



EGS Governing Board Terms of Reference 2024-2025

Last review at the Meeting of the Full Governing Board on 10.10.24

These Terms of Reference were ratified at the meeting of the Full Governing Board on: 28.11.24.

School Improvement Committee

Membership: No fewer than four Governors including the Headteacher

Quorum: Three Governors

Meetings: At least one per term

Terms of Reference:

1. To advise the Governing Board on its statutory obligations relating to the curriculum
2. To keep under review the school's curriculum policy and make recommendations to the Governing Board as and when appropriate
3. To monitor, evaluate and review the implementation of the curriculum policy
4. To prepare, adopt and review the policy and provision for religious education and collective worship and where necessary make recommendations to the Governing Board
5. To prepare, adopt and review the policy and provision for sex education and where necessary make recommendations to the Governing Board
6. To prepare, adopt and review the policy and provision for careers education and work related learning and where necessary make recommendations to the Governing Board
7. To ensure that the requirements of pupils with special educational needs are met so far as is reasonably practicable
8. To monitor, review and publish the assessment and public examination information required for publication under statutory requirements
9. To support curriculum development and associated staff continuous professional development, within the financial limitations set by the Resources & Finance Committee
10. To contribute to the school improvement plan and planning process as required
11. To consider and determine complaints relating to the curriculum
16. To review the staffing structure, at least annually, in relation to priorities for school improvement
17. To undertake any formal consultations on staffing matters
18. To prepare and adopt a general complaints policy, procedure and information leaflet for parents. (It is appreciated that this is not strictly a personnel function, but a Governing Board is required to

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have a complaints procedure. As complaints generally involve the alleged actions of school staff, it is felt that it is appropriate to include this in the remit of the Personnel Committee)

19. To liaise closely with the LA's relevant officer on all personnel issues required by statute and good practice
20. To liaise and consult with the Resources & Finance Committee on any decisions that require a spending commitment over and above the agreed budget provision
21. To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003 and any subsequent amendments hereto
22. To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments recruitment and selection equal opportunities employee relations conduct and capability grievance dismissal and similar employment related matters
23. To attend or commission appropriate training for Governors

Resources and Finance Committee

Membership: No fewer than five Governors including the Headteacher

Quorum: Three Governors

Meetings: At least one per term

Terms of Reference:

1. Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance
2. To receive termly Financial Reports from the Foundation
3. Establish regular reporting procedures and make recommendations, where necessary (including investment proposals), to the Governing Board
4. Ensure the school development plan is fully costed and provides a sound basis for long term financial planning
5. Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Board
6. Ensure that the school complies with the latest principles of good practice
7. Ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken
8. Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Board
9. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed



10. To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Board
11. To consider the annual insurance requirements and make recommendations to the Governing Board
12. To receive the report of the Authority's auditors and to act upon any recommendations made therein
13. Determine the school's charging policy
14. To carry out an annual review of the schools Budget Management Policy and to make recommendations to the Governing Board
15. To provide support and guidance for the Headteacher on all matters relating to the school premises
16. To prepare and maintain, in conjunction with the Headteacher, an Asset Management Plan for the school
17. To inspect the school premises annually and prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development
18. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts
19. To formulate and implement proposals for the use of the Devolved Formula Capital.
20. To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001
21. To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Board about delegation to the Headteacher for taking appropriate action on behalf of the Governing Board in the event of an emergency
22. To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary
23. To report the findings of inspections and audits to the Headteacher and liaise with him/her to ensure that appropriate remedial action is taken
24. To regularly monitor the school's security measures and implement appropriate action when necessary
25. To liaise and consult with the NYCC's Corporate Property Landlord Unit and Jacobs UK, as appropriate
26. To discharge the responsibilities of the Governing Board regarding litter and refuse under the Environmental Protection Act 1990
27. To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste



28. To prepare and adopt a lettings policy and to oversee the implementation of the policy
29. To consider the reports and recommendations of the Health & Safety Coordinator and to authorise such action as is necessary to meet the health & safety obligations of the Governing Board in respect of premises
30. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan
31. To 'procure' the services of consultants and contractors having regard to the LMS procedure rules
32. To be aware of the specific responsibilities of Governors and the LA in relation to risk management
33. To assist the Governing Board and the Headteacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the LA
34. To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Board
35. To ensure that the necessary school safety management system is in place to implement the health & safety policy
36. To ensure that risk assessments are carried out and implemented
37. To monitor the effectiveness of the school's health and safety arrangements and performance
38. To review any health and safety reports from the Headteacher
39. To make periodic recorded inspections of buildings, plant, materials and equipment, and report to the Full Governing Board at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises
40. To ensure that the Governing Board have access to competent persons to assist the school with their health & safety measures
41. To attend or commission appropriate training for Governors and staff
42. Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance using the Financial Management Standard and Toolkit
43. Ensure that the school complies with the principles of Best Value in using the resources available to the school



Admissions Panel

Membership: Three Governors and the Headteacher

Quorum: Three Governors

Meetings: Once a year or more frequently if required.

Terms of Reference:

1. To prepare, adopt and review admission arrangements for the school
2. To consult upon and publish the admission arrangements
3. To decide which children should be admitted to the school in accordance with the published admission criteria and arrangements

Staff Discipline Panel

Membership: Three Governors excluding the Headteacher, Staff Governors and the Chair of Governors. The Headteacher and the Corporate Director, Children and Young People's Service have a right to attend and offer advice.

Quorum: Three Governors

Meetings: As and when necessary

Terms of Reference:

1. To consider matters relating to staff discipline
2. To determine whether an employee should cease to work at the school
3. In consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body (GB) and to establish criteria for selection
4. To apply the agreed criteria in the selection of staff for redundancy and other terminations

Pupil Discipline Panel

Membership: Three Governors excluding the Headteacher and Staff

Quorum: Three Governors

Meetings: As and when necessary

Terms of Reference:

For any exclusion, either permanent or fixed term of more than five days or ten lunchtimes in any one term or where exclusion would result in the loss of an opportunity to take a public examination.

1. To consider the actions of the Headteacher in excluding the pupil
2. To consider representations made by parents and the LA



3. To determine whether the pupil should be re-instated immediately, by a particular date or not at all. In the case of a fixed period exclusion which would result in the pupil being excluded from the school for a total of 5 days or less in any one term to consider representations made by the parents.

Complaints Appeal Panel

Membership: Three Governors excluding the Headteacher, Staff Governors and the Chair of Governors

Quorum: Three Governors

Meetings: As and when necessary

Terms of Reference:

1. To consider appeals in respect of complaints made pursuant to the school's complaints procedure including full delegated authority to:

a: dismiss the appeal in whole or in part;

b: uphold the appeal in whole or in part;

c: decide on the appropriate action to be taken to resolve the complaint; and

d: recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

2. To consider and review the school's formal complaints procedure and make recommendations to the Governing Body.

Appeals Panel

Membership: Three Governors but not the same Governors as those involved in the original decision, again excluding the Headteacher, Staff Governors and the Chair of Governors – Three Governors to be determined at the time. The Headteacher and the Corporate Director, Children and Young People's Service have a right to attend and offer advice.

Quorum: Three Governors.

Meetings: As and when necessary.

Terms of Reference:

1. To hear appeals against initial decisions of any Committee

2. To uphold or dismiss an appeal

Headteacher's Performance Management Panel

Membership: Two Governors at least one of whom is a Foundation Governor and an external independent advisor

Quorum: Two Governors

Meetings: Once per term

Terms of Reference:

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1. To determine performance targets for the Headteacher for each academic year
2. To periodically review the achievement of those targets through the course of the academic Year

Pay Committee

Membership: The Chair of the Resources Committee, the Chair of the School Improvement Committee and the Chair of Governors

Quorum: Three Governors

Meetings: At least twice a year

Terms of Reference

1. To determine performance targets for the Headteacher for each academic year;
2. To periodically review the progress towards those targets through the course of the academic year;
3. To review the whole school pay policy and the staff performance management policy on an annual basis in accordance with current legislation and make a recommendation to the Governing Body for their adoption;
4. To apply the criteria within those policies fairly and consistently in determining the pay of each member of staff, taking account of any recommendations made by the Headteacher, or in the case of the Headteacher by the School Improvement Partner;
5. Within the pay policy, to determine appropriate salary/salary range for advanced skills teachers, excellent teachers and members of the leadership group. To determine the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy;
6. To ensure that appropriate external advice is sought in relation to decisions made, e.g. school improvement partner, link inspector, the school's allocated human resources advisers, governor services;
7. To ensure that a staffing structure for the school is maintained and appended to the pay policy, clearly indicating which posts will attract a teaching and learning responsibility allowance and which posts are part of the leadership group, with regard to the recommendations of the Headteacher;
8. To ensure that accurate and up to date job descriptions are maintained within the school so that decisions relating to additional allowances are informed and may be awarded in fair and consistent manner;
9. To recommend the annual pay budget, including pay progression at all levels, to the Governing Body;
10. To minute clearly the reasons for all recommendations and decisions and report back on these to the Full Governing Body;
11. To ensure that each member of teaching staff receives a written statement of their breakdown of pay as at 1st September by 31st October each year;

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12. To determine whether to delegate to the Headteacher responsibility for agreeing performance objectives for teachers and members of the leadership group. It is recognised that these objectives may be the same as, or based upon, the performance management objectives for these members of staff agreed in accordance with the current performance regulations.

13. To prepare, adopt and monitor the implementation of the staff performance management policy

14. To review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from

15. To liaise with the Resources & Finance Committee to establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development

16. To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions

Pecuniary Interest

No member of the pay committee may participate in discussions leading to decisions in which s/he has a pecuniary interest.

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

Reporting

The pay committee will report back to the Governing Body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.