

Shap C of E 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 Cumbria County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- The Chair has an important role in ensuring that the Governing 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 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 approve the first formal budget of the financial year.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- To review the delegation arrangements annually*

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

Name of Governor	Appointment	End of Term of Office
Martin McGowan	Parent	08.09.29
	Parent	
Becky Grace	Local Authority	10.02.29
Abbie Gorst	Staff	01.09.29
Katie Chappell	Head	Ex - Officio
Ruth Hutchings	Foundation	Ex - Officio
Steve Gee	Foundation	28.12.28
Helen Jackson	Foundation	15.09.29
Simon Bullock	Foundation	24.03.29
Rob Hancock	Foundation	27.09.28
Chris Smith	Foundation	15.09.29
Julie Graham	Foundation – Lonsdale Trust	01.10.26
Becky Redmayne	Foundation – Lonsdale Trust	10.03.28
	Co-opted	

Chair	Simon Bullock
Vice Chairs	Julie Graham and Becky Grace
Clerk to Governors	Siobhan Beck
Quorum	One half of the number of Governors in post (rounded up)

Educational Standards 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 two Non-Voting Members, having previously sought approval for any such appointments from the Governing Body.

The Committee must appoint a Chair from amongst their number.

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 three 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.

Review Period

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

The role of the Educational Standards committee includes:

- To consider, evaluate and advise the governing body on the Quality of Education:
 - Curriculum intent,
 - Implementation
 - Impact.
- To evaluate opportunities for the Personal Development of learners:
 - Broader development including interests and talents
 - Character development
 - Preparing learners for their next steps
 - Preparing learners for life in modern Britain
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To evaluate trends and opportunities arising for the curriculum from cluster and other networking
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. RE, English, Mathematics and Science. To receive regular reports from them and advise the Governing Body. (See also Delegation of individual responsibility).
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

- To monitor behaviour and attitudes, attendance and punctuality, safety and the culture of the school and agree appropriate indicators and actions
- To monitor and review the following policies:

Religious Education

Collective Worship

Spirituality

PSHE including Health Education and Relationships Education

Suspension and Permanent Exclusion

Maths

Reading including Phonics

Handwriting

Writing

EYFS

Science

Assessment

Homework

Marking and Feedback

Name of Governor	Date Appointed to the Committee
Katie Chappell	September 2019
Becky Grace	07 June 2021
Julie Graham	07 July 2021
Becky Redmayne	04 September 2024
Ruth Hutchings	04 September 2024
Abbie Gorst	01 September 2025
(Attended by individual responsibilities as required)	

Chair of the Committee	Becky Grace
Clerk to the Committee	Clerk to Governors

Quorum (minimum of 3; committee may determine higher number)	3
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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 two Non-Voting Members, having previously sought approval for any such appointments from the Governing Body.

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.

Quorum

The Quorum is three 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.

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 and Health and Safety 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 monitor expenditure of all funds maintained on behalf of the Governing Body, namely:
Shap Primary School Current and Reserve Accounts.
Shap New Building Fund.
Lonsdale Foundation Current and Reserve Accounts.

To ensure an annual return or audit certificate is completed for all bank accounts controlled by the Governors

To make decisions in respect of Service Agreements

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 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 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 premises-related funding bids

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

To consider the use of school premises by outside users

To review and approve the following policies:

Accessibility Plan (physical aspects)

Asbestos Management Plan

Teachers Pay (Review)

Health & Safety Policy including Fire Safety and Lone working

Emergency Plan
 Hire of Facilities
 Governors Allowances
 Charges and Remissions Policy
 Scheme of Financial Delegation
 Staff Wellbeing
 Staff Code of Conduct
 Appraisal Procedure
 Staff Capabilities
 Staff discipline, conduct and grievance procedures including dismissal
 HR – Conducting Investigations
 Safer Recruitment, selection and pre-employment vetting
 Recruitment of Ex-Offenders Policy and Procedure

Name of Governor	Date Appointed to the Committee
Katie Chappell	September 2022
Steve Gee	September 2022
Julie Graham	September 2022
Simon Bullock	September 2022
Rob Hancock	January 2025
Martin McGowan	October 2025
Chris Smith	October 2025

Committee Established: September 2022

Co-Chair of the Committee	
Co-Chair of the Committee	Simon Bullock (Premises)
Clerk to the Committee	Siobhan Beck

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 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
Julie Graham	
Becky Grace	March 2025
TBA	

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 Chairman 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 Panel	Clerk to Governors
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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 first formal budget plan of the financial year


School discipline policies

Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)

Admissions

Area of Responsibility	Name of Governor	Liaising with	Reporting to
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Safeguarding	Julie Graham and Becky Redmayne	Katie Chappell	Educational Standards Committee/Gov. Board
SEND	Ruth Hutchings	Katie Chappell	Educational Standards Committee/Gov. Board
RE/Collective Worship	Ruth Hutchings	Katie Chappell	Educational Standards Committee
Art/DT	Becky Redmayne	Vanessa Kelsall	Educational Standards Committee
English/PHSE	Helen Jackson	Vanessa Kelsall/Saskia Todd	Educational Standards Committee
Maths/History/ Geography	Julie Graham	Abbie Gorst	Educational Standards Committee
Science	Becky Grace	James Ball	Educational Standards Committee
Music/PE	Pending	Sophie Heron	Educational Standards Committee
H & S	Simon Bullock	Head Teacher	Resources Committee/ Gov. Board
IT	Pending	Katie Chappell	Gov. Board
Parental Engagement		Head Teacher	Gov. Board
School Council	Julie Graham	Vicki Capstick	Gov. Board

These Terms of Reference agreed by the Governing Body	23 October 2025
Signed by Chair of Governors	
Date of Next Review	Autumn 2026