Oakham Primary School Governing Board Membership and Terms of Reference

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Governing Board Membership
2026/2027 Academic Year

LA (1)	End of Office
Vacancy	
Parents (2)	**End of Office**
Bhavna Patel	01.04.30
Nigel Tranter	30.01.27
Headteacher (1)	**End of Office**
Nicholas Skett	Ex-Officio
Staff Governor (1)	**End of Office**
Ashley Mills	30.09.2029
Co-opted (6)	**End of Office**
Mandy Chilton	16.09.29
Vivienne Hayes	16.09.29
John Smallman	26.03.27
Andrea Underhill	15.09.27
Gareth Aston	30.01.27
Chipiliro Kalebe-Nyamongo	14.09.29
Associate members	**End of Office**

Chair: Vivienne Hayes

Vice Chair: Gareth Aston

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest versions are available online below:

Maintained schools governance guide

In the absence of standing committees, all functions of the board are managed through full governing board meetings. Governing boards have a duty and obligation to fulfil the strategic role that all school governors have responsibility for. These duties include, but are not limited to:

- **agreeing the staffing structure**
- **agreeing the governing board constitution**
- **agreeing and managing the school budget**
- **the appointment of staff**
- **monitoring and reviewing policies and documents**
- **supporting the school to raise standards**
- **setting targets for and monitoring pupil achievement**
- **ensuring the curriculum is balanced and broadly based**
- **regulating staff conduct and discipline**
- **monitoring the outcome of inspections and audits and action plan progress**

Review of terms of reference, committees and delegation

The governing board must review the terms of reference and governor delegations on an annual basis.

Terms of Reference

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions.** In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings (approved at FGB meeting on 14/09/26).

For full details, please refer to the Virtual Governance Policy.

Function of the governing board

The Governing Board will undertake the following duties, in line with statutory guidance:

Pupils/Outcomes/Curriculum Committee

- Review/approve all policies relevant to the curriculum and roles of the committee

Achievement:

- Review information on school performance to include ASP & OFSTED data dashboard (IDSR).
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. FSM/pupil premium/Lowest 20%/SEND)
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. FSM/pupil premium/lowest 20%/SEND).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Curriculum:

- Ensure the school is meeting national curriculum requirements, it reflects the vision and ethos of the school and review the curriculum policy statement ensuring it meets the needs of all pupils
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

Behaviour and attendance:

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.

Staffing

- Review/approve all relevant policies.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). Refer to local policy guidance.
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Monitor Single Central Record (SCR) procedures to ensure statutory duties are being met.
- Ensure a rolling programme for Disclosure & Barring Service (DBS) Checks is in place
- Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

Finance

- Review/approve all relevant policies.
- Approve the annual budget.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium/ PE& Sports Premium/PE and School Sport Partnerships Network from Spring 2027 and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over £10,000 sums below that amount are delegated to the Head Teacher/Principal.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.

- Ensure LA/academy financial procedures are complied with. This is to include:
    - A Cost Centre Group Report or Account Summary Report (or equivalent)
    - A Virement Report
    - A copy of the latest Suspense File (non-cheque book and EPA schools only)
    - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. Information on tendering limits can be found in Buying for schools: how to buy what you need - Guidance - GOV.UK
- Obtain quotations with a view to placing contracts/orders, once the governing board has drawn up a specification.
- Review Head Teachers delegation statement (where applicable)

Premises/Health and Safety

- Estate strategy and asset management plan
- Review/approve all relevant policies.
- Review e-safety policy and procedures.
- Receive Health and safety audit and monitor any action plans that come out of the audit.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- COSHH - ensure that all required safety data sheets have been obtained and COSHH assessments, produced and reviewed on at least an annual basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an actions plan, which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
    - Electronic testing – PAT testing
    - Asbestos (where applicable)
    - Annual gas service
    - Glassing risk assessment
    - Ladder log
    - Playground equipment and gym inspection
    - Lifting equipment

    - Local exhaust ventilation (where applicable)
    - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

Individual delegations

The task of monitoring specific areas usually assigned to committees is delegated to individuals or pairs of governors instead. It is the responsibility of these governors to have a detailed understanding of their specific area to feedback to the governing board.

Where appropriate, the governing board may utilise governor working groups. In these instances, the outcomes and recommendations of such groups will be reported back to the full governing board for noting or approval and recorded in the minutes.

In order to fulfil certain functions, there are occasions on which committees of a set number of governors are required. For these functions, committee terms of reference are outlined and will be utilised as and when required.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,

- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government *(Extracted from the Maintained Schools Governance Guide, Governance Structures, types of governors 5.3.5).*

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions but may be given a vote on decisions made by committees to which they are appointed.

Staffing Committee: Grievance / Disciplinary / Dismissal/ Redundancy and Redeployment/ Capability / Management of Absence / Dignity at Work

The committee has responsibility delegated by the governing board for hearing:	
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to; ➢ Staff grievance and discipline ➢ Staff dismissal, redundancy and redeployment ➢ Staff capability ➢ Management of absence ➢ Dignity at work ➢ Any other staffing item referred by the full governing board	
Membership	
• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if: ➢ • it is a permanent exclusion; ➢ • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➢ • it would result in the pupil missing a public examination or national curriculum test ➢ Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded. ➢ Comply with exclusion procedures in accordance with the LA & DfE guidance ***Any item referred by the full governing board***	
Membership • To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Complaints Committee

The committee has responsibility delegated by the governing board to:	
➢ At the relevant stage hear any complaint made under the school complaints procedures ***Any item referred by the full governing board***	
Membership • To be made up of members who have no awareness of the original incident and are not known personally to the complainant ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
➢ Pay ➢ Redundancy ➢ Staff grievance ➢ Leave of absence – if appropriate ➢ Staff dismissal ➢ Dignity at Work ➢ Any Item referred by the full governing board ***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.***	
Membership	
• To be made up of members who have no awareness of the original hearing and are not known personally to the appellant ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Pay Committee

The committee has responsibility delegated by the governing board to:	
➢ Undertake functions in relation to appraisal and pay progression as determined in the pay policy ***Committee to meet once per year in the autumn term***	
Membership	
• Minimum of three members required. Cannot be HT or governor employed by the school • Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.	
Chair of Committee	To be elected at the initial meeting
Clerk	

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
➢ Meet the external advisor to discuss the Head Teacher's performance targets ➢ Decide whether targets have been met and set new targets annually ➢ Recommend pay progression to the relevant committee and in accordance with the pay policy ➢ Undertake mid-year monitoring of the Head Teacher's performance against targets	
Membership	
1. 2. 3. ***Minimum of two members required***	
Chair of Committee	To be elected at the initial meeting
Clerk	

Recruitment and Selection Panel

The panel has responsibility delegated by the governing board for the:
Recruitment and Selection of the head teacher/principal and deputy head teacher/vice principal. ➢ The panel with HR guidance will agree the appointment timeline and the application pack to include but not limited to the advert, job description, person specification and confirm salary range as agreed by the board. ➢ The panel will shortlist applications against the agreed criteria and invite candidates to interview. ➢ The panel will agree the interview arrangements including questions and follow the interview schedule. ➢ The panel will recommend the preferred candidate for appointment to the Full Governing Board for ratification, following which a conditional offer will be made subject to the required checks and references. ➢ The panel will agree a process to notify unsuccessful candidates Further guidance on the remit and processes of the recruitment and selection committee can be sought from the school improvement advisor and HR. ***At least one member of the recruitment and selection panel should have completed safer recruitment training.*** ***The appointment must always be ratified by the full governing board.***

Membership	
1. 2. 3. ***Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process***	
Chair of Committee	To be elected at each meeting
Clerk	

Governor nominated areas of responsibility

Safeguarding/Child Protection*	Vivienne Hayes
SEND	Andrea Underhill
Safer Recruitment	Andrea Underhill
Disadvantaged pupils / Pupil Premium	John Smallman
Performance and Outcomes	Ashley Mills/Mandy Chilton/John Smallman
Curriculum and Quality of Teaching	Vivienne Hayes/Gareth Aston/Bhavna Patel
Staffing and Personnel	Vivienne Hayes/Gareth Aston/Chipiliro Kalebe-Nyamongo
Wellbeing	Andrea Underhill / Bhavna Patel / Nigel Tranter
Behaviour	Ashley Mills
Premises and Health and Safety	Gareth Aston/Nigel Tranter
Training/Skills	Vivienne Hayes
Digital and Technology Standards	Chipiliro Kalebe-Nyamongo
Attendance Governor	Andrea Underhill
Sustainability Governor (Optional)	Nigel Tranter

**In accordance with Keeping Children Safe in Education 2026 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements
That sums below £10,000 be delegated to the head teacher/principal.

Disposal of surplus stock
Delegated to Head Teacher/Principal with the approval of the chair of the governing board.

Delegation of Suspension
That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure
The chair of governors be given approval for expenditure above the set limit prior to the next governing board meeting – **only in cases of emergency**

Appointment of Staff (ensure no appointment is carried out by one person alone)

Headteacher and Deputy Headteacher

The board **can** delegate responsibility for the recruitment and selection of the headteacher or deputy headteacher to a selection panel, BUT the decision to appoint the headteacher or deputy headteacher following recommendation from the selection panel must be ratified by the full governing board.

The board is free to delegate the majority of its other staffing functions to either:

- Your headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

Your board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements.

Lunchtime/Cleaning/Administration Support Staff	• Headteacher or Deputy • Post Line Manager
Educational Support Staff	• Headteacher or Deputy • 1 Governor
Business Manager	• Headteacher • 2 Governors

Teaching Staff	• Headteacher or Deputy • 1 Governor
Senior Management Team *excluding the Head Teacher and Deputy Head Teacher*	• Headteacher • 2 Governors