Terms of Reference

2026-2027

Fairfields School Governing Body

Fairfields School

The 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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations 2007

Chair of the Governing Body	Anna Lobo & Leza Bliss
Vice-Chair of the Governing Body	Jo Wootton
Clerk (s) to the Governing Body	Jodie Walton
Quorum:	One half of the number of Governors in post

Full Governing Body Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors***
- To agree the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
- To appoint the Chair of any committee *(if not delegated to the committee itself)*
- **To appoint or remove a Clerk to each committee***
- **To suspend a governor***
- **To decide which functions of 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 establish and keep under review arrangements for Governors' visits to school
- To approve the first formal budget plan 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 <u>cannot</u> be delegated to either a committee or an individual**

The Role of the Chair of the Governing Body

- To work with the Headteacher to promote and maintain high standards of educational achievement.
- To ensure that the governing body sets a clear vision, ethos and strategic direction.
- With the governing body hold the head teacher to account for the educational performance of the school and its pupils, and for the performance management of staff.
- To ensure oversight of the financial performance of the school and effective use of the schools resources.
- To ensure that all governors understand the role and responsibilities of the governing body.
- To ensure the business of the Governing Body is conducted properly, in accordance with legal and West Northamptonshire County Council delegation requirements.
- To ensure meetings are run effectively, focus on priorities and make the best use of time ensuring all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the head teacher 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 head teacher and provides strategic direction.
- To be available and respond to matters of difficulty, sensitivity or emergency and offer advice to the head teacher.

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the Governors and the head teacher 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 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.

Excellence & Enjoyment

Purpose of committee

The school curriculum comprises all learning and other experiences that each school provides for its pupils. The range of responsibilities for the curriculum are shared between the head teacher, the governing body, the LA and the Secretary of State for Education and Skills. The Excellence and Enjoyment committee has responsibility for monitoring pupil achievement (attainment and progress); teaching of the curriculum and reviewing the assessment policy, the school visit policy and the school's provision and policy on collective worship and RE.

Terms of Reference

- ✓ To consider and advice the governing body on standards and other matters relating to the school's curriculum, including statutory requirements.
- ✓ To review, adopt and monitor overall curriculum policy and plans; also Collective Worship.
- ✓ In collaboration with staff, to provide information about how the curriculum is taught, evaluated and resourced.
- ✓ To review Home-School Agreement and Parent Handbook.
- ✓ To ensure that the requirements of children's SEND are met, as laid out in the Code of Practice.
- ✓ To report standards of teaching and attainment to the full governing body.
- ✓ To approve/amend policies as appropriate to the committee and monitor their implementation. This will include LAC policy.
- ✓ To advice Supporting School Structures committee on the relative funding priorities necessary to deliver the curriculum.
- ✓ To monitor the arrangements for educational visits.
- ✓ To monitor and review Pupil Premium and Sports Grant spending.
- ✓ To plan strategies to collect and consider pupil voice.
- ✓ To set attendance targets and monitor attendance data. To consider, as appropriate, penalty notices.
- ✓ To contribute to the School Development Plan

Suggested agenda items

Term 2	Term 4	Term 6
• Declaration of Interests • Review pupil outcomes • Agree policy review cycle • Review policies in accordance with agreed cycle • Consider proposed targets or agree if so delegated • Review self evaluation sections	• Declaration of Interests • Review policies in accordance with agreed cycle • Review parent handbook • Review self evaluation sections • Pupil Voice	• Declaration of Interests • Review policies in accordance with agreed cycle • Review self evaluation sections • Governing Body Self Review • Review Home School Agreement • Admissions

These terms of Reference were agreed by the committee on: 12th October 2026

Name of Governor / Associate Member	G/A
Lesley Elder	G
Gemma Cushing	G
Jordan Sherrington	G
Anna Lobo	G
Nicky Wood	A

Chair of committee	
Clerk to committee	Jodie Walton
Quorum	2 Governors plus Headteacher

Supporting School Structures

Purpose of committee

This committee has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management, contributing to the appraisal of the head teacher, reviewing and agreeing staff training programmes and reviewing and agreeing pay. In addition this committee reviews and agrees the school's proposals for the budget and recommends it to the full governing body. It also reviews the school fund account and reviews and keeps track of expenditure.

In addition to finance and personnel issues this committee is concerned with the use of premises, grounds and extended school facilities. It monitors efficient use of utilities such as water, electricity or gas and maintains an overview of costs. Health and safety also falls within this committee's remit.

Terms of Reference

- ✓ Each committee member to complete an annual declaration of interests form stating any business and/or other interests they or their family or close acquaintances may have with the school.
- ✓ To ensure at the commencement of any meeting any interests are declared and recorded
- ✓ To review, adopt and monitor relevant policies and plans.
- ✓ To contribute to the School Development Plan.
- ✓ To regularly complete governor competencies audit.
- ✓ To attend training were appropriate.
- ✓ To be aware of the Council's whistle blowing policy.

Finance

- ✓ To provide guidance and assistance to the head teacher and Governing Body in all matters relating to budgeting and finance, and to clearly define financial responsibilities.
- ✓ To review budget monitoring reports which contain detailed statements of income and expenditure, and other evidence of delegated financial control, ensuring that full explanations are available. These reports must include original system data.
- ✓ Report on the schools finances at full Governing Body meetings.
- ✓ To establish and maintain a three year financial plan.
- ✓ To approve virements.
- ✓ To prepare and agree a lettings and charges policy and to monitor its implementation.
- ✓ To authorise expenditure as per limits set out in the Financial Management policy and scheme of delegation.
- ✓ To appoint an independent auditor for non-public (school) funds and ensure this audit is presented to the Governing Body.
- ✓ To manage tendering processes and the awarding of contracts.
- ✓ To review, monitor and adopt pay policies; reviewing annually staff salaries.
- ✓ To respond to audit reports.
- ✓ To ensure the school meets DfE School Financial Value Standards (SFVS).
- ✓ To make decisions on expenditure following recommendations from the Excellence and Enjoyment committee.

- ✓ To consider SLA's and contracts and to monitor the effectiveness of services.
- ✓ To establish and review a Governor Allowance Policy.

Personnel

- ✓ In consultation with the head teacher, to determine the staffing structure of the school.
- ✓ To oversee the appointment procedure for all staff.
- ✓ To ensure safeguarding procedures are in place and one governor has completed safeguarding training.
- ✓ To consider pay discretion's (the head should not advise on their own pay).
- ✓ To consider requests made inline with staffing polices including flexible working, leave of absence etc. Monitor staff absence.
- ✓ To receive reports and monitor status of any staffing issues.
- ✓ To regularly review the single central record.
- ✓ To consider work/life balance, working conditions and well-being, including the monitoring of absence.
- ✓ To agree and review annually the appraisal policy ensuring all staff have been consulted.
- ✓ To agree and conduct procedures for capability, discipline, grievance, whistle blowing and staff welfare issues.

Premises, Health & Safety Committee

- ✓ To provide support and guidance for the Governing Body and the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- ✓ To comply with the Health and Safety Policy, including the monitoring and review of procedures.
- ✓ To ensure that adequate resources are available to fulfil the aims and objectives of the above policy.
- ✓ To inspect the premises and grounds twice, produce a report of the findings and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.
- ✓ To ensure that actions are taken in respect of relevant health and safety legislation.
- ✓ To advise the governing body on priorities, including health and safety and maintenance and development of the premises.
- ✓ To develop a school buildings strategy including accessibility plan. To receive reports on the condition of buildings and school environment.
- ✓ To oversee arrangements, including health and safety, for the use of premises by outside users.
- ✓ To examine the accident report book for staff and pupils.
- ✓ To ensure that a Fire Risk Assessment for the premises is completed and reviewed annually with the resulting report being received by the committee. To receive bi-termly reports on the fire evacuation procedures.

Term 2	**Term 3**	**Term 5**
• Declaration of Interests • Review H/T Appraisal • Review Teachers' appraisal • Annual Pay Review for H/T and teaching staff • Review Charging and Lettings Policy	• Declaration of Interests • Review appraisal arrangements for support staff • Prepare and recommend for approval draft budget • Consider SLA's • Monitor SLA's	• Declaration of Interests • Review appraisal arrangements/policies • Review Pay Policy • Succession planning for staff & governors • Review delegated spending limits

• Prepare for SFVS • Monitor SLA's • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report • Organise Health and Safety visit / inspection	• Review Governor Allowances Policy • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report • Organise Health and Safety visit / inspection	• Complete asset management plan • Monitor SLA's • Review Budget Management Policy • Governor competencies audit • Review Whistle Blowing Policy • Examination of fire evacuation report • Examination of accident report book • Receive health and safety report

These terms of Reference were agreed by the committee on: 12th October 2026

Name of Governor / Associate Member	G/A
Lesley Elder	G
Leza Bliss	G
Steven Wright	G
Jo Wootton	G
Theresa Gyorffy	G
Nicky Wood	A

Chair of committee	Steve Wright
Clerk to committee	Jodie Walton
Quorum	2 Governors plus 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

Hearings Committee

Membership – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors nor any member of staff, due to probable prior knowledge, should not be a member.)

Terms of reference:

- To make any determination to dismiss any member of staff *(unless delegated to the headteacher).*
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher).*
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.
- 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).*

***cannot be delegated to an individual**

Disqualification – The Headteacher

Terms of reference agreed by the Governing Body	12.10.2026
Clerk to the Committee	Jodie Walton
Quorum (minimum of 3)	

Appeals Committee

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher

Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

Terms of reference:

- **To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee***
- **To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability***
- **To consider any appeal against selection for redundancy***
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

These terms of reference agreed by the Governing Body	12.10.2026
Quorum (minimum of 3, committee can determine higher number)	

Meeting Dates for the Academic Year 2026-2027

Dates for 2026-2027 Meetings:

FGB 5pm at School

12th October 2026

1st February 2027

17th May 2027

Excellence & Enjoyment 5:30pm via Teams

7th December 2026

15th March 2027

21st June 2027

Support School Structures 5:30pm via Teams

10th December 2026

11th March 2027

24th June 2027

In addition to these statutory meetings there may be a number of steering group meetings held by each committee on specific issues