



Ashby Hill Top Primary School Academy Governing Body

Terms of Reference and Annual Planner

2023-2024

The Governing Board will always operate in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation.

These Terms will be reviewed at least annually.

These documents were agreed by the Governing Board at their meeting held on

Date: Monday 11th September 2023

Review Date: 12th September 2024

Table of Contents

Whole Governing Board Approach

Outline

For 2023-2024 a Finance Committee is in place in order to support regaining a detailed view of the school's budget. Other than this, the LGB works collectively as a 'whole team', meeting 6 times per year, once in each half term.

An agenda for each meeting will include all the tasks which the LGB is required to consider, and the Governing board may 'commission' monitoring activities or other work to be undertaken arising from the business of the meeting, which will be recorded in the minutes. This work could be commissioned by an individual or a working group. Any 'commissioned' working groups will have Governing board drafted agreed terms of reference.

In each case where a function has been commissioned/delegated there is a **statutory duty** to report any findings, action or recommended decision to the Governing board at the next meeting.

1. Terms of Reference - LGB
2. Terms of Reference - Clerk to the LGB
3. Terms of Reference - Headteacher
4. Terms of Reference - Monitoring Pairs/Individuals
5. Terms of Reference - Panel Hearings
6. Terms of Reference – Headteacher Performance Management Group
7. Terms of Reference – Pay Panel
8. Procedural Overview - Governing Board Meetings
9. Code of Conduct for Governors

Ashby Hill Top Primary School Academy

Terms of Reference for the Local Governing Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The Trust board has delegated four core functions to the LGB:

- Ensuring clarity of vision, ethos and strategic direction for the school;
- Holding Executive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent
- Reporting to the Trust board in relation to the school's performance

The main responsibilities to be managed by the LGB are outlined below. Please note that these are not exhaustive, and are subject to change by the Trust board. Where there are differences between this document and Symphony Learning Trust's Scheme of Delegation, the latter will apply.

NB: Items marked with an asterisk* cannot be delegated to either a committee or an individual

GB Operational Business

- *
- Elect the Chair and Vice Chair – chairs will be appointed for 12 months at the first FGB meeting of the academic year*
- To appoint (or dismiss) the Clerk to the Governing Board*
- To appoint (or dismiss) the Clerk to each committee*
- To hold at least 6 Governing Board meetings each year.
- To ensure two parents are *elected/appointed* to the board
- *To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective.*
- *To recommend/appoint new governors (where appropriate) and any Associate members*.*
- *To suspend or remove/recommend removal of a governor. **
- To decide which monitoring functions of the Governing Board will be delegated to individuals and to appoint into the roles*
- To appoint the statutory individual required roles of Safeguarding, SEND, and Health & Safety*
- To receive reports from any group or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary.
- To review the delegation arrangements annually, including the delegation to the Headteacher the functions as described in the Delegation of Functions to Headteacher (always in line with Symphony SOD)
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School's Strategic Development Plan and Annual School development plan
- To set up and publish a register of Governors' Business Interests.
- To approve and set up a Governors' Allowances/Expenses Scheme.

	<ul style="list-style-type: none"> • To regulate the Governing Board procedures where not set out in law. • To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training. • To complete an annual review of LGB performance and report back to SLT. • To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.
General	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones; monitoring against an agreed Governing Board monitoring schedule. • To determine whether to publish a home-school agreement (no longer a statutory requirement). • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place all <i>statutory policies</i> and to keep these under regular review, consulting with representative stakeholders as appropriate. • To ensure the school has a Governing Board approved Complaints Procedure for Parents, published on the school website so parents know how to raise concerns and make a complaint. • To have regard to the professional advice given by the Clerk • To ensure that the Governing Board complies with all other legal duties delegated to them by the trust, as shown and updated within the Governance Handbook. • Set admissions policy, review annually. • Set school hours and term dates
Inclusion and Equality	<ul style="list-style-type: none"> • To establish and approve a special educational needs (SEN) policy (must be reviewed annually) * • To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017). • To comply with statutory duties from the SEND code of practice and KCSIE in respect of pupils with special needs by appointing a SEND governor. • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To receive reports on bullying, homophobic and racial incidents.

Safeguarding	<ul style="list-style-type: none"> • To ensure statutory compliance with Keeping Children Safe in Education and its associated policies • To adopt and review annually a child protection/safeguarding policy and relevant procedures* • To comply with statutory duties from KCSIE by appointing Safeguarding, SEND and Health & Safety governors • To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy
Curriculum	<ul style="list-style-type: none"> • Monitor that The National Curriculum is taught to all pupils • To ensure the curriculum is broad and balanced • To review, approve and monitor the curriculum policy if there is one in place (not statutory) • To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain • Establish and implement arrangements to monitor the standards and quality of teaching and education
Budget/Finance	<ul style="list-style-type: none"> • To approve the first formal budget plan each year and recommend it to the Trust in line with provided timescales • To engage in strategic decision making. • To approve and review a Finance Policy, including levels of delegation, ensuring the school operates within the requirements of the MAT/DFE Funding Agreement • To keep in-school financial procedures under review • To monitor the impact of spending decisions upon educational achievement in the school – In particular “premiums” (PP, Sports P, Catch-up P) • To manage risks by establishing and regularly reviewing a comprehensive business continuity plan and risk register • To ensure financial succession planning within the board. • To review and take account of any consultations to change the LA Finance Regulations/MAT Scheme of delegation.
Staffing	<ul style="list-style-type: none"> • To make staff appointments, other than the Head/Executive Head.. • To annually determine the staff complement and structure. • <i>To annually agree a teachers pay policy, in line with the STPCD.*</i> • To annually review the impact of and implementation of the Pay and Reward policy. • To determine the pay range for a vacancy prior to advertising it • To establish and review a policy detailing procedures for addressing staff discipline, conduct and grievances.* • <i>To oversee the process leading to staff reductions</i> • <i>To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances.*</i> • To determine dismissal payments/early retirement.
Appraisal and	<ul style="list-style-type: none"> • To appoint two governors to the joint Headteacher Performance

Performance Management	<p>management group ensuring this is done on basis of skills/ training.</p> <ul style="list-style-type: none"> To appoint a pay review panel of 3 skilled or trained governors. To take into account the Headteacher Standards for Excellence.
Discipline/ Exclusions	<ul style="list-style-type: none"> To establish a written statement of behaviour principles on which the school can produce a behavior policy. To review and approve an anti-bullying policy, if this is required separate to the school's behavior policy (not statutory) To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (<i>This may be delegated to the Chair/Vice Chair in cases of urgency</i> - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Sept 17 page 18 point 57). To direct the reinstatement of excluded pupils.
Premises & Insurance	<ul style="list-style-type: none"> To procure and maintain buildings, including a properly funded maintenance plan.
Health & Safety	<ul style="list-style-type: none"> To establish, review and approve a Health & Safety policy To ensure that Health & Safety regulations are followed and appropriately prioritised. To ensure that, as far as is practical, Health & Safety issues are appropriately prioritized within the school budget and spending plans To receive termly Health & Safety Inspection Report and agree any actions. To appoint a Health and Safety governor
Collective Worship	<ul style="list-style-type: none"> To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. To ensure the school provides an act of broadly Christian daily collective worship. To determine what daily collective worship will look like in this school
Extended Services	<ul style="list-style-type: none"> To decide to offer additional activities and agree what form these should take. To cease providing extended services provision.

Membership of the Governing Board

Terms of Reference for Governing Board

Agreed by the Governing Board (Date)			11 Sept 2023
Review Date			Sept 2024
Quorum: one half of the number of governors in post (rounded up)			
STATUTORY ROLES:			Appointment Date
Co- Chair of Governors	E Turner		12 Sept 22
Co- Chair of Governors	C Bartholomew		12 Sept 22
Vice Chair	T Marshall		12 Sept 22
Safeguarding Governor	J Waterhouse		12 Sept 22
SEND Governor	G Whysall		12 Sept 22

Health and Safety Governor	D Dexter		12 Sept 22
Filtering and Monitoring Governor	R Newham		12 Sept 22
Executive Headteacher	S Newman		ongoing
Clerk	J Williams		ongoing

Ashby Hill Top Primary School Academy

Terms of Reference for the Clerk to the Governing Board

The Clerk is expected to work within the following terms of reference:

Guiding Principles

- The Clerk is accountable to the Governing Board.
- He/she is employed by the Governing Board and line managed by the Chair of Governors,
- Governors, Associate Members and the Headteacher cannot be employed as Clerk to the Governing Board whilst holding office.

The main responsibilities of the Clerk are:

- To work effectively with the Chair of governors, the other governors and the Headteacher/Executive Headteacher to support the Governing Board.
- To keep up to date and advise the Governing Board on constitutional and procedural matters, powers and duties as outlined within legislation, statutory guidance and the governance handbook.
- To support the Governing Board to develop a culture where challenge is welcomed.
- To convene meetings of the Governing Board ensuring they are quorate.
- To produce agendas for the meetings working with the Chair of governors
- To attend meetings of the Governing Board and ensure minutes are taken.
- To ensure the chair receives the draft minutes for approval within one school week
- To ensure the chair draft approved minutes are circulated within two school weeks to all governors
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of Business Interests and ensure this is published on the website.
- To maintain the website published requirements for Governing Boards by ensuring the information is kept up to date
- To ensure the requirements for governors to publish information online is adhered to
- To collect the required details for the Governors National Database (GIAS) and ensure the relevant staff member for uploading to the database is informed of any changes
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To keep The GovernorHub database up to date with details of the members of the Governing Board.
- To maintain a register of attendance to be published on the school website and report non-attendance 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.
- To undertake appropriate professional development.

- If the Clerk is unable to attend the meeting, the governors present at the meeting may appoint a member of the Governing Board (but not the Headteacher nor the Chair) to act as Clerk for that meeting.

Ashby Hill Top Primary School Academy

Delegation of Governance Functions to Headteacher/ Executive Headteacher

The delegation of the following functions to the Headteacher/ Executive Leader ensures a clear separation between strategic non-executive oversight and operational executive leadership.

The Headteacher/Executive Leader is expected to work within the following terms of reference, and to provide the Governing Board with such reports in connection with his or her functions as the Governing Board requires. This includes:

Reporting when policies have been reviewed/approved, along with any key changes in policy

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to the agreed limits set out in the school finance policy. • To enter into contracts up to the limits set out in the school finance policy • To monitor monthly expenditure. • To make payments.
Staffing	<ul style="list-style-type: none"> • <i>To suspend staff.</i> • <i>To initially dismiss staff.</i> • To produce and maintain a central record of recruitment and vetting checks
Curriculum	<ul style="list-style-type: none"> • To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. • To establish and implement a Curriculum policy. • To decide which subject options should be taught. • To be responsible for standards of teaching. • To be responsible for each individual child's education. • To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To carry out appraisal of other teachers (or delegate to line managers in the school)

Standard Setting	<ul style="list-style-type: none"> To set standards and predictions for pupil achievement and progress.
Religious Education	<ul style="list-style-type: none"> To provide Religious Education in line with school's basic curriculum.
Collective worship	<ul style="list-style-type: none"> For maintained schools – to ensure, after consultation with the Governing Board, that all pupils take part in a daily act of collective worship.
Health & Safety	<ul style="list-style-type: none"> To ensure that Health & Safety regulations are followed.
Discipline/ Exclusions	<ul style="list-style-type: none"> To draft the content of the school behaviour policy and publicise it to staff, students and parents.
Inclusion and Equality	<ul style="list-style-type: none"> To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO) To appoint a designated teacher for looked-after children To draft and publish an accessibility plan every three years (statutory) To draft and publish Equality Objectives every four years (statutory)
School Organisation	<ul style="list-style-type: none"> To ensure that the school meets for 380 sessions in a school year. To ensure that school lunch nutritional standards are met. To draft and implement a data protection policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office To ensure the statutory required information is uploaded to the school website. Maintain a register of pupil attendance. To publish on the website the drafted structure and remit of the Governing Board, including governor appointment details, term of office and attendance record To submit governor information to the DfE database of governors (GIAS)
Information for Parents and Stakeholders	<ul style="list-style-type: none"> To ensure that the school keeps parents and prospective parents up to date with school information. To ensure that free school meals are provided to those pupils meeting the criteria. To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. To ensure that a report on each child's educational achievement is forwarded to parents /guardians. To establish and keep under review a policy/procedures relating to Freedom of Information
Extended Schools	<ul style="list-style-type: none"> To put into place, the additional services provided. To ensure delivery of services provided.

Agreed by the Governing Board on			12 Sept 22
Review Date			Sept 23

Ashby Hill Top Primary School

Terms of Reference for Finance Committee

- In consultation with the Headteacher and finance professional, to draft the school's formal budget plan each financial year and present this to the Governing Body for approval by the required date each year
- To consider the in-year budget position at least termly, and to report back to the Governing Body any significant changes, anomalies or risks compared with the anticipated position.
- To evaluate any virement recommendations and report to the LGB
- To analyse and report on Tenders for Contract Services in accordance with delegated limits
- To evaluate proposed expenditure as set out within the delegated limits following recommendations from the Headteacher and report to the LGB
- To monitor income and expenditure of all delegated funds and all voluntary funds kept on behalf of the Governing Body
- To approve and maintain a 3-year financial plan
- To benchmark school financial performance against similar schools annually and report back to the Governing Board.
- To ensure that all spending provides 'Value for money' in terms of raising standards in education and is wisely spent.
- To enter into contracts following agreed financial limits.
- To make decisions in respect of service agreements following agreed delegation of financial limits and insurance.
- Ensure that key financial decisions and are recorded correctly in the minutes.
- To review the school's charging and remissions policy, debt recovery policy, governors expenses policy and whistleblowing procedures in line with the Governing Body's policy review schedule (usually once every two or three years)
- To regularly monitor the effectiveness and implantation of key finance policies
- To ensure arrangements are made to audit the school's finances in line with any requirements in the MAT Scheme of delegation
- To ensure the school responds effectively to any issues arising from financial audits

- To prepare and review the SFVS (School Financial Value Standards) annually and submit this by the required deadline (March 31st each year)

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for Health and Safety Governor

An individual governor will be assigned to strategically lead on Health and Safety issues within the school on behalf of the Governing Board.

The H&S governor will ensure all questions and answers from monitoring visits are captured within the subsequent report to enable collective decision making. This role includes the following responsibilities:

- To monitor (evidence) the implementation of the Health and Safety policy within school
- To monitor that the appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties
- To Review inspection audit reports, ensuring the board follows recommendations and actions, monitoring the school's implementation of improvements and changes recommended
- To take part in termly general inspections with the Premises Officer and the Senior Leadership Team, ensuring findings are reported back to the GB (via the HT's report)
- To receive health and safety guidance and information distributed by the Health, Safety and Wellbeing Service and monitor that proper arrangements are made within the school for complying with the guidance, making recommendations to the GB in this regard
- To monitor that an annual review of the working documents and systems that support the health and safety policy is undertaken by the Head Teacher (eg emergency procedures, provision of 1st aid, risk assessments etc)
- To monitor that school journeys and trips are arranged and properly supervised in accordance with LA and DFE guidance
- To conduct an annual management review of health and safety

Name of Monitoring Individual- D Dexter

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for Safeguarding Governor

An individual governor will be assigned to strategically lead on safeguarding issues within the school on behalf of the Governing Board.

At least three monitoring visits should be made per year (one per term), ensuring all questions and answers are captured within the subsequent report to enable collective decision making. Symphony Learning Trust's annual safeguarding audit should be completed over the course of these monitoring visits, with the completed audit report to be shared with the LGB prior to submission. This role includes the following responsibilities:

- Ensure the governing body receives (from the DSL - currently the head teacher) an annual report on the implementation of the school's safeguarding and child protection policy and procedures
- Ensure the school's safeguarding policy is reviewed in a timely and thorough way when this is due
- Ensure you are aware of all governing body responsibilities in relation to safeguarding, child protection and related areas (eg the "Prevent" agenda), that you are well aware of and keep up to date with legal requirements, local and national guidance and policy in this area and keep the governing body aware of any new requirements, guidance or policy.
- In liaison with the head, SENCO and chair of governors make sure child protection issues are championed within the school
- Liaise with the school's designated safeguarding lead (currently the Head Teacher) regularly and conduct focused visits to the school to monitor and evaluate that the school is acting consistently within the agreed safeguarding policy and to review the robustness of the safeguarding policy.
- Ensure that any weaknesses or deficiencies in the school's safeguarding arrangements or policy are brought to the attention of the governing body and rectified without delay
- Keep up to date with the way Ofsted reviews schools safeguarding arrangements when carrying out inspections. Use the Ofsted briefing document to evaluate the effectiveness of your schools safeguarding arrangements and to make changes where needed, reporting back to governors
- Ensure the school operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers, and ensuring that the head teacher and any governor taking part in a recruitment process have undertaken the safer recruitment training
- Consider any safeguarding issues and champion these when the GB is reviewing/developing policies in other areas, ensuring all policies result in safe children at Ashby Hill Top.

NB: The chair has a distinct role to play in liaising with the local authority where there is an allegation against the headteacher. This does not necessarily mean that the chair should also fulfil the Safeguarding and Child Protection Governor role.

Name of Monitoring Individual- J Waterhouse

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for Filtering and Monitoring Governor

An individual governor will be assigned to strategically lead on filtering and monitoring within the school on behalf of the Governing Board.

Schools and colleges should provide a safe environment to learn and work, including when online. Filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material. At least one monitoring visit should be made per year. This role includes the following responsibilities:

- Ensure the governing body receives (from the EHT) and annual report on:
 - procuring filtering and monitoring systems
 - documenting decisions on what is blocked or allowed and why
 - reviewing the effectiveness of filtering and monitoring
- Ensure you are aware of all governing body responsibilities in relation to filtering and monitoring, that you are well aware of and keep up to date with legal requirements, local and national guidance and policy in this area and keep the governing body aware of any new requirements, guidance or policy.
- Liaise with the school's designated safeguarding lead (currently the Head Teacher) conduct a focused visit to the school to monitor and evaluate that the school is acting consistently within the agreed safeguarding policy and to review the robustness of the filtering and monitoring systems.
- Ensure that any weaknesses or deficiencies in the school's filtering and monitoring systems are brought to the attention of the governing body and rectified without delay
- Keep up to date with the way Ofsted reviews schools filtering and monitoring systems when carrying out inspections. Use the Ofsted briefing document to evaluate the effectiveness of your schools filtering and monitoring systems and to make changes where needed, reporting back to governors

Name of Monitoring Individual- R Newham

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for SEND Governor

An individual governor will be assigned to strategically lead on SEND issues within the school on behalf of the Governing Board.

Regular Monitoring visits should be made throughout each year (ensuring all questions and answers are captured within the subsequent report to enable collective decision making. This role includes the following responsibilities:

- Ensure you are aware of all governing body responsibilities in relation to SEN as outlined in the SEN code of practice, and that you keep up to date with legal requirements, local and national guidance and policy in this area and keep the governing body aware of any new requirements, guidance or policy in relation to SEND.
- When major new national or regional developments in policy occur, meet with the school's SENCO to review the impact of these changes on the school's day to day SEN provision
- Monitor how responsibilities for SEN provision are organized in school and how the school identifies children with SEN
- Meet with the SENCO termly and undertake regular learning walks in order to review and monitor the implementation of the school's SEN Policy and monitor that children with SEN have equal access to both the school's curriculum and any extra-curricular enrichment activities
- Conduct monitoring visits in school to observe first-hand how children with SEN are actively involved in school life both inside and outside the classroom
- Ensure that data is provided that specifically outlines the achievement and progress of SEND children, and ensure this data is challenged thoroughly
- Ensure that funds are allocated each year within the school budget specifically to cater for SEN pupils and to support the implementation of the SEND policy (being aware of the various headings under which the school may spend the SEN budget each year)
- Monitor and evaluate the impact that spending on SEN has on outcomes for pupils with SEN
- Monitor the use of these funds and other resources, considering cost effectiveness and best value for money in terms of increased progress for pupils with SEN
- Ensure that any weaknesses or deficiencies in the school's SEND arrangements or policy are brought to the attention of the governing body and rectified without delay
- Be able to talk knowledgeably with Ofsted about the school's SEND provision and progress/attainment outcomes for children with SEND.
- Consider any issues relating to children with SEND and champion these when the GB is reviewing/developing strategies or policies in other areas, ensuring all strategies and policies are inclusive of SEND needs at Ashby Hill Top.
- Ensure the school's SEND policy is reviewed in a timely and thorough way when this is due
- Ensure the school's current SEN provision ("Local offer") is published on the school's website in, line with legal requirements.

Name of Monitoring Individual- G Whysall

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for Panel Hearings

- 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 under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Board's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents in the case of an exclusion (parents/guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Board.
- All panels will follow the relevant Governing Board approved policy, procedure and guidance.

NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel

Membership [not less than 3]

Any three governors from a pool of governors [comprising the whole Governing Board], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified

The Headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Donisthorpe Primary School & Ashby Hill Top Primary School

Terms of Reference for the Joint Headteacher Performance Management Panel

- To arrange to meet with the CEO and the Head Teacher to discuss the Head Teacher's performance against the performance targets set
- To decide, with the support of the CEO, whether the targets have been met, and to set new targets annually
- To monitor mid-way through the year the performance of the Headteacher against the targets set
- To liaise with the Chairs of Governors and other governors in each school, to ensure all aspects of performance relevant to the head teacher have been captured in order to provide a fulfilling and well-rounded performance management process

Membership: Two governors from each of Donisthorpe Primary School and Ashby Hill Top Primary School

Neither the Headteacher nor staff governors may serve on this group.

Chair of panel/ committee TO BE ELECTED FROM WITHIN THE PANEL

Members

G Whsyall- Ashby Hill Top

Ian McArthur- Donisthorpe

Sarah Newton- Donisthorpe

Agreed by the Governing Board on

11 Sept 2023

Review Date

Sept 2024

Ashby Hill Top Primary School

Terms of Reference for the Pay Panel

- To ensure the pay policy is applied in a fair and consistent way
- To determine any pay awards/increases to be given to members of staff, in line with the current appropriate pay policy

Membership [3 governors]

Membership of the Pay Panel will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the committee.

Neither the Headteacher nor staff governors may serve on this group. It is recommended that the school avoids both the Chair and Vice Chair of Governors being members of the Pay Panel as this will inhibit one of these key roles being available for any pay appeals that may arise.

Chair of Pay Committee- T Marshall

Members

S Newman

C Bartholomew

Agreed by the Governing Board on

11 Sept 2023

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Sept 2024