



## THE VALLEY PARTNERSHIP

# Full Board of Governors Term of Reference including Committees and Portfolio holders

These Terms of Reference were agreed by the Full Governing Board of  
The Valley Partnership

**Date:** 20<sup>th</sup> October 2020

**Revised:** 16<sup>th</sup> December 2020

**Signed:** *Emily Hooper-Taylor*

**Review Date:** September 2021

## GENERIC TERMS OF REFERENCE FOR ALL COMMITTEES AND PORTFOLIO HOLDERS

*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 review, agree and monitor policies, targets and priorities. Governing Board meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.*

- *The Governing Board will:*
- Hold at least 3 meetings per year- one per term
- Appoint or remove the clerk and undertake their appraisal
- Elect a Chair and Vice Chair at the first meeting
- Advise all parents of any parent governor vacancies, all staff of staff governor vacancies
- Ensure statutory information is sent to parents
- Annually ratify the School's Self Evaluation Form
- Set dates of meetings for the year ahead
- Note term dates for the academic year and agree the occasional days
- Receive Head teacher reports
- Review and monitor assessment/progress/national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/governors
- Review, adopt and monitor a Freedom of Information Policy
- Review, agree and monitor School Development Plan
- If required, consider the suspension of a governor
- Provide induction for new governors
- Encourage governors to visit school and to review, adopt and monitor a governors' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Annually elect governor portfolio holders for the following responsibilities:

## **Resources**

- Finance
- Personnel
- GDPR
- Health and Safety & Premises,

## **Teaching and Learning**

- SEND/Inclusion, G&T and PP,
  - Safeguarding
  - Curriculum
  - School development, improvement & Standards
  - Community and Parent links
  - Ethos
- Ensure at least 2 governors are appointed and trained to complete the Headteacher's Performance Management
  - Ensure Governors are appointed to the sub-committees as listed below
  - Maintain and update annually a file of pecuniary interest declarations of eligibility
  - Review, adopt and monitor a governors' expenses policy
  - Review annually the delegation of functions of the Governing Board, committee structure and portfolio holders
  - Review annual cycle of governor business including policy review and standing items
  - Organise support and training for governors

**At the first meeting of the Governing Board in each academic year, the Governing Board should:**

- Consider and confirm the roles and remit of Committees and portfolio holders. These currently are:

**a) The Resources Portfolios (R):**

**Summary of Areas and responsibilities**

<b>Portfolio Area</b>	<b>Lead Portfolio holder for the agreed year</b>	<b>Support and embedded committee</b>
<b>Finance Portfolio</b>	Justin Goad	<b><u>Pay and Performance Committee Lead of Pay and Performance (PPC) committee</u></b> Justin Goad Emily Hooper-Taylor Richard Wiltshire
<b>Personnel</b>	Emily Hooper Taylor	<b><u>Executive Headteacher's Appraisals lead on (EHTAC) Committee:</u></b> Emily Hooper-Taylor Justin Goad Richard Wiltshire
<b>Premises, Security and Health &amp; Safety</b>	Richard Wiltshire	
<b>GDPR</b>	Emily Hooper-Taylor	

**b) The Teaching and Learning Portfolios (T&L):**

**Summary of Areas and responsibilities**

<b>Area</b>	<b>Lead Portfolio holder for the agreed year</b>	<b>Support and embedded committees</b>
<b>Curriculum</b>	Robert Roffey	Janine Whitlock
<b>Inclusion, SEND, G&amp;T &amp; Pupil Premium</b>	Ophelia Lindley	Sue Rowland
<b>School Development, Improvement and standards</b>	Sue Rowland	<b><u>Standards Monitoring Committee:</u></b> Sue Rowland Ophelia Lindley Deborah Eveleigh Robert Roffey Janine Whitlock
<b>Community and Parent Links</b>	Sarah Smyth	
<b>Safeguarding</b>	Sue Rowland	Glyn Lewry
<b>Ethos</b>	Glyn Lewry	<b><u>Ethos Committee:</u></b> Glyn Lewry Janine Whitlock Ophelia Lindley Deborah Eveleigh

**c) The First Committee-** relating to personnel issues

<b>First Committee Lead</b>	Emily Hooper-Taylor	<b><u>First Committee:</u></b> As needs dictates and terms of reference
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**d) The Second/Appeals/pupil discipline Committee-**relating to appeals, exclusions and complaints

<b>Second/appeals committee Lead</b>	Depending on composition of first committee	<b><u>Committee:</u></b> As needs dictates and terms of reference, depending on composition of first committee
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**e) Management Partnership Committee**

<b>Management partnership Committee Lead</b>	Justin Goad	<b><u>Committee:</u></b> Justin Goad Emily Hooper Taylor Richard Wiltshire
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## f) All Admissions Appeals

**All admissions appeals** will be dealt with according to latest Diocesan and National advice and guidance and a committee established from within the (Full Board of Governors) FBoG as required. In all other matters the teaching and learning Committee will consider admissions and bring to the FBoG as required.

- Consider and confirm each Committee's and portfolio holders' recommendations for its Terms of Reference, delegated powers and priorities for the academic year. These need to be agreed and minuted. They should also consider and confirm the membership of the Committee, process for electing a chair and clerking arrangements.

**The Terms of Reference for each Committee, including embedded committees, supporting the portfolio lead are:**

**Membership:** Minimum of **three** Governors plus Executive Head Teacher where applicable.

Additional non-governors can be members (Associate Members) but must not out-number the Governor members. Some or all can be given voting rights. These rights must be assigned to the associate member at the time of their appointment, and must be recorded in the minutes of the Full Governing Board meeting. Associate members may **only** vote in Committee if they are in the minority i.e.: if there are more governors on the Committee at the time of the vote than associate members.

An Associate member may **not**:

Be the chair or vice chair of the Committee

In any circumstances vote on issues relating to the budget and financial commitments of the Governing Board

Governors employed at the school are entitled to hold a Resources Portfolio, but cannot take part in discussion or decisions on the pay or appraisal of anybody employed at the school. (The Executive Head Teacher only has to withdraw when his/her own pay or appraisal is being discussed.) The Committee **may** choose to exclude an associate member from any part of its meeting when the business under consideration concerns a member of staff.

**Quorum: Three members, with the exception of the first, pay, second and pupil discipline committees.**

Governors of which the Head Teacher (or his/her appointed representative) must be one. Governors who are employed at the school must be outnumbered by those who are not employed at the school.

**Meetings:** The portfolio holders will meet with relevant staff, as required, by appointment and in liaison with the Executive Headteacher. Committees will elect a Committee Chair at the first meeting of the academic year **unless there is a designated portfolio lead who should take that lead.**

**Procedures:** As laid down by the Governing Board Regulations and by the **Individual terms of reference for each committee as attached in Appendix 1.**

### **COMMITTEE CHAIR'S RESPONSIBILITIES:**

- To liaise with Head Teacher
- To chair meetings
- To set agenda and ensure it is sent out
- To liaise with LEA

### **COMMITTEE CLERK'S RESPONSIBILITIES:**

- To arrange meetings & notify members
- Note decisions/options
- To provide written report/minutes and circulate

### **GENERAL RESPONSIBILITIES OF COMMITTEES AND PORTFOLIO HOLDERS:**

- To act according to the School Government Terms of Reference Regulations, 2000.
- To provide regular written minutes of meetings to the Governing Board identifying decisions taken or required.
- To establish a list of policies and follow a review program coming within the area of responsibility of the Committee and plan accordingly.
- To review the effectiveness of the Committee and portfolio holders and recommend variations to the Terms of Reference. Ensure appropriate Committees are functioning properly and have appropriate membership.
- Where possible, at the first meeting agree a programme of meetings for the year, having regard to the dates for the full Governing Board meetings for the same period.
- Agree work priorities.
- Identify development programme for new members of the Committee and portfolio holders including training at relevant courses offered by the Local Authority as well as the need for training for others on the Committee.
- Ensure that programmes for development are followed and new needs are addressed throughout the year. Governors need to know and respond to new initiatives and changes to legal requirements in line with local, regional and national developments.
- Ensure that the School Development Plan is cyclical and is developed, monitored, evaluated in accordance with identified priorities by Ofsted, Local Authority, in line with national developments, follows our mission statement and status as a Church school, is relevant to the learners within the school.