Brunswick School Governing Body Terms of Reference

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 Westmorland and Furness 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 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 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 maintain a record of Governor Training and provide advice to the Governing Body on training and development
- To maintain the Governors area of the School website
- To manage Microsoft Teams for Governors
- 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 Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal 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

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 Body from time to time

Disqualification – the Headteacher

Governing Body

The Governing Body 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 agree, monitor and review policies, targets and priorities

Terms of Reference:

- To agree constitutional matters* including procedures where the Governing Body has discretion.
- To appoint new governors* as vacancies arise.
- To hold at least three Governing Body meetings a year*
- The Governing Body quorum is half of Governors appointed*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove the Clerk to the Governing Body*
- To establish the Committees of the Governing Body*
- To establish Terms of Reference for the Committees of the Governing Body*
- To appoint the Chair of any Committee (unless delegated to the Committee itself)
- To appoint or remove a Clerk to each Committee*
- To suspend a Governor*
- To decide what functions the Governing Body will be delegated to Committees, groups and individuals*
- 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*
- To ensure that the Governing Body regularly reviews the vision and values and that all decisions made are in line with both
- To ensure regular engagement with stakeholders and acting on any information as a result, where necessary
- To ensure and monitor the effective use of the school's financial resources
- To monitor and evaluate Safeguarding including appointing a Safeguarding Governor (see also Delegation of Individual Responsibilities
- To ensure that equal opportunities for all pupils are encompassed within the curriculum and all school policies and procedures
- To monitor provision and access for pupils with Special Educational Needs and Disabilities and appoint a SEND Governor (See also Delegation of Individual Responsibility)
- To monitor wellbeing of the whole school community
- To ensure that the members of the governing board reflect the school community it serves.
- To monitor and evaluate attendance and behaviour across the school
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To review the delegation arrangements annually*
- To enable all Governors to attend meetings by allowing online attendance to meetings in extenuating circumstances

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

Name of Governor	Appointment	End of Term of Office
Jan Osborne	Co-opted	24.06.29
Amanda Henderson	Co-opted	01.07.27
Moira Angel	Co-opted	09.11.27
Karl Collinson	Co-opted	21.04.28

Gill Slessor	Co-opted	01.07.27
Anne-Marie Melling	Co-opted	08.06.27
Tom Gray	Co-opted	06.11.29
Leanne Ridley	Parent	22.05.29
Delia Turiac	Parent	28.04.30
Catherine Eccles	Parent	13.02.27
John Davis	Parent	08.06.27
Bernadette Gallagher	Parent	08.01.28
Jackie Bennett	Local Authority	02.04.30
Vacancy	Staff	
Sam Waugh	Headteacher	Ex-Officio

Co-Chair	
Vice Chair	
Clerk to Governors	Siobhan Beck
Quorum	One half of the number of Governors in post (rounded up)

Teaching and Learning Committee
Terms of Reference

Membership
The committee will consist of all governors with a subject or Key Stage responsibility plus Inclusion/Pupil Premium/SEND governors, Deputy Headteacher

The Committee may make recommendations to the governing body for co-option of non-governor members in areas where specialised knowledge is required, e.g. Assessment, SEND

The Committee must appoint a Chair from amongst their number. The Chair of the Committee shall be elected annually by the members of the Governing Body at the AGM.

The Chair shall be a non-staff member of the Governing Body.

The Chair must be a Governor.

The Committee must appoint a Clerk.

In the absence of the Clerk, any Committee member may record the meeting.

Quorum
The Quorum is five Committee Members

Meetings
The Committee shall meet once a term and otherwise as necessary.

Accountability
The Committee shall be accountable to the Full Governing Body for its actions and decisions.

The Committee shall report key issues to the full Governing Body and Minutes of the Committee meetings will be available for the Full Governors meetings.

The Committee will exercise integrity and strict confidentiality in its activity.

Review Period
The Membership and Responsibilities of the Committee are to be reviewed annually.

Members of the Committee will:
Act with integrity, objectivity and honesty in the best interests of Brunswick School.

Be open about any decision they make and the actions they take and be prepared to challenge staff and colleagues in the interests of school improvement, explain any of their decisions and actions in full to any interested persons or parties.

Provide support and encouragement from a different perspective. Offering a listening ear and ensuring staff are provided with advice from the relevant colleagues if they are facing challenging issues.

Role of Committee

To ensure we meet our School Aims by providing the very best education for all our children by:

- Creating a welcoming, happy environment, that stimulates the mind and promotes a love of learning.
- Ensuring everyone is safe and feels safe.
- Promoting equality through the delivery of an exciting, challenging and innovative curriculum that is designed to meet the needs of all our pupils.
- Providing high quality, creative resources that motivate pupils and encourage the independent application of key skills.
- Using our Resilience Rucksack approach to promote an "I can do it " attitude.
- Developing individual self-esteem and confidence.
- Encouraging teamwork and a caring attitude towards others.
- Working in partnership with other schools, groups, organisations and the wider community to enhance opportunities for all our pupils, families and staff.
- Fostering the trust parents and carers have, in our ability to nurture the *unique* potential within their children.
- Promoting a healthy lifestyle and a love of the outdoors.
- Having the highest expectations in our rigorous pursuit for continued excellence.

To ensure that the National Curriculum is delivered to all children in Brunswick School.

To monitor the impact of the School Development Plan on teaching and learning across all Key Stages; focusing on the progress made and the impact on standards.

To monitor progress by scrutinising data termly, undertaking book scrutines, learning walks, speaking to teachers, parents and children.

To evaluate the effectiveness of the school's actions in meeting their targets and tackling underperformance and ensure all pupils are suitably challenged.

To monitor the progress made by key groups such as children with SEND, Looked After, Disadvantaged, EAL, More able, Girls, Boys, Summer birthdays.

To review and monitor the curriculum provision for children with additional educational needs and SEND in accordance with the Code of Practice.

To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements, the School's Teaching and learning policy.

To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg. SEN, Literacy, Numeracy, Science and to receive regular reports from them and advise the Governing Body.

To consider curricular issues which have implications for Resources and Safeguarding Committee decisions and to make recommendations to the relevant committees or the Governing Body.

To ensure the school's ethos promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

To contribute to the school's Self Evaluation Form and School Development Plan.

To work cohesively with the Teaching and Learning Strategy Group to monitor areas of strategic importance; ensuring that middle leaders, teaching staff and governors with subject and key group monitoring responsibilities are focused in delivering planned objectives.

Hold the school to account for progress and attainment against national standards with specific reference to the school's ASP.

To monitor behaviour and attitudes, attendance and punctuality, safety and the culture of the school and agree appropriate indicators and actions

To monitor the following policies:

Accessibility Plan

R&PHSE
Exclusion Policy
Capability of Staff
EYFS
Staff Absence & Well being

Name of Governor	Date Appointed to the Committee
Jackie Bennett	
Jan Osborne	
Sam Waugh	
Amanda Henderson	
Gill Slessor	
Karl Collinson	
Jen Percival	
John Davis	July 2024
Anne-Marie Melling	July 2024

Chair of the Committee	Gill Slessor
Clerk to the Committee	Siobhan Beck

Quorum (minimum of 3; committee may determine higher number)	3

Resources Committee
Terms of Reference

Membership
The Committee shall consist of at least five Governors of whom one is the Head Teacher (or somebody appointed by the Head Teacher).

The Committee may co-opt Non-Voting Members as required, having previously sought approval for any such appointments from the Governing Body, in line with the needs and appropriate governance requirements of the school. This will generally include the Business Support Lead.

The Committee must appoint a Chair from amongst their number who should be a Governor and a non-staff member of the Governing Body.

The Committee must appoint a Clerk.

In the absence of the Clerk, any Committee member may record the meeting.

Other members of the governing body may attend meetings of the Resources and Safeguarding committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

Quorum
The Quorum is five Committee Members.

Meetings
The Committee shall meet once a term and otherwise as necessary.

Accountability
The Committee shall be accountable to the Full Governing Body for its actions and decisions.

The Committee shall report key issues to the Full Governing Body and Minutes of the Committee meetings will be available for the Full Governors meetings.

The Committee will exercise integrity and strict confidentiality in its activity.

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Ordering of goods and services shall be carried out by the Business Support Lead through the Head Teacher/ Acting Head Teacher. The Business Support Lead shall also record lettings and other income for incorporation into the budget. Authorisation for single items of expenditure over £2000 shall be given by the Chair of the Resources and Safeguarding Committee and discussed at the next scheduled Committee meeting. Spending directly related to Health and Safety and Building Maintenance Issues can exceed this amount if agreed by Head Teacher/Acting Head and Chair of Resources and Safeguarding Committee.

Review Period
The Membership and Responsibilities of the Committee are to be reviewed annually.

Responsibilities
This committee is responsible for the Finance, Staffing, Buildings, Grounds, Health and Safety and Safeguarding of the school.

The role of the Resources Committee includes:

Finance
To ensure that the school operates within the Financial Regulations of the Local Authority.

In consultation with the Head Teacher, twice yearly, draft the three year budget submission forecast.

To review information provided by the contracted bursar service.

To consider a budget position statement at least termly and to report significant variances from the anticipated position to the Governing Body.

To make decisions in respect of Service Agreements

To monitor resources and ensure these are adequate to meet educational needs. Resources shall mean premises, supplies and services. All financial implications of upgrading/replacing will be discussed.

To make decisions on expenditure in line with Scheme of Delegation.

To determine whether sufficient funds are available for any Pay Progression as may be recommended by the Head Teacher following Performance Management procedures.

To consider any appeal made against a decision on Pay Grading or Pay Progression

To ensure that a review and audit of the School Asset Register is carried out annually.

To review and audit the School Single Central Register annually.

To review and approve the Financial Scheme of Delegation annually or when there is a change of staff or governor

To review the School Financial Value Standards (SFVS) and an action plan for any issues that have been identified.

Staffing
In consultation with the Head Teacher, draft and keep under review the Staffing Establishment.

To oversee the appointment procedure for all staff.

To oversee any process leading to staff reductions.

To keep under review staff well-being, including the monitoring and approving of absence.

Buildings and Grounds
To advise the Governing Body on priorities for the maintenance and development of the school's premises

To oversee arrangements for repairs and maintenance

To oversee arrangements for the use of school premises by outside users, subject to governing body policy

Health and Safety
To ensure that Health and Safety issues are prioritised appropriately

To ensure the school adheres to The Health and Safety at Work Act 1974

To monitor and review the school's health and safety training and record keeping systems.

To agree the level of delegation of an individual member of this sub-committee for specific aspects of management and monitoring of health and safety in the school and pupil incidents in school
To monitor effectiveness of all policies relating to Health and Safety, Child Protection and Safeguarding within school.

To consider the impact of maintenance and development of the school's premises

To consider the use of school premises by outside users

Safeguarding
To ensure the school adheres to Child Protection and Safeguarding as set out in The Children Act 2004 and Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children 2018, and the current Keeping Children Safe in Education document.

To review and approve the following policies:
Management Plan Overview
Fire Safety Risk Assessment
Crisis Management Plan
Health and Safety Policy
Charging and Remissions
Financial Scheme of Delegation
Lettings Policy
Governor Allowances
Staff Discipline, Conduct and Grievance Procedures
Appraisal Procedure

Name of Governor	Date Appointed to the Committee
Jackie Bennett	September 2023
Jan Osborne	September 2023
Sam Waugh	September 2023
Moira Angel	September 2023
Gill Slessor	September 2023
Catherine Eccles	September 2023
Bernadette Gallagher	March 2024
Leanne Birkett	May 2025

Tom Gray	November 2025
Business Leads (Associate Members)	September 2023

Committee Established: September 2023

Co-Chair of the Committee	Jackie Bennett
Co-Chair of the Committee	Jan Osborne
Clerk to the Committee	Siobhan Beck (Clerk to Governors)

Headteacher Review Panel

Terms of Reference

Purpose

To ensure that the Headteacher is appraised in accordance with the aims and procedures set out in the Appraisal Policy

Membership

The Governing Body will annually appoint, from its members, a Headteacher Appraisal Committee with the delegated powers described in the following terms of reference

The Headteacher Appraisal Committee will consist of three governors who are not members of staff at the school, one member must be a Foundation Governor

Membership will be based on a 3 year cycle ie the maximum consecutive term on the committee will be three years. Both the outgoing governor and the incoming governor will attend the Autumn meeting to ensure consistency

The chair of the committee will be elected by the Full Governing Body at the first meeting of the academic year

Quorum

Three governors who are members of the committee

A meeting may be held if it is inquorate, but no votes can be taken, or decisions made

Meetings

The Committee shall meet once a term and otherwise as necessary.

The external adviser will attend the Autumn term meeting; the Headteacher will attend all meetings

Autumn Term Meeting:

- Formal assessment of performance objectives for the previous academic year
- Objective setting for the current academic year

Spring Term Meeting:

- Review and evaluation of progress towards objectives

Summer Term Meeting:

- Review and evaluation of progress towards objectives

Additional review meetings will be held as necessary

The chair will be responsible for circulating documents to committee members prior to the meetings

The chair will produce a written record of the meeting

Voting: Any question to be decided at a meeting must be determined by a majority of votes of those governors present and voting. If there is an equal number of votes, the chair (or the person acting as chair provided they are a governor) has a casting vote.

Accountability
The Committee shall be accountable to the Full Governing Body for its actions and decisions.

Review Period
The Membership and Responsibilities of the Committee are to be reviewed annually.

The role of the Headteacher Review Panel includes

Appointing an external adviser for advice and support on the Headteacher's appraisal and consulting that adviser on setting objectives for, and appraisal of, the Headteacher

Informing the Headteacher of the standards against which their performance will be assessed

Setting, in consultation with the Headteacher, the performance objectives, including details of measurable success criteria

Assessing the Headteacher's professional development needs and action needed to address them

Monitoring progress towards objectives and producing a written record of the evidence base

Appraising the performance of the Headteacher and assessing the performance of their role and responsibilities against the relevant standards and their objectives

Making a recommendation to the Resources and Safeguarding Committee on Headteacher pay progression and any discretionary payments

Giving the Headteacher a written report of their appraisal which includes the assessments and pay recommendation

Name of Governor	Date Appointed to the Committee
Jan Osborne	
Moira Angel	September 2024
Leanne Birkett	September 2026

Appeals Panel
Terms of Reference

Purpose
This committee will only meet under exceptional circumstances in the case of a parental appeal following exclusion of a pupil.

Membership
Three to Five Governors.

The Governing Body may nominate a pool of governors from which three or five will serve as the Appeals Panel who convene specifically to consider 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.

Disqualifications of Membership
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)

Quorum:
Three Governors

Accountability
The Committee shall be accountable to the Full Governing Body for its actions and decisions.

The role of the Appeals Panel includes

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 between 6th and 50th school days after receiving notice of the exclusion)

To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)

Clerk to Committee	Siobhan Beck (Clerk to Governors)

Delegation of Responsibility to Individuals
Terms of Reference

Any individual to whom responsibility has been delegated is expected to work within the following 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 regularly report to the Governing Body or the relevant Committee, whichever the Governing Body 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 Body

To attend training as appropriate

Disqualification – The following functions CANNOT be delegated to an individual:

The alteration, closure or change of category of maintained schools

The approval of the budget

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 Attendance	Moira Angel	Sam Waugh	Full Governing Board/Resources & Safeguarding Committee

SEND	Jackie Bennett and Gill Slessor	Joanne Taylor	Full Governing Board/Teaching and Learning Committee
RE/PHSE	Moira Angel	Sam Waugh	Teaching and Learning Committee
Art/DT/Science/Early Years	Anne Marie Melling	Katie Convery	Teaching and Learning Committee
English (Writing)/ Computing/ PE	John Davis	Amanda Henderson	Teaching and Learning Committee
Maths/Music	Karl Collinson	Jen Percival	Teaching and Learning Committee
History/Geography/English (Reading)	Catherine Eccles	Lucinda Carlile	Teaching and Learning Committee
Phonics		Hayley Atkinson	Teaching and Learning Committee
Geography	Bernadette Gallagher	Morgan Ellis	Teaching and Learning Committee
H & S	Jan Osborne and Leanne Birkett	Sam Waugh	Resources and Safeguarding Committee/ Full Governing Board
Accident Analysis	Catherine Eccles	Sam Waugh	Resources & Safeguarding Committee
Fire System Checking	Bernadette Gallagher	Sam Waugh	Resources & Safeguarding Committee
IT/Website	Pierre Crubilier	Sam Waugh	Full Governing Board

These Terms of Reference agreed by the Governing Body	September 2026
Signed by Chair of Governors	J Bennett
Date of Next Review	Autumn 2027