

Whole Governing Body and Committee Terms of Reference

Name of Governing Body:

Pot Kiln Primary School

Terms of reference adopted on 13 October 2026

Review date September 2027

Signed _____ Chair of Governors

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Suffolk County 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 Body acts as a sounding Body to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

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

Disqualification – Governors, Associate Members, the Headteacher

The Governing Body

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Terms of reference:

- To agree constitutional matters*, including procedures where not set out in law
- To draw up the instrument of government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body 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 Body will be delegated to committees, groups and individuals*
- To review and approve the delegation arrangements annually (Governing Body Decision planner) *
- 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*
- Appoint selection panels for head teacher and deputy/assistant head*
- Ratify or reject decisions of appointed selection panel*
- Appoint selection panel for members of the senior leadership team
- Establish and review procedures for addressing staff discipline, conduct and grievance*
- To establish a set of written principles for the Behaviour policy
- To approve the first formal budget plan of the financial year
- To institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To adopt and review annually a child protection policy
- To set up a Register of Governors' Business Interests
- To review and formally approve the Pay policy and Appraisal policy annually
- To formally approve and adopt the School Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing Body and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website
- To review and monitor published performance data and receive regular reports on pupil progress and attainment

- Any items which individual governing Bodies may wish to include

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

These terms of reference agreed by the Governing Body	14/10/2025
--	------------

Name of Governor	End of term of Office
Mrs Tracey Welsh	02/02/2030
Mr Sean Ambrose (Head)	<i>ex-officio</i>
Mr K O'Connell	30/12/2026
Mr T Fairbairn	07/02/2029
Mrs Danielle Glover	09/10/2027
Mrs Angharad Morris	04/12/2028
Mrs Gemma Wallace White	03/09/2027

Chair of the Governing Body	Kevin O'Connell
Vice-Chair of the Governing Body	Danielle Glover
Clerk (s) to the Governing Body	Helen Stacy (School's Choice)
Quorum:	One half of the number of Governors in post

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 Body'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 Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee i.e. there must be an equal number of governors on both committees and governors can only sit on hearings **or** appeals)

In accordance with Section 5.8.1. of the Maintained Schools Governance Guide, we the Governing Body of Pot Kiln Primary School have agreed with the Governing Body at Bures VC Primary School, and Acton CEVC Primary School, for the functions of this Committee/Panel to be carried out jointly, in case of need. This arrangement will be reviewed annually as part of the Governing Body's review of Panel procedures.

Disqualification: The Headteacher; any members of the Appeals Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

Name of Governor	Date Appointed to the Committee
To be appointed as required	
(reserve)	

Chair of the Committee	Appointed as required
Clerk to the Committee *	Appointed as required
Quorum (minimum of 3, committee can determine higher number)	3

* (Schools' Choice can provide experienced clerks for hearings and appeals committees)

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 Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- To consider any appeal against pay and grading decisions made by the Resources Committee.
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

In accordance with Section 5.8.1. of the Maintained Schools Governance Guide, we the Governing Body of Pot Kiln Primary School have agreed with the Governing Body at Acton CEVC Primary School, and Bures VC Primary School, for the functions of this Committee/Panel to be carried out jointly, in case of need.

This arrangement will be reviewed annually as part of the Governing Body's review of Panel procedures

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)

Name of Governor	Date Appointed to the Committee
To be appointed as required	
(reserve)	

Chair of the Committee	Appointed as required
Clerk to the Committee *	Appointed as required
Quorum (minimum of 3, committee can determine higher number)	3

*(Schools' Choice can provide experienced clerks for hearings and appeals committees)

Pupil Inclusion and Discipline Committee

Terms of reference:

To ensure that the guidance contained in 'Improving Behaviour and Attendance' document is practised in Pot Kiln Primary School, with specific reference to the role assigned to the Governing Body.

To review the Behaviour; Attendance and Punctuality; Special Educational Needs; Supporting Pupils with Medical Needs; Child Protection; Race Equality and Equal Opportunities Policies, and make recommendations on changes to the Governing Body.

Monitor attendance, behaviour and exclusions.

Consider Local Authority papers on issues of concern to the committee.

A sub-committee of the Discipline Committee will meet:

- To consider representations from parents in the case of suspensions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of suspensions totalling more than 5 but not more than 15 school days in one term (*meeting to be held within 50 school days after receiving notice of the suspension*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent;
 - it is a fixed period suspension which would bring the pupil's total number of school days of suspension to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- *Any items which individual governing Bodies may wish to include.*

Membership – minimum of 3

NB. The Governing Body may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular suspensions. 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. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

In accordance with Section 5.8.1. of the Maintained Schools Governance Guide, we the Governing Body of Pot Kiln Primary School have agreed with the Governing Body at Bures VC Primary School, and Acton CEVC Primary School, for the functions of this Committee/Panel to be carried out jointly, in case of need. This arrangement will be reviewed annually as part of the Governing Body's review of Panel procedures.

Disqualification – The Headteacher*, any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Name of Governor		Date Appointed to the Committee
To be appointed as required		
Chair of the Committee		Appointed as required
Clerk to the Committee *		Appointed as required
Quorum:	3	

*May be provided by Schools' Choice Pupil Discipline Clerking Service if purchased

Full Governing Body (Resources)

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans)
- To consider a budget position statement including virement decisions at least half termly and to consider any significant anomalies from the anticipated position to the Governing Body
- To review the Outturn Report and consider any significant variances/anomalies from the original budget
- To receive and review the Cash-flow report annually unless this frequency has been increased.
- To ensure that Pot Kiln Primary School operates within the Financial Regulations of Suffolk County Council and Department for Education and Standards
- To adopt and keep under review the Critical Incident policy and procedures, Performance Management policy (Appraisal) for all staff, Pecuniary Interests Policy and Policy for Class Visits/Governor Visits to the school
- To adopt and keep under review the Data Protection Policy (subject to statutory review every 2 years)
- To adopt and keep under review the Publication of Equality Information and objectives (*information to be published on website on annual basis and objectives to be reviewed every four years*)
- To monitor expenditure of any voluntary funds kept
- To review and approve annually the Charges and Remissions policy, Finance Policy, Governor Expenses Policy, Business Continuity Plan
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action annually ensuring the completed return is submitted by 31 December annually
- To review, from the Headteacher, the asset register on an annual basis.
- To review like for like benchmarking data on an annual basis

Continued./

- In consultation with the Headteacher, to oversee premises-related funding bids
- To monitor Special Educational Needs funding
- To monitor Pupil Premium funding
- To monitor PE and Sports Grant funding
- To oversee arrangements for repairs and maintenance in line with budget plans
- To keep under review the staffing structure in consultation with the Headteacher and ensure that all roles have current job descriptions
- To delegate all other HR/Staff related policies, with the exception of those on the statutory list published by the DfE, to the Headteacher
- To oversee recruitment procedures for all staff and that these follow equalities legislation
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To approve pay awards for all members of staff.
- In consultation with the Headteacher, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users.
- To keep under review a Building Development Plan.
- To keep under review an Accessibility Plan.
- To commission questionnaires for parents, staff and pupils.
- *Additional items which individual Governing Bodies may wish to include*

Full Governing Body (Educational Outcomes)

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To review anonymised SATs data, ASP information and FFT data if appropriate.
- To consider pupil progress and how the school is targeting areas of under performance
- To discuss (using anonymised data) targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To consider standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy (*no longer statutory requirement for schools to have a curriculum policy but governing Body should monitor and advise if policy in place*)
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To ensure that the requirements of children with SEND are met, as laid out in the Code of Practice, and receive regular reports from the head teacher or SENDCO
- To review the Assessment Policy and ensure it is operating effectively
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEND, English, Maths. To receive regular reports from them and advise the Governing Body.
- To consider recommendations from external reviews of the school (eg Ofsted or LA school improvement advisers) and agree actions as a result of the review. Regularly evaluate the implementation of the plan
- To monitor the school's relationships with the wider community
- To monitor arrangements for the celebration of children's achievements
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To approve risk assessments for educational visits and curriculum areas
- To decide on the provision for Sex Education (*Primary Schools must consider whether to provide. Secondary schools must provide*)
- *Additional items which individual Governing Bodies may wish to include*

Headteacher's Performance Review Group

Terms of reference:

- 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 Whole Governing Body in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but in Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors. No more than 3 Governors will sit on the panel but these will be chosen from those appointed to this committee. Pot Kiln Primary appoints 4 members to this committee to ensure 3 members are always available to form the panel committee.

Disqualification –The Headteacher and Staff Governors

Name of Governor	
Mr K O'Connell	Appointments confirmed annually and recorded in minutes.
Mrs Danielle Glover	
Mr T Fairbairn	
Mrs Tracey Welsh (Reserve)	

Chair of the Group	TBC
Review Officer	TBC
Quorum (minimum of 2 suggested)	2

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 monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Body 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 Body
- To attend training as appropriate
- *Any items which individual governing Bodies may wish to include*

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

Area of Responsibility	Name of Governor	Liaising with	Reporting to
Safeguarding and Online Child Protection	Mr K O'Connell	DSL/SENDSCO	Whole Governing Body
SEN	Mrs T Welsh	SENDSCO	Whole Governing Body
Looked After Children	Mrs T Welsh	Headteacher	Whole Governing Body
Statutory funding (PP, IMF)	Mrs T Welsh	Headteacher	Whole Governing Body
Finance, Attendance	Mr T Fairbairn	Headteacher	Whole Governing Body
Health and Safety	Mrs G Wallace White	SBM/Caretaker	Whole Governing Body
Link Governor	Mr T Fairbairn	Whole Governing body	Whole Governing Body

Health and Safety Governor

In addition to the Terms of Reference for delegation to individuals the following specific Terms of Reference will inform the role of the Named Health and Safety Governor.

Terms of reference:

- To review arrangements for the use of school premises by outside users, as directed by governing body policy
- To keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To review with the Headteacher, annually, a summary of all current risk assessments for the premises and ensure that the results of this review are actioned
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that arrangements for repairs and maintenance are made in line with school policy
- In consultation with the Headteacher and the Resources Committee, to help formulate premises-related funding bids
- To carry out any Governance training appropriate to the role and to commit to ensuring that this training is up to date
- To review policies relating to Premises and Health and Safety, as delegated by the governing body.
- *Any items which individual governing bodies may wish to include*

Safeguarding Governor

In addition to the Terms of Reference for delegation to individuals the following specific Terms of Reference will inform the role of the Named Safeguarding Governor.

- Terms of reference:
- To keep the FGB up to date with work undertaken by the Safeguarding Governor through regular (termly) written reports.
- To ensure that statutory requirements are met by the school and report to the FGB
- To ensure that the school appoints a Designated Safeguarding Lead (DSL) who is a member of the Senior Leadership Team and who has undertaken training appropriate to the role
- To ensure that the DSL role is clearly defined in the role holder's job description and the DSL receives refresher training at prescribed intervals
- Monitor and ensure that ALL staff, including temporary staff and volunteers, are provided with the school's safeguarding policies and staff behaviour policies
- To monitor and evaluate the school's application of the agreed safeguarding policies and procedures
- To review, in conjunction with the DSL, the school's safeguarding policy at least annually, ensuring that they are consistent with statutory requirements and are publicly available on the school website. Any alterations to the policy should be tabled for approval and adoption at FGB
- To monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff, including allegations made against the Head Teacher and allegations against other children. Ensure that these are in line with statutory requirements and are effective
- To monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations; ensuring that these are followed through regular checks of the SCR and completion of the Action Plan
- To monitor the staff training requirements for all staff and volunteers, including the Head teacher and ensure that these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policies and the role of the DSL
- Monitor and evaluate the arrangement for child protection and safeguarding training including staff being regularly updated (at least annually)
- Monitor and evaluate how the school ensures pupils are taught about safeguarding, including online, as part of the broad and balanced curriculum
- To ensure that the school has met its statutory duties by completing the annual safeguarding audit. Ensure that any weaknesses identified are rectified by the school without delay
- Ensure that any action plan resulting from the safeguarding audit is monitored and evaluated and that FGB are informed of progress against outstanding action points
- Ensure that all staff and volunteers have received Keeping Children Safe in Education (KCSIE) statutory guidance and they understand their role in implementation of the guidance
- Monitor and evaluate the online safety policy and report to FGB – this should include the use of mobile technology for both staff and pupils, acceptable use policy and equipment disposal guidance
- Monitor and evaluate the school's effective application of the online safety policy

- Ensure that the school follows all current online safety advice and keeps the children and staff safe
- Support the school in encouraging parents and the wider community to become engaged in online safety activities
- To review policies delegated in the attached schedule which may include:

Allegations dealing with abuse against staff

Anti Bullying

Pupils Behaviour

Whole School Safeguarding

Safer recruitment

Online Safety and ICT acceptable Use

- *Any items which individual governing bodies may wish to include*