



## Governing Body Terms of Reference

**Date reviewed and approved by Governing Body:** September 2025

**Review period:** Annually

**Next review due:** September 2026

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These Terms of Reference should be read in conjunction with the documents 'Governing Body Code of Conduct' and 'Decision Making Framework and Responsibilities' as well as legal requirements for Governing Bodies. The responsibility for some policies has been delegated to particular committees – the policy review timetable sets out when and by which committee different policies will be reviewed.

The Governing Body will meet 6 times a year, 5 regular meetings (Sept, Dec, Mar, Apr and July). The Clerk to the Governors will draw up the agendas in consultation with the Chair of Governors and distribute them, with any other papers, to all Governors, preferably two weeks before the meeting, but at least seven days before. The Clerk will minute the meetings, check the draft minutes with the Chair of Governors, and distribute them to all Governors as soon after the meeting as possible. Minutes will be agreed at the next full Governors' meeting and made available for inspection, apart from any items deemed to be confidential. Full Governing Body minutes and minutes of Committees, once agreed, will be available on the school website.

Little Paxton Governors meet as a Curriculum Committee three times a year (Nov, Jan and Jun) and as a Resources and Finance Committee three times a year (Nov, Mar, Apr.) Additional extra meetings may be called as required. There is a salary committee who will meet annually to discuss and agree salary increases.

The Governing Body can set up working parties, usually short term for a particular purpose. These consist of at least two Governors and can include non-governors. Working parties elect a Governor to chair each meeting. Minutes are taken by the Governor acting as Chair and circulated to all the Governors and other parties where appropriate. Working parties report to Committees or the full Governing Body as appropriate.

Some individual Governors will have special interests on the Governing Body. Some of these, such as Performance Management Governors and Special Educational Needs Governor, are statutory. Others are to meet a particular need or to express individual interests and expertise and will vary from time to time – all are agreed by the Governing Body.

These Terms of Reference, together with the Code of Practice and the Standing Orders, will

be reviewed annually at the first full Governing Body meeting in the Autumn Term.

### **General Terms of Reference for the Governing Body**

1. The full Governing Body consists of thirteen Governors. One half of the membership (rounded up) shall constitute a quorum.
2. The Terms of Reference of the Governing Body shall be decided by at least two thirds (rounded up) of the current membership of the Governing Body.
3. Non-governors may attend by invitation of the Governing Body. Guests will attend as observers unless otherwise indicated.
4. The Chair, if necessary, may invite expertise for a particular agenda item of a meeting without reference to the full governing body.
5. Requests by non-governors to attend full governors' meetings should be considered on a case by case basis by the governing body as an agenda item. In exceptional circumstances, requests may be considered by the Chair alone.
6. The governing body should accept a member of the Central Leadership Team (CLT) at a meeting of the full governing body as a representative of the Head in his/her absence.
7. Where there is a conflict between the interests of an individual Governor and the interests of the Governing Body, or where the principles of natural justice require fair hearing and there is any reasonable doubt about the person's ability to act impartially, s/he should withdraw from the meeting and not vote.
8. The Chair has the casting (or second) vote.
9. The Chair and Vice Chair of the Governing Body shall be elected at the first full Governors' meeting of the academic year. All Governors are eligible to be Chair except the Head Teacher and any other employee of the school. If the Chair is absent from a meeting the Vice Chair will Chair that meeting. If the Vice Chair is also absent then another Governor will be elected to Chair that meeting.
10. In conjunction with the Chair and the Head, the Clerk will draw up agendas for Governing Body meetings, and will distribute them to all Governors at least seven days before the meeting, except in the event of a meeting called to consider an urgent matter.
11. Governors should not table non-agenda items during the meeting.
12. Should urgent matters arise, representation should be made to the Chair prior to the meeting. The Chair should then make a decision on whether to include the matter as an extraordinary item.
13. The Clerk will take minutes of the meetings and will copy them to all Governors. Any Governor who was present at the meeting and identifies an error in the minutes should contact the Clerk as soon as possible. At the next Governing Body meeting the minutes will be approved by the full Governing Body and signed by the Chair of Governors as accepted. The Clerk will then keep them and make them available for inspection and enable them to be published on the school website, apart from any confidential items.
14. The Governing Body should have regard to procedural advice from the Clerk.

## **Salary Committee Specific Terms of Reference**

1. This committee shall meet in the autumn term or as required.
2. Its membership consists three governors.
3. It shall receive recommendations from the HTPM Panel regarding the Head Teacher's pay and from the Head Teacher regarding the pay of all other staff
4. It shall review and recommend to the full Governing Body the salaries of all staff including the Head Teacher and Deputy, having due regard to current legislation and advice from the school's Personnel Advisers

## **Recommended Committees (to meet as required)**

### **I. Pupil Discipline Committee**

#### **Constitution:**

1. This committee will be clerked by the clerk to the governors or another appropriate person (such as a Cam Clerk).
2. The pupil discipline committee must include three or five members of the governing body, and must not include the head teacher or anyone who is not a governor.
3. The quorum for the committee is three.
4. No governor should serve on the committee if s/he has a connection with the pupil or the incident, which could affect their ability to act impartially.

#### **Terms of Reference**

1. To review the use of exclusion within the school.
2. To consider the circumstances of any pupil excluded permanently or for more than five days a term or who will be unable to sit a public examination as a result of the exclusion
3. To decide whether to direct reinstatement of any such pupil so excluded.

If an exclusion causes a pupil to miss sitting a public examination, the committee should try to meet before the exam. If the chair of the committee does not consider it practical for the committee to meet, s/he may exceptionally consider the exclusion and decide whether to reinstate the pupil.

Appeals by parents against the Pupil Discipline Committee are dealt with by an independent panel established by the LA.

Governors serving on discipline committees should take great care to ensure that they follow proper procedures since their decisions are open to scrutiny by an independent panel.

## II. Standing Panel to Consider Staff Dismissal and Appeal Committee

### Constitution

1. This committee will be clerked by the clerk to the governors or another appropriate person (such as a Cam Clerk).
2. The Standing Panel to consider staff dismissal must include at least three members of the governing body. A member of such a committee must take no part in any subsequent appeals hearing from the decision.
3. The Standing Panel Appeal Committee cannot have fewer governors than the first committee.
4. The head teacher is not entitled to be a member of either of these committees.
5. Where it is not practicable for the Standing Panel and the Appeal Committee each to include three members of the governing body, the Standing Panel can include two members of the governing body. The Governing body may decide to work with another local school such that additional panel members may be recruited from the governing body of that school.

### Terms of Reference

#### ***The Standing Panel to consider staff dismissal has delegated powers and duties as follows***

1. To consider disciplinary matters for all persons employed to work at the school and any proposal that a member of staff be dismissed.
2. To consider cases referred by the head teacher or such cases as the Standing Panel may decide to consider.
3. To suspend with pay any person employed to work at the school, immediately informing the LA of the suspension.
4. To end suspension, immediately informing the head teacher and the LA of the action.
5. To suspend the head teacher for misconduct or other urgent cause, immediately informing the LA.
6. To terminate the employment of any person employed to work at the school, having considered any advice given by the LA.
7. To minute the outcome of meetings and record those present at the meeting.

#### ***The Appeal Committee's duties and powers are as follows:***

1. To hear an appeal before any action is taken to implement the Standing Panel's decision to dismiss.
2. To hear an appeal against formal disciplinary action taken by the head teacher
3. To minute the outcome of meetings and record those present at the meeting.