



Terms of Reference and Information for the Governing Body

2024-2025

(Reviewed September 2024)

Governing Body Terms of Reference 2024-2025

An effective Governing Body must have a clear sense of purpose and direction for its school. The Governing Body is accountable to the school community and broader community for the effectiveness of the school. In its work the Governing Body of Liscard Primary School will collaborate with and be questioning of the Headteacher and Staff, who are responsible for the day-to-day management and operation of the school.

The clerk to the governing body is responsible for ensuring that every individual committee and panel with delegated functions has terms of reference in place.

Aims

The aims of the Governing Body of Liscard Primary School are to:

- support the school in meeting its statutory responsibility to provide the best possible education for each individual pupil;
- be fully accountable to those who established and fund the school and also to the parents and the wider community for the way in which it carries out its functions as a Governing Body; · to act at all times in accordance with the requirements laid down in Acts of Parliament, statutory regulations and the school's instruments and articles of government;
- maintain and develop the ethos and reputation of the school;
- act with due regard for the well-being of children in other schools in supporting the activities of their own particular school;
- ensure that the school's interests are properly represented at local level and at national level wherever and whenever appropriate.

General

The Governing Body of Liscard Primary School has an overall responsibility for school effectiveness; this involves determining, monitoring and reviewing the broad policies, plans and procedures within which the school operates as well as the outcomes of its activities.

The Headteacher, and not the Governing Body, is responsible for the implementation of agreed policy, the day-to-day management of the school and the operation of the curriculum.

All Governors have equal status whether they are appointed, elected or co-opted; they represent the interests of the community as a whole rather than the interests of any specific group. As a corporate body, with a collective responsibility, the Governing Body has powers to delegate responsibility to individual Governors, to committees and/or to the Headteacher; this delegated authority will be formally minuted. Governors may not be mandated by their constituency, although they may express its views. Insofar as the Governing Body has a shared responsibility for the employment of staff, it should fulfil all reasonable expectations of a good employer.

Governing bodies should consider carefully how their decisions may affect other schools.

Commitment

In accepting the office as Governor, each individual acknowledges the commitment of significant amounts of time and energy.

To fulfil their commitment, each individual will prepare for meetings, attend regularly, and accept a fair share of responsibilities, including membership of committees.

The Governing Body should, on a regular basis, monitor and evaluate its own effectiveness as a corporate body.

Annually the Governing Body will carefully consider the training and development needs of the team.

Relationships

- Governing bodies should strive to work as a team.

- Governing bodies should seek effective working relationships with the head, staff, parents, the LA, other relevant agencies, and the community.
- Governors shall behave ethically at all times, and not use their position to gain an advantage for themselves or for others.

Confidentiality

As a public body funded by local and national taxation, Governors are accountable to the community and their proceedings should normally be open to public scrutiny.

Governors should observe confidentiality when required to do so by the Governing Body, especially regarding matters concerning individual staff, students or parents.

Governors should exercise prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.

Conduct

The Governing Body should establish a clear procedure through which concerns and complaints can be addressed. To inform their work, Governors should take all possible opportunities for learning about the school and for participating in school activities.

All school visits, for whatever purpose, should be undertaken within a framework that has been established by the Governing Body and agreed by the Headteacher.

The Governing Body should develop effective working relationships with community and parents/carers groups, the LA and other relevant agencies, including the Diocesan Education Authority, where appropriate.

Membership of the Governing Body and Terms of Office

Category of Governor	Number of Governors within Category	Governor	Term of Office Expires
Parent	2	Mr George Lucking	06/07/2026
		Mrs Rachel Logan	06/07/2026
Staff	3	Mrs Sue Talbot, Headteacher	
		Miss Ruth Day	09/07/2027
		Mrs Pam Maldon	31/07/28
LA	1	Mr Alan Maldon	31/07/2028
Community	6	Ms Anna Dollard	16/03/2025
		Mrs Sarah Harper	10/07/2026
		Mrs Sarah Brear	27/09/2026
		Mr Chris Liston	06/07/2025
		Ms Lyn Eaton	06/07/2025
		Mrs Charlotte Lee	01/12/2025
		Mrs Jane Fagan (In attendance)	17/09/2027
		Mrs Leanne Quarry-Ellis (In attendance)	01/07/2026
TOTAL	12 + 2		

Any member wishing to resign from the board should do so in writing and address this to the Chair of Governors.

The governing body has moved from a committee structure to a circle model of governance. As and when necessary, governors will form working parties that will undertake bespoke pieces of work on behalf of the full governing body. When this happens the working party will report back their findings complete with key recommendations.

Circle Model of Governance

The Circle Model of Governance for primary schools is a collaborative approach that emphasizes inclusivity, shared leadership, and collective decision-making. In this model, all stakeholders—teachers, parents, governors, and sometimes even pupils—are valued participants in the governance process. The model is based on the idea that the best decisions come from considering diverse perspectives and reaching a consensus that reflects the needs and values of the entire school community.

Key Features of the Circle Model

Shared Leadership

Leadership responsibilities are distributed among members of the group rather than concentrated in a single person or small group. This ensures that decisions are made with broad input and are more representative of the entire school community.

Inclusive Participation

All stakeholders are encouraged to participate in discussions and decision-making processes. This includes not only school staff and governors but also parents and, where appropriate, students. Everyone's voice is valued and respected.

Consensus Decision-Making

Decisions are made through consensus rather than majority rule. This means that the group works together to reach an agreement that everyone can support, or at least live with. This process often involves open discussions, small group work, and rounds of clarifying questions to ensure that all concerns are addressed.

Reflective Practice

The Circle Model encourages regular reflection on both the process and the outcomes of governance. This helps the group to continually improve how they work together and ensures that decisions remain aligned with the school's values and goals.

Opening and Closing Circles

Meetings typically start and end with a circle, where participants have the opportunity to check in, share thoughts, and reflect on the process. These circles foster a sense of community and ensure that everyone feels heard and included.

Meeting and Recording Arrangements

The first meeting in each academic year will be held in September during which governors will be expected to:

- review the Code of Practice and Terms of Reference, including those for each committee to ensure that a clerk will be present at each meeting and that an agenda and minutes are produced
- decide provisional dates to ensure that there is at least one meeting per half term for the Full Governing Body
- review the school Mission Statement

The Clerk to Governors will work with the headteacher and Chair and Vice Chair of Governor to prepare agendas for each meeting, then distribute to governors; agendas and accompanying documents will be uploaded to the governor's section of the school website allowing governors to prepare for meetings.

Meetings, agreements and action points will be recorded by the Clerk to Governors. Once agreed with the Chair of Governors, they will be uploaded to the governor's section of the school website. The Clerk to Governors will ideally send out agendas a minimum of two weeks prior to a meeting and minutes of meetings no more than two weeks after the meeting.

Minutes of meetings will be verified at the following meeting of the governing body and then signed and dated by the chair of the meeting as a true reflection.

Terms of Reference are reviewed annually in September

Full Governing Body Meetings

Purpose

Working in partnership with the Headteacher to assure best practice and exercise oversight of all statutory requirements including:

- Safeguarding including attendance
- Finance
- Premises including health & safety
- Resources including staffing
- School improvement including pupil data outcomes, quality of teaching and learning, progress in achieving school improvement plan outcomes, SEN

Safeguarding

- ensure that the school meets its statutory responsibilities and ensures that the children attending the school are safe.
- carry out their functions with a view to safeguarding and promoting the welfare of children.
- to ensure the school has policies and procedures in place taking into account any statutory guidance.
- have a clear focus in the way the school's Child Protection and Safeguarding Policy and safeguarding procedures are implemented within the school and ensure safeguarding is embedded within the school ethos.
- ensure the school complies with the Section 175 of the Education Act 2002, and regulations under section 157 relating to safeguarding pupils.
- comply with all statutory guidance issued by the Secretary of State, any LA guidance and locally agreed inter-agency procedures.
- to ensure that the school has adopted a Child Protection and Safeguarding Policy that is reviewed regularly, published on the school website and easily accessible to all staff.
- report to the full Governing Body on how the Child Protection and Safeguarding Policy is being implemented and how resources are used and/or required.
- to ensure that there is an up-to-date job description in place for the DSL.
- to ensure all staff and governors have received the most up-to-date Keeping Children Safe in Education guidance and that they have both read it and understood their responsibilities for safeguarding within their role.
- to monitor that all members of the school staff have access to a copy of all safeguarding policies and procedures and return a signed declaration of their understanding of these policies and procedures to meet at least termly with the DSL to monitor the implementation of the school Child Protection and Safeguarding Policy and associated procedures.
- to maintain a strategic oversight to ensure that appropriate systems and procedures are in place to cover all aspects of the safeguarding agenda and all statutory responsibilities are met. · to champion safeguarding and child protection issues within the school.
- to encourage other members of the governing body to develop their understanding of the governing body's child protection responsibilities.
- to ensure that an enhanced DBS check has been carried out for all members of the governing body.

- to ensure that the school provides a safe environment by having regard to school security and conducting appropriate security checks on all staff and volunteers, and that these include a check to ensure any person presenting at the school is the same person the school is expecting.
- to ensure that all staff are familiar with the safeguarding referral process, and who is the school DSL.
- to ensure that all staff keep accurate records.
- to ensure that, as a minimum, an annual safeguarding audit has been undertaken, as well as reviewing and monitoring the outcomes and actions following this audit.
- to invite the DSL to attend an LGB/interim executive board meeting to report to governors following the school safeguarding audit.

Finance

- to monitor, review and evaluate financial aspects of the School Improvement Plan
- to establish, maintain and update a three-year financial plan
- to review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing Schools, the Schools' Financial Value Standard and Wirral Council's Financial Regulations
- to recommend the annual budget for ratification by the Full Governing Body and submission to the LA in line with statutory guidance and timescales
- to determine the limits of authority and for virement between budget headings
- to determine the limits of authority for Headteacher, Finance Committee & Full Governing Body
- to determine the limit for the petty cash imprest account, and petty cash transactions / cheque book imprest account
- to monitor the school's revenue and capital budget at each termly meeting ensuring it is in alignment with the school's strategic priorities and bring any major variations or discrepancies to the immediate attention of the Full Governing Body
- to monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities
- to ensure adherence to the Schools Financial Value Standard (SFVS)
- to respond to the questionnaire on SFVS and submit to the Local Authority by 31 March each year
- to review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly.
- to examine & monitor the School Fund account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body
- to examine & monitor the Pirate Club account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body
- to report to the Full Governing Body on the adequacy of resources (including IT provision) available to the pupils
- to authorise and monitor the use of devolved formula capital funds
- to review, monitor and advise the Full Governing Body on support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money
- to provide financial information to the LA as required
- to benchmark the school's financial performance and report it to the Full Governing Body
- to ensure the school maintains an up to date Assets Register
- to ensure the school maintains a register of interests for members of the Governing Body and members of staff.

- to determine the staffing structure according to the needs of the school, and make recommendations to the Full Governing Body
- to consider submissions by other committees for the allocation of resources.

Premises

- The maintenance of all the site, buildings and associated premises.
- All matters associated with health and safety.
- The planning of new capital projects.
- to establish and review a Building Development Priority Plan
- to advise the governing body on matters relating to building modification and construction
- to establish and review an Accessibility Plan
- to monitor and review maintenance and improvement or repair to the buildings and grounds ·
- to take responsibility for health and safety in regards to the buildings and grounds
- to alert the LA to health and safety issues relating to maintenance of the buildings and grounds
- to advise the governing body on statutory health and safety matters
- to process applications for the hire of school premises
- to contact and liaise with the LA in matters relating to building work
- to oversee the internal decoration of the school
- to approve maintenance contracts for all site electrical and mechanical work · to arrange competitive pricing for the day-to-day maintenance of the buildings and grounds · to approve site contracts for cleaning and ground maintenance
- to review the security of the buildings and grounds
- to prepare and review a lettings policy
- to advise the governing body on matters relating to community use
- to prepare and review an Emergency Response Plan in line with LA regulations · to oversee premises related funding bids
- to hire builders, surveyors, architects and ground maintenance workers, and monitor their standards · confirm date of next meeting

Resources including staffing

- To agree the Pay Policy, after consultation has taken place with staff and their professional association or trade union representatives, and amendments made in the light of comments received, and to inform staff that the Policy has been adopted.
- To work to meet the aims of the Whole School Pay Policy.
- To ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service.
- To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
- To ensure that the Pay Policy aims to meet the needs of the school to recruit, retain, develop and motivate staff.
- To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including agency workers and those on maternity leave, adoption leave, secondment or long-term sick leave.
- To have regard to the need for proper pay relativity and equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
- To recognise, within the salary structure, increased responsibility, whether temporary or permanent.
- To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner.
- To ensure that the reasons for discretionary awards are clearly recorded in minutes and to determine what provision should be made in the school's budget for discretionary awards.

- To inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time.
- To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD 2019.

NB For Headteachers, Deputy Headteachers and Assistant Headteachers:

- a) They may not be awarded payments under paragraphs 27.1 to 27.2 of the 2019 STPCD other than as reimbursement of reasonably incurred housing or relocation costs.
 - b) All other recruitment and retention considerations, including non-monetary benefits, must be taken into account when determining the pay range.
 - c) Where the relevant body pays a recruitment or retention incentive or benefit awarded, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2019 STPCD.
- To ensure that clear written job descriptions exist.
 - To ensure that detailed records are kept of all matters relating to salaries.
 - To ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee.
 - To consider recommendations from the Headteacher about pay awards on the basis of the Pay Policy.
 - To ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (e.g. performance management, threshold assessment).
 - To work closely with the Finance Committee in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget.
 - To arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process.
 - To decide upon movement on the upper pay range, based on the recommendations of the school's adopted performance appraisal reviewer and the Pay Policy. Please note that this changed from September 2014.
 - To arrange for the annual review of the Pay Policy in full consultation with the staff.
 - To appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations.
 - To minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decision of the Pay Committee in order to protect the appeals procedure.
 - To provide a formal written salary statement for all teachers and a staffing structure describing senior manager and TLR posts.
 - To direct the Headteacher to advise the Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals.
 - To ensure that procedures required by the Education (School Government) Regulations 1999 (and as subsequently amended) are complied with, especially with regard to agenda and minutes.
 - To follow the principle of confidentiality in relation to staff pay
 - To appoint an external adviser if the LA has not selected a school improvement partner
 - To ensure that statutory and contractual requirements are applied appropriately to all staff members
 - To keep up-to-date with any relevant legislation, and advise the governing body of when policies need to be revised
 - To minute all meetings and report all decisions to the full governing body as a confidential item
 - To seek professional advice as necessary
 - To attend relevant training when appropriate

School Improvement

- agree a curriculum statement for approval or amendment by the governing body · consider any disapplication of the national curriculum to pupils
- establish and agree upon a curriculum policy

- effectively implement a school wide curriculum policy
- monitor the implementation and success of the curriculum policy using all available means
- report standards of teaching and attainment to the governing body using the Inspection Summary Dashboard Report (ISDR) and Fischer Family Trust Aspire (FFT), teacher appraisals and other available forms of evidence
- ensure that sex education and RE lessons are in line with both the school's and the DfE's policies and any legal guidance
- ensure the prohibition of political indoctrination of pupils and ensure all political issues are met with a balanced approach
- monitor arrangements for collective worship
- ensure that the curriculum complies with equality objectives
- monitor the effectiveness of the curriculum in meeting the needs of pupils with special educational needs and academically more able pupils
- monitor the arrangements for school trips and residential visits, and ensure that an adequate amount of curriculum focussed trips and activities are undertaken
- decide the subject options to be taught in the school, having regard to resources and provision for flexibility
- prepare and review a strategy for school improvement, having regard to the Children Act 2004 · approve and amend policies as appropriate to the committee
- appoint a responsible person for discharging duties regarding pupils with special educational needs

Membership

Not less than twelve named members, elected annually by the Governing Body, plus the Headteacher

Quorum

Six members (not including AHT and DHT who are in attendance with no voting rights), including the Headteacher.

Chair

To be elected at the first meeting in the academic year and holds office for two years.

Voting

Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.

Frequency

The governing body will meet at least once per half term and major issues will be referred to the Board of Governors for ratification.

Reporting process

Written minutes to be produced, agreed and presented at the next meeting of the full Governing Body.

Committees of the Governing Body 2024-25 Appendix A

TO BE DISCUSSED AT THE MEETING

<p><u>STAFFING APPOINTMENTS</u> to be convened as/when necessary</p> <p>Mr George Lucking (CoG) Miss Anna Dollard Mrs Sarah Brear Mrs Lyn Eaton Mr Chris Liston</p>		<p><u>HEADTEACHER PERFORMANCE MANAGEMENT</u></p> <p>George Lucking (CoG) Mrs Lyn Eaton Mr Alan Maldon</p>
<p><u>STAFF DISMISSAL</u> <i>To be convened as/when necessary</i></p> <p>Mr George Lucking (CoG) Mrs Lyn Eaton Mr Chris Liston</p>	<p><u>STAFF DISMISSAL APPEAL</u> <i>To be convened as/when necessary</i></p> <p>Miss Anna Dollard Ms Sarah Harper Mrs Sarah Brear</p>	<p><u>PUPIL DISCIPLINE COMMITTEE</u> (Must be 3 or 5 Governors) <i>To be convened as/when necessary</i></p> <p>Mr George Lucking (CoG) Mr Chris Liston Ms Sarah Harper Ms Anna Dollard Mrs Sarah Brear</p>
<p><u>CAPABILITY COMMITTEE</u> <i>To be convened as/when necessary</i></p> <p>Mr Chris Liston Mrs Sarah Brear Miss Anna Dollard Mr Alan Maldon (reserve)</p>	<p><u>COMPLAINTS</u> <i>To be convened as/when necessary</i></p> <p>Mr Chris Liston Mrs Sarah Brear Miss Anna Dollard Mrs Lyn Eaton (reserve)</p>	<p><u>PAY APPEAL</u> <i>To be convened as/when necessary</i></p> <p>Mr George Lucking (CoG) Mrs Lyn Eaton Mr Chris liston</p>

- George Lucking is the Chair of Governors.
- Lyn Eaton is the nominated Vice Chair of Governors.
- Anna Dollard and Sarah Brear are the governors for Safeguarding,
- Anna Dollard and Ruth Day are the governors for Pupil Mental Health, SEN and Pupil Premium.
- Rachel Logan is the governor for looked after children and adopted children.
- George Lucking is the governor for parent voice.
- Sarah Harper is the governor for Early Years.
- Chris Liston is the governor for staff and pupil well being.
- Sarah Brear is the governor for Maths.
- Lyn Eaton is the governor for English.
- Charlotte Lee is the governor for Health & Safety.
- Chris Liston is the governor for ICT.
- Clerk to the Governors is Joanne Johnson
- George Lucking is the finance link governor with Pam Maldon in attendance.

Governing Body Meeting Schedule 2023/2024 Appendix B

Full Governing Body		Agenda Items
Autumn A Term	Tuesday 24 th September 2024 at 5.00pm	<ul style="list-style-type: none"> • Safeguarding training • Election of chair and vice chair of governors • Agree new circle model of governance and subsequent terms of reference • Set dates of meeting for the academic year • Review school mission statement
	Tuesday 15 th October 2024 at 5.00pm	<ul style="list-style-type: none"> • Resources staffing structure school organisation • School Improvement data analysis school improvement plan • Headteacher's Report • Premises Health & Safety update (lockdown procedures, PREVENT, feedback from staff INSET day)
Autumn B Term	Tuesday 3 rd December 2024 at 5.00pm	<ul style="list-style-type: none"> • Finance budget review of period 9 Performance Management & pay progression • Safeguarding attendance safeguarding report accident reporting • Headteacher's Report
Spring A Term	Tuesday 4 th February 2025 at 5.00pm	<ul style="list-style-type: none"> • School Improvement Plan review and update of Priorities Update on Ofsted key action • Resources staffing update and projections for next academic year • Headteacher Report
Spring B Term	Tuesday 25 th March 2025 at 5.00pm	<ul style="list-style-type: none"> • Finance budget update period 12 SFVS Review of financial Procedures Approve SLAs • Safeguarding Safeguarding report , attendance update • Premises
Summer A Term	Tuesday 20 th May 2025 at 5.00pm	<ul style="list-style-type: none"> • Finance Agreeing new proposed budget • Headteacher Report • School Improvement Plan Review of SIP priorities
Summer B Term	Tuesday 1 st July 2025 at 5.00pm	<ul style="list-style-type: none"> • Safeguarding Safeguarding report, attendance, review of School Emergency Plan, Lockdown protocol • School Improvement metacognition and selfregulation

		<ul style="list-style-type: none">• Premises Buildings and maintenance update
--	--	--

Extraordinary meetings can be called by the Chair of Governors or Clerk to Governors at any time.