



**GOLBORNE ST THOMAS' C of E INFANT AND JUNIOR SCHOOL
2024-25 TERMS OF REFERENCE
AD HOC COMMITTEES**

PUPIL DISCIPLINE COMMITTEE	
Members	<p>Three members of the Governing Board with the exception of the Headteacher.</p> <p>The Clerk to the Governing Board will contact three members of the Governing Board by random selection.</p> <p>If a Governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down.</p> <p>The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools.</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p>
Quorum	Three
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board
Minutes	To be approved by the Committee Chair

Administrative Responsibilities

- Ensure decisions are clearly minuted.
- Ensure that declarations of pecuniary interest are recorded at each meeting.

PERMISSIBLE DELEGATED FUNCTIONS – PUPIL DISCIPLINE

1	To review permanent exclusions and suspensions.
2	To consider any representations from parents where a pupil has been suspended for five school days or fewer.
3	To consider the suspension exclusion of all pupils given a suspension of more than five but no more than fifteen school days in one term if requested to do so by the parent.
4	To consider any suspension or exclusion that would result in a pupil missing a public examination or national curriculum test.
5	To consider all suspensions totalling more than fifteen school days (or which brings the pupil's number of days of suspension to more than fifteen in one term) (lunchtime exclusions account for the equivalent of a half day suspension).
6	To consider the circumstances in which the pupil was suspended or excluded.
7	To consider any representations about the suspension or exclusion made by the parent and by the LA.
8	To consider whether the pupil should be reinstated immediately, reinstated by a particular date, or not reinstated.

THE GENERAL COMPLAINTS PANEL

Members	<p>Three Members of the Governing Body with the exception of the Headteacher.</p> <p>If a Governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down.</p> <p>When necessary the Governing Board will source Governors on an ad hoc basis from Governor Services to sit on complaints panels. Such Governors will have the appropriate skills, experience and training to perform this duty.</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p>
Quorum	Three
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board
Minutes	To be approved by the Committee Chair

Administrative Responsibilities

- Ensure decisions are clearly minuted.
- Ensure that declarations of pecuniary interest are recorded at each meeting.

PERMISSIBLE DELEGATED FUNCTIONS GENERAL COMPLAINTS PANEL

1	<p>To deal with complaints about the school, with the exception of:</p> <ul style="list-style-type: none"> • Admissions to schools • Statutory assessments of Special Educational Needs and Disability (SEND) • School re-organisation proposals • Safeguarding • Allegations of professional abuse • Staff grievances and disciplinary procedures • Exclusion of children from school • Whistleblowing • Complaints about services provided by other providers who may use school premises or facilities.
2	<p>To consider and make a decision about any complaint that has not been resolved at the earlier informal stages of the general school complaints procedure.</p> <p>The panel has the power to make decisions on behalf of the Governing Board and may:</p> <ul style="list-style-type: none"> • Dismiss the complaint in whole or in part; • Uphold the complaint in whole or in part; • Decide on the appropriate action to be taken to resolve the complaint if the complaint is upheld • Where appropriate recommend, to the next meeting of the full Governing Body, changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.
3	<p>As well as addressing an individual's complaint, the process of listening to and resolving complaints will contribute to school improvement. When individual complaints are heard, the Committee may identify underlying issues that need to be addressed. The Committee should make recommendations to the Governing Board for the purpose of school improvement.</p>

STAFF DISMISSAL / GRIEVANCE / APPEALS COMMITTEE

Members	<p>Three Members of the Governing Board with the exception of the Headteacher.</p> <p>If a Governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down.</p> <p>The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools.</p> <p>The Governing Board agree to abide by all decisions made by the panel.</p> <p><u>If a decision of the panel may result in an initial dismissal, the School Governance (Collaboration) (England) Regulations 2003 may not be utilised.</u></p>
Quorum	Two or three Governors
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board
Minutes	To be approved by the Chair

PERMISSIBLE DELEGATED FUNCTIONS – STAFF DISMISSAL REMIT

1	To consider and make decisions that could result in the compulsory redundancy of an employee.
2	To consider and make decisions that could result in the termination of employment of an employee on the grounds of performance capability.
3	To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health.
4	To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee.

PERMISSIBLE DELEGATED FUNCTIONS – GRIEVANCE

1	To consider and make decisions relating to staff grievances.
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PERMISSIBLE DELEGATED FUNCTIONS – APPEALS COMMITTEE

1	To hear an appeal against a decision that has resulted in a disciplinary or other warning or the termination of employment of a member of staff on the grounds of; misconduct, performance capability, ill health capability or redundancy.
2	To consider any appeals against a decision about matters relating to staff grievances or pay.

GOVERNORS' APPEALS PANEL

Members	The Governors' Appeal Panel will consist of: (*delete as appropriate) * the Strategic Lead for School and Academy Governance or Senior Governance Support Officer from Wigan Council Governor Services * one Governor from the pool of governors managed by Governor Services *one Governor from the Governing Board of xx school
Quorum	Three Governors with no prior knowledge of the grounds for the removal of the Governor.
Meetings	As necessary
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board
Minutes	To be approved by the Committee members

PERMISSIBLE DELEGATED FUNCTIONS

To hear an appeal against a decision to remove a governor from the Board on the grounds that:

- There have been repeated grounds for suspension;
- There has been serious misconduct or inefficiency, for example where an elected governor is unwilling or unable, despite all appropriate support, to develop the skills to contribute to effective governance;
- The governor has engaged in conduct aimed at undermining fundamental British Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs; and/or
- The actions of the governor are significantly detrimental to the effective operation of the governing body, distracting it from its core strategic functions and wasting a significant amount of Board and Headteacher time.

The decision of the Panel will be final.

At the conclusion of the meeting where the decision has been made to remove an elected Governor, the Governing Board will review and confirm the membership of the Appeals Panel.



**GOLBORNE ST THOMAS' C of E INFANT AND JUNIOR SCHOOL
GOVERNING BOARD
2024-25 TERMS OF REFERENCE (MAINTAINED SCHOOLS)**

ADMISSIONS COMMITTEE	
Members	The Committee shall comprise of a minimum of three Governors. Membership may include Associate Members. A majority of committee members should be Governors.
Associate Members	The members do not have a vote.
Quorum	The Quorum for the Committee shall be three Governors.
Meetings	The Committee will meet annually and more often if required.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board.
Minutes	Approved by the Governing Board at its next meeting.
Reporting Arrangements	Committee minutes will be received by the Governing Board.

Administrative Responsibilities
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the committee receives relevant, accurate, timely and user friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • Ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that governors, particularly committee members, receive appropriate training.

Admissions
1. To receive and approve the Local Authority Admissions Scheme <i>*Remove if covered by FGB or another committee TOR.</i>
2. The Committee will annually review the school's admission arrangements, including the criteria, and make recommendations to the Governing Board annually. <i>*Remove if covered by FGB or another committee TOR.</i>
3. To consult as appropriate with other Admission Authorities on the Schools Admission Policy. <i>*Remove if covered by FGB or another committee TOR.</i>
4. Where the school is its own admission authority, the committee will consider the list of applications that are received from the Local Authority and draw up an admissions list indicating the order in which all applications have been ranked, prioritising these by reference to the over-subscription criteria. Must be completed by the national deadline in accordance with the Admissions Code
5. The admission authority must keep a clear record of any decisions on applications, including in-year applications.
6. Where the Committee refuse a request from a parent for admission of their child, the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made.



**GOLBORNE ST THOMAS' C of E INFANT AND JUNIOR SCHOOL
GOVERNING BOARD
2024-25 TERMS OF REFERENCE**

PAY COMMITTEE

Members	The Committee shall comprise of a minimum of three Governors.
Associate Members	The members do not have a vote.
Quorum	The Quorum for the Committee shall be three Governors not including the Headteacher.
Meetings	The Committee will meet once per year and more often if required.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Committee.
Clerk to the Committee	Arranged by the Governing Board.
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Minutes will be circulated to members of the Committee only.

Administrative Responsibilities

- Ensure there are effective clerking arrangements for the Committee.
- Ensure that the Committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting.
- Ensure decisions, including any changes are clearly minuted.
- Ensure that declarations of pecuniary interest are recorded at each meeting.
- Ensure that Governors, particularly Committee members, receive appropriate training.

The Pay Committee will have delegated powers to consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.

The Pay Committee will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year.

The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document. Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original Pay Committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.

Decisions must be recorded in confidential minutes which will only be circulated to members of the Pay Committee.