock
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Clerk to the Governing Board	Linda Cackett
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Quorum:	One half of the number of Governors in post
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GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

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 Governing Board'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 Governing Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General 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 disapplications, and 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 appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher, The Chair of Governors

It is preferable that only experienced governors be appointed to this committee.

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	6 th July, 2021	Date of next review:	July, 2022
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July
2021

NANPEAN COMMUNITY PRIMARY SCHOOL



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

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 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 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)

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	6 th July, 2021	Date of next review	July, 2022
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GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Pupil Discipline Committee

Terms of reference:

- 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 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*)

Membership – 3

NB. 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 and a reserve Governor should be appointed for that hearing.

Disqualification – The Headteacher, Any Governor with prior knowledge of the pupil or the incident including staff Governors or the Chair of Governors.

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor	Date Appointed to the Committee

Chair of the Committee	
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Clerk to the Committee	Linda Cackett
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Quorum:	3
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Date Committee established		Date of next review	July, 2022
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GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Finance and Personnel Committee

Terms of reference:

- To provide guidance and assistance to the Headteacher and the Governing Board in all matters relating to budgeting and finance.
- To prepare and approve budget annually and to report this back to the Full Governing Board.
- To prepare and review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Board
- To agree the delegation to the Headteacher for the day-to-day financial management of the school budget where the purchase of a single item should not exceed £3000,
- To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council.
- To ensure that best value is achieved in financial transactions.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To annually review charges and remissions policies and expenses policies.
- To receive, and where appropriate, respond to periodic audit reports of public funds. And, where applicable, non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Board.
- To provide guidance and assistance to the Headteacher and the Governing Board in all matters relating to personnel and to contribute towards the school development plan.
- To approve appointments in the school, taking advice from Governor Services for senior appointments and to be responsible for staff dismissals/ suspensions.
- To be responsible for setting budgets for increments as recommended by the head teacher (for staff) or by the Head teacher Performance Management Group (for the Head teacher)
- To ensure the continuing professional development of teaching and non-teaching staff.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

Disqualification: Any relevant person employed to work at the school other than the head teacher, when the subject for consideration is the pay or performance review of any person employed at the school.

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor/Associate Member	Date Appointed to the Committee
Matt Nicholls - Governor	2 nd February, 2021
Bryony Tucker - Governor	2 nd February, 2021
Roger Green - Governor	2 nd February, 2021
Lee Watts - Governor	2 nd February, 2021
Brett Marsh - Governor	2 nd February, 2021
Sam Houston – Associate Member	1 September, 2021

Chair of the Committee	Roger Green
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Clerk to the Committee	Linda Cackett
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July
2021

NANPEAN COMMUNITY PRIMARY SCHOOL



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	12 th May, 2021	Date of next review:	July, 2022
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Curriculum Committee

Terms of reference:

- To advise the Governing Board on the school's curriculum statement, the Cornwall Curriculum statement and their duties relating to the National Curriculum.
- With the assistance of the staff, to provide information about how the curriculum is taught, evaluated and resourced.
- To review the school's policy and provision for collective worship and Religious Education and make recommendations to the Governing Board.
- To review the policy and provision for Relationships and Sex Education and make recommendations to the Governing Board.
- To receive reports from the Governor responsible for the special educational needs and to ensure that the provision for pupils with special needs are made.
- To review the school prospectus annually for approval of the Governing Board.
- To review the school improvement plan annually or otherwise as required for approval of the Governing Board.
- To review the school's OFSTED Action Plan annually or otherwise as required for approval of the Governing Board.
- To receive a report annually or otherwise as required from the Head teacher about the staff development plan.
- To review information that is required to be published about results and standards.
- To review and recommend to Governor Targets at appropriate Key Stages.
- To ensure that governors individually and collectively are monitoring and evaluating the application of school policies, including the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee.
- 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 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.

Safeguarding:

- To carry out functions with regard to safeguarding and promoting the welfare of children with reference to the guidance 'Safeguarding Children in Education' and all statutory responsibilities.
- Ensure the school carries out its safeguarding functions to a good standard at all times.

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor	Date Appointed to the Committee
Brett Marsh	2 nd February, 2021
Roger Green	2 nd February, 2021
Ian Dowlen	2 nd February, 2021
Rebecca Hancock	2 nd February, 2021

July
2021

NANPEAN COMMUNITY PRIMARY SCHOOL



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Matt Nicholls	2 nd February, 2021		
Jen Jago	1 st September, 2021		
Chair of the Committee	Brett Marsh		
Clerk to the Committee	Linda Cackett		
Quorum (minimum of 3, committee can determine higher number)	3		
Date Committee established	2 nd February, 2021	Date of next review:	July, 2022

Premises, Health and Safety Committee

Terms of reference:

Health and Safety:

- To provide support and guidance for the Head teacher and Governing Board on all matters relating to Health and Safety
- To review the quarterly and annual Health and Safety inspections undertaken by the school's Health and Safety Advisor.
- To review the school's Health and Safety Policies and recommend to the Governing Board a Health and Safety Policy for the school on an annual basis.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing Board policy
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

Premises:

- To provide support and guidance for the Head teacher and Governing Board on all matters relating to the school's premises, grounds and security.
- To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose.
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

Safeguarding:

- To carry out functions with regard to safeguarding and promoting the welfare of children with reference to the guidance 'Safeguarding Children in Education' and all statutory responsibilities.
- Ensure the school carries out its safeguarding functions to a good standard at all times.

These terms of reference agreed by the Governing Board	6 th July, 2021
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July
2021

NANPEAN COMMUNITY PRIMARY SCHOOL



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Name of Governor	Date Appointed to the Committee
Matt Nicholls	2nd February, 2021
Bryony Tucker	2nd February, 2021
Innes Dowlen	2nd February, 2021
Rebecca Hancock	2nd February, 2021
Lee Watts	2nd February, 2021

Chair of the Committee	Rebecca Hancock
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Clerk to the Committee	Linda Cackett
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	2 nd February, 2021	Date of next review:	July, 2022
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Headteacher's Performance Review Group

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, 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
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Membership: 3

Disqualification: The Headteacher and Staff Governors

These terms of reference agreed by the Governing Board	6 th July, 2021
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Name of Governor	Date Appointed to the Group
Lee Watts	June 2016
Roger Green	

Chair of the Group	Lee Watts
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Review Officer	Mark Lees – Independent School Improvement Partner
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Quorum (minimum of 2 suggested)	3
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July
2021

NANPEAN COMMUNITY PRIMARY SCHOOL



GOVERNOR STRUCTURE ~ ROLES AND RESPONSIBILITIES

2021-2022

Date Group established	June 2016	Date of next review:	July, 2022
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Delegation of Responsibility to Individuals

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, the Curriculum Committee or the Steering Group, 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

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

These terms of reference agreed by the Governing Board

6th July, 2021

Date Delegation Agreed	June 2016	Date of next review:	July, 2022
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