

Terms of Reference

Trimley St Mary Primary School Governing Body Terms of Reference adopted in March 2026

**Review date March 2027
Signed Sam Love - Chair of Governors**

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Board 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 Board acts as a sounding board 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 Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties, and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies 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

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements and the Decision Planner.
- 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

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

Disqualification – 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 Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board 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*
- Ratify or reject decisions of appointed selection panel*
- Establish and review procedures for addressing staff discipline, conduct and grievance*
- To establish a set of written principles for the school behaviour policy
- To approve the first formal budget plan of the financial year (*if not delegated to a committee*)
- 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 policy for Pecuniary Interests (*unless delegated to the Finance Committee*)
- 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 report on pupil progress and attainment

***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

Name of Governor	Date Appointed to the Committee
Hayley Lamb (ex officio)	N/A
Lucy Beston (ex officio)	N/A

Helen Mackie	October 2022
Sam Love	June 2025
Megan Bateman	December 2024
Hannah Panting	June 2025
Helen Else	March 2025
Gemma Taylor	March 2023
Denise Lewis	June 2025
Rosalind Hall	February 2026

Chair of the Group	Sam Love
Vice-Chair of the Governing Body	Megan Bateman
Review Officer / Clerk to the Committee	Lesley Roberts
Quorum (minimum of 6 suggested)	10

These terms of reference agreed by the Governing Board	26/03/2026
Date Delegation Agreed	March 2026
Date of review:	March 2027

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 Board'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 Board's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Board

(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)

Disqualification: The Headteacher; any members of the Appeals Committee

Name of Governor	Date Appointed to the Committee
(reserve)	

Chair of the Group	
Review Officer / Clerk to the Committee	
Quorum (minimum of 3 suggested)	

These terms of reference agreed by the Governing Board	26/03/2026
Date Delegation Agreed	March 2026
Date of review:	March 2027
Date Group established	27/11/2023

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 Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification: The Headteacher, any members of the Hearings Committee

Name of Governor	Date Appointed to the Committee
(reserve)	

Chair of the Group	
Review Officer / Clerk to the Committee	
Quorum (minimum of 3 suggested)	

These terms of reference agreed by the Governing Board	26/03/2026
Date Delegation Agreed	March 2026
Date of review:	March 2027
Date Group established	27/11/2023

Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions 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 exclusion*)
- 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 exclusion which would bring the pupil's total number of school days of exclusion 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 Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- *Any items which individual governing Boards may wish to include.*

Membership – minimum of 3

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. 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.

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

Name of Governor	Date Appointed to the Committee
Same Love	December 2025
Megan Bateman	December 2025
Denise Lewis	December 2025
(reserve)	

Chair of the Group	Sam Love
Review Officer / Clerk to the Committee	
Quorum (minimum of 3 suggested)	3

These terms of reference agreed by the Governing Board	26/03/2026
Date Delegation Agreed	March 2026
Date of review:	March 2027
Date Group established	11/09/2023

Resources Committee

Terms of reference:

Finance

- In consultation with the Headteacher(s), to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan to support the school in achieving its educational objective
- To consider a budget position statement (including virement decisions and significant variations from the anticipated position) for each termly meeting of the full governing body
- To ensure the school operates within the Financial Regulations of the County Council
- To annually review the Charges and Remissions policy
- To make decisions in respect of service agreements
- To prepare a financial statement for inclusion in any governing body report to parents
- To monitor the expenditure of all voluntary funds kept on behalf of the governing body and to receive annual audit reports where appropriate
- To determine whether sufficient funds are available to pay increments as recommended by the Headteacher
- In the light of the Headteacher(s)' Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- The committee has the authority to make a pay award to the Headteacher(s) following an evidence-based recommendation from the Headteachers Performance Review Group. This authority was delegated to the committee from the governing body in June 2009.
- To draft Pay Policies for all categories of staff for approval by the Governing Body, and to be responsible for the administration and review of these policies
- Carry out Annual check of the 'Record of Financial Responsibility' document and seek GB approval
- Complete 'Statement of Internal Control' annually and seek GB approval.
- To place standing items on every meeting agenda to check for (1) Pecuniary Interests and (2) the school's register of policies for any that are assigned to that committee and are due for review. Then to make arrangements for the review and subsequent approval by the GB. The Committee approves the electronic signage of all documents via Govenor Hub.

Personnel

- To approve the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff (terms of reference for the Appointments Panel are shown below)
- To establish and review a Performance Management and Appraisal policy for all staff

- To oversee the process leading to staff reductions and, if necessary, make selections for redundancy
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- In consultation with the Headteacher(s), to make recommendations to the governing body in respect of the annual performance review of the Deputy Headteacher(s) and other staff
- To recommend to the governing body the extent of any discretion to be delegated to any committee e.g. on making appointments
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards.

Premises

- To monitor the health and safety policy, and ensure that appropriate checks and assessments (eg, fire risk assessments, asbestos registers) are carried out.
- Ensure, as far as is practical, that Health & Safety issues are appropriately prioritised.
- To review all property and plant related contracts and service level agreements at least annually, unless the contract period is longer.
- To inform the Policy & Finance Committee of any repairs or cleaning of premises or equipment that needs to be provided for within the budget
- To monitor the condition of the school premises with the Site Manager and, where appropriate, report to the LA any issues

Appointment Panel

- This Panel has certain delegated discretions to offer extra pay points - see School Pay Policy.
- The Headteacher(s), as senior manager(s) in a school, normally has responsibility for deciding all appointments outside the Leadership Group. However, in this school the Headteacher(s) sees value in the involvement of a Governing Body representative in the staff selection process.
- The school agrees with the SGF in supporting governor involvement on selection panels for senior management posts (e.g. posts with supervisory responsibility for curriculum or pastoral areas) and in recruiting other staff as reflecting genuine and beneficial co-operation between Headteacher(s) and governors.
- At Trimley St Mary we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training to ensure that all of our staff are appropriately qualified and have the relevant employment history and checks so that they are safe to work with children in compliance with the key Safeguarding Employment Standards.
- The make-up of any panel will take account of our inclusion policy.
- For appointments to the Leadership Group, the Governing Body is required to appoint a Selection Panel to make appointments with the advice of the Headteacher(s).
- Special arrangements are made for Headteacher vacancies, co-ordinated by the Local Authority

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Name of Governor	Governor/Associate Member	Date Appointed to the Group
Sam Love	G	June 2025
Megan Bateman	G	October 2025
Denise Lewis	G	October 2025
Rosalind Hall	G	February 2026
Lucy Beston	G	September 2024
Hayley Lamb	G	June 2023
Helen Rowe	AM	September 2017

Chair of the Group	Megan Bateman
Review Officer / Clerk to the Committee	Lesley Roberts
Quorum (minimum of 3 suggested)	4 (with at least two who are not staff members)

These terms of reference agreed by the Governing Board	26/03/2026
Date Delegation Agreed	March 2026
Date of review:	March 2027
Date Group established	11/09/2023

Curriculum Committee

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 and advise the governing board on 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 board 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 SENCO
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- 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 board.
- 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 review and agree policies for the curriculum as delegated by the Governing board
- To decide on the provision for Sex Education (Primary Schools must consider whether to provide. Secondary schools must provide)
- To ensure that effective strategies are in place for promoting the mental and emotional and wellbeing of all staff and pupils.

Name of Governor	Date Appointed to the Group
Helen Mackie	September 2023
Hayley Lamb	September 2023
Megan Bateman	October 2025
Hannah Panting	October 2025
Helen Else	March 2025
Gemma Taylor	October 2025
Denise Lewis	October 2025
Rosalind Hall	February 2026

Chair of the Group	Sam Love
Review Officer / Clerk to the Committee	School's Choice/Helen Mackie
Quorum (minimum of 3 suggested)	3

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Date Delegation Agreed	March 2026
Date of review:	March 2027
Date Group established	18/10/2023

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 Finance Committee in respect of awards for the successful meeting of targets set

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

Disqualification – The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Group
Sam Love	
Hannah Panting	

Chair of the Group	
Review Officer / Clerk to the Committee	
Quorum (minimum of 2 suggested)	2

These terms of reference agreed by the Governing Board	26/03/2026
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Date Group established	18/10/2023

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 Board, the Curriculum Committee or the Steering Group, whichever the Governing Board deems most appropriate, 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 Board
- To attend training as appropriate

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 (these are suggestions only)	Name of Governor	Liaising with	Reporting to
Safeguarding	Megan Bateman	Hayley Lamb (DDSL) Lucy Beston (DDSL) Mel Dodwell (DSL) Adam Todd (DDSL) Gemma Taylor (DDSL) Lily Hudson (DDSL) Kim Cook (DDSL)	Governing Body
SEN	Helen Else	Lily Hudson	Governing Body
Children in care	Helen Else	Co-Headteacher's	Governing Body
Pupil Premium	Helen Else	Lily Hudson	Governing Body
Parental Engagement	Helen Mackie	Co-Headteacher's	Governing Body
EYFS	Helen Else	Emma Ryan	Governing Body
Attendance	Helen Mackie	Mel Dodwell Kim Cook	Governing Body
Equality	Helen Mackie	Co-Headteacher's	Governing Body
EAL	Sam Love	Co-Headteacher's	Governing Body
Policy Group	Helen Mackie	Co-Headteacher's	Governing Body
School Website	Hannah Panting	Helen Rowe	Governing Body
Resource Committee	Megan Bateman Denise Lewis Sam Love Rosalind Hall	Helen Rowe Co-Headteacher's	Governing Body
Governor Recruitment	Sam Love	Co-Headteacher's	Governing Body
Governor Monitoring plan	Helen Mackie Megan Bateman	Lisa Lee	Governing Body
Code of Conduct	Hannah Panting		Governing Body
Terms of Reference	Denise Lewis		Governing Body
Heads Performance Review	Sam Love Hannah Panting	Co-Headteacher's	Governing Body
Premises / Health and Safety	Denise Lewis	Chris Farrow	Resource committee / Governing Body

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Meeting Planner for the Academic Year

Meeting	Autumn term	Spring term	Summer term
Full Governing Body	22/10/2025	11/02/2026	25/05/2026
Resources Committee	24/09/2025	03/02/2026 17/03/2026 (B)	02/06/2026
Full Governing Body Curriculum Committee	18/12/2025	26/03/2026	16/07/2026
Headteacher's Performance Review Group	03/12/2025	06/05/2026	

Subject	Subject lead	Governor
English – Writing and Oracy	Jo Thompson	Helen Mackie
English – Reading	Gemma Taylor	Helen Mackie
Maths	Tiffany Armstrong	Sam Love
Science	Alison Howe / Lizzie Rainford	Hannah Panting
Art and Design Technology	Kyla Webb	Denise Lewis
Computing	Natasha Curtis	Hannah Panting
Geography	Kate Allen / Eleanor Martin	Megan Bateman
History		Megan Bateman
Modern Foreign language	Hayley Lamb	Sam Love
Music	E Hammond	Rosalind Hall
Physical education	Luke Moss	Denise Lewis
Religious education	Emma Ryan / Emma Marsh	Megan Bateman
PSHE	Kim Cook	Helen Mackie
Learning outside the classroom	Kate Bennett	Hannah Panting
Curriculum Lead	Lisa Lee	FGB