

Terms of Reference

CAPTAIN WEBB PRIMARY SCHOOL

Governors

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Captain Webb Primary School

Governor Terms of Reference

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The role of the Chair of the Governing Body

1. To ensure the business of the Governing Body is conducted properly, in accordance with legal and T&W County Council delegation requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
3. To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction and challenge.

Disqualification from role: the Headteacher or Staff Governors

The role of the Clerk to the Governing Body

1. To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
2. To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
3. To convene meetings of the Governing Body.
4. To attend meetings of the Governing Body and ensure minutes are taken.
5. To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
6. To give and receive notices in accordance with relevant regulations.
7. To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Members, the Headteacher

The role of the Chair of a Committee

1. Committees have been removed as part of the Governing Body structure by agreement of the Full Governing Body on the 21.09.2021 With the exception of the Head teacher's PDM and Pay Committees

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Governing Body Terms of Reference

The Governing Body 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.

1. To agree constitutional matters*, including procedures where the Governing Body has discretion.
2. To recruit new members as vacancies arise and to appoint new governors* where appropriate.
3. To hold at least six Governing Body meetings a year*.
4. To appoint or remove the Chair and Vice Chair*.
5. To appoint or remove a Clerk to the Governing Body*.
6. To establish the committees of the Governing Body, where required, and their terms of reference*.
7. Committee terms of reference are to be reviewed annually by the Governing Body and each Committee is responsible for ensuring the strategic development and monitoring of the areas of School activity and life which fall within its delegated remit (as outlined in its terms of reference).
8. To suspend a governor*.
9. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*.
10. 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 Body is necessary*.
11. To approve the first formal budget plan of the financial year.
12. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
13. To review the delegation arrangements annually.
14. Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.
15. To agree, by early in the summer term, the programme of work and calendar of meetings for the Governing Body and its committees for the following academic year.
16. To monitor the progress of work being undertaken by committees and individuals.
17. To consider recommendations made by committees with regard to the working of the Governing Body.
18. To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
19. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.
20. To carry out an annual review of the structure of the Governing Body and make recommendations for any changes.
21. To carry out a Governor skills audit and assign governors to the Strategic Organisation committee as appropriate.

****these matters cannot 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

Quorum: One half of the number of Governors in post (as long as Foundation Governors are in the majority).

Governing Body Membership – September 2025

Name	Governor	End of term of office
Sarah Passey, Headteacher	Staff	n/a
Roy Harris	Staff	11/03/2027
Louise Kitson	LA Governor	16/12/2026
Mark Chetwood	Co-opted	08/07/2027
Lyn Hough	Co-opted	04/07/2028
Chris Hamps	Co-opted	01/07/2028
Phil Morris	Co-opted	03/04/2027
Jenny Kiernan	Parent Governor	10/09/2026
Vacancy	Co-opted	
Aslee Farley	Parent Governor	22/01/2027

Chair of the Governing Body:

Mark Chetwood

Vice-Chair of the Governing Body:

Lyn Hough

Clerk to the Governing Body:

LA Supplied / L Sanderson

Quorum:

One half of the number of Governors in post

Governing Body Committees

General rules and Terms of Reference

General Rules (Applicable to all Committees)

Associate Members

Membership of committees can include Associate Governors however such members are not entitled to vote.

Procedures

A Chair and Vice-Chair must be elected by the individual Committee.

They must be Governors but cannot be employed at the school.

The Chair has a casting vote, if required;

An agenda should be sent out giving 7 days notice of meetings. (Shorter notice is permitted in an emergency);

Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the committee once reviewed at a subsequent meeting;

Minutes and other reports should be published in the normal manner.

Powers

The committees have delegated powers. See individual Terms of Reference below.

Decisions

Committee decisions, taken within their constitutional remit, have the status of decisions of the Governing Body.

Minutes of committee meetings should be circulated as soon as they have been prepared to all Governors and will be discussed at the next term's meeting of the full Governing Body and a record made in the minutes of those meetings.

Quorum for Committee Meetings

The quorum for any committee meeting and for any vote must be three Governors who are members of the committee.

General Procedures (Applicable to all Committees)

- Any Governor may attend any committee meeting (excluding the Discipline and Appeals Committees), though not able to vote unless a member of that committee.
- The Chair of Governors shall be an ex-officio member of any committee (excluding the Discipline and Appeals Committees) to which she/he is not otherwise appointed.

- The membership and terms of reference of every committee shall be reviewed annually, and agreed, by the Full governing Body
- Each committee should be able to participate in the formulation of the School Improvement Plan.

Delegation of Powers (Applicable to all Committees)

To make decisions on all issues falling within its allocated responsibilities.

- To co-opt associate members to the committee, such members as it deems appropriate.
- To call on the school's senior managers for such guidance and support as is necessary in carrying out its responsibilities.
- Its decisions will be taken on behalf of the full Governing Body (i.e. the full Governing Body has no power to overturn such decisions).

Role of Committee Chairs (Applicable to all Committees)

The Committee Chair will be responsible for ensuring that:

- the committee discharges all its responsibilities set out in its remit;
- the committee works closely with the school's senior managers.
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Role of Clerk (Applicable to all Committees)

The Committee Clerk will be responsible for ensuring that:

- convening meetings of the committee and issuing the agenda;
- taking minutes of meetings;
- ensuring that the minutes are presented at the next full Governing Body meeting.

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Headteacher's Performance Review Group Terms of Reference

1. To arrange to meet with the External Adviser to review the Headteacher's performance targets.
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
3. To monitor through the year the performance of the Headteacher against the targets.
4. To report to the Full Governing Body the result of these decisions

Headteacher's Performance Review Group Membership

Name of Governor	Date appointed to the Committee
Mark Chetwood	September 17
Lyn Hough	September 17

To be supported by Chris Minton (School Advisor)

Disqualification –The Principal and Staff Governors

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Pay Committee Terms of Reference

The Pay Committee of the Governing Body has delegated power to decide all pay matters, as set out in the Terms of Reference agreed by the Governing Body. No decisions will be notified to staff until the full Governing Body has been notified. The committee will have full powers to make decisions within the Pay Policy adopted by the Governing Body. The terms of reference are as follows:

1. To achieve the aims and objectives of the school pay policy.
2. To apply the criteria set by the policy, including linkages with the school Appraisal Policy, in determining the pay of each member of staff.
3. To observe all statutory and contractual obligations.
4. To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document.
5. The pay committee of the Governing Body has delegated power to decide all pay matters. The committee will have full powers to make decisions within the pay policy adopted by the Governing Body.
6. To recommend the annual pay budget, including pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to decide performance pay progression.
7. To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing Body.
8. To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1 September.
9. To ensure that staff know the procedure for making an appeal against pay decisions.
10. To ensure that there are clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner.
11. To keep abreast of developments influencing pay considerations and to advise the Governing Body when the pay policy needs to be reviewed.

School Pay Committee Membership

Members of the Pay Committee will comprise elected members of the Governing Body.

Pay Committee Membership

Name of Governor	Date appointed to the Committee
Mark Chetwood	September 17
Lyn Hough	September 17
Sarah Passey	September 17

Disqualification: Staff Governors