



**GOLDENHILL PRIMARY
ACADEMY**
Part of Societas Trust



LOCAL GOVERNING BODY

COMMITTEES

PROCEDURES

TERMS OF REFERENCE

“Everyone shines at Goldenhill”

Updated September 2025

Framework for the Establishment of a Local Governing Board (LGB) for each Academy

Constitution

In accordance with the Articles of Association, the LGB shall comprise the following membership:

- 2 – Staff members (may be elected or appointed by LGB);
- 2 – Parent members (may be elected or appointed by LGB);
- 4 – Trust Appointed (Co-opted) Members¹
- 1 – Head of Academy / Principal; ²
- 1 – Trust Representative. ³

Terms of Office

The appointment of Trust Appointed Members shall be approved by the Directors' Board and the term of office shall be four years. For Parent and Staff Members, either appointed by the LGB or elected, the LGB shall determine the term of office at the time of either appointment or election but this should not exceed four years.

Quorum

To be quorate, at least 50% of appointed and elected members should be present (rounded down) and staff members (including the Head of Academy / Principal) should not exceed one third.

Proceedings (list is not exhaustive)

The LGB shall abide by the Articles of Association and the Scheme of Delegation.

The LGB shall meet at least once every term.

The LGB may establish committees with corresponding terms of reference.

The Chairman and Vice Chairman of the LGB, and its committees, must stand for (re)election annually (Staff Governors may not stand).

All meetings (including committees) are to be 'professionally' clerked and minutes taken.

Minutes are to be kept and published in accordance with the Trust's relevant regulations.

¹ Staff may also be included but the total staff should not exceed one third of total membership

² By nature of the office

³ Non-voting

Full Governing Body- the F.G.B. will meet in the 2nd half of every term

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. The F.G.B. will meet in the 2nd half of every term

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* where appropriate
- 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, working groups and individuals*
- To receive reports from any individual, working party or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*
- Any items which individual governing bodies may wish to include

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

Governor Sub-committees – 2025-2026

Italics denote non-governors

Strategic full governing board (containing Standards and Scrutiny & Business and Resources)

Mrs. Angela Bradshaw (Chair of committee), Mrs. Kate Douglas (Vice Chair of committee), Mr. Grahame Colclough, Mrs. Kathryn Howden, Miss. Clare Person, Mr. Steven Martin, Mr. Andrew Bagley, Miss. Emma Pitt

Head teacher Review

Mrs. Angela Bradshaw, Mrs Kate Douglas, Mr. Grahame Colclough

Staff Appointments

To be arranged as required.

Staff Disciplinary

Mrs. Kate Douglas, Mr. Grahame Colclough, Clare Pearson, others to be arranged as required.

Staff Appeals

Mrs. Angela Bradshaw, Kathryn Howden, others to be arranged as required.

Pupil Admissions

Mrs. Angela Bradshaw, others to be arranged as required.

Pupil Discipline & Exclusions

Mrs. Kate Douglas, Mr. Grahame Colclough, Clare Pearson, others to be arranged as required.

Pupil Discipline Appeals

Mrs. Angela Bradshaw, Kathryn Howden, others to be arranged as required.

GROUND RULES

1. Quorum – to set up a committee, there must be a quorum of the full governing body, at least 50% of appointed and elected members should be present (rounded down) and staff members (including the Head of Academy / Principal) should not exceed one third.
2. Membership – all governors have the same legal standing and have the right to be members of a committee. However, teachers or other governors employed at the school may not serve as chair or vice-chair of the governing body or one of its committees.
3. Head Teacher – a head teacher has the right to attend all meetings of governors, including committee meetings. However, in the case of an appeal by parents against a pupil's exclusion or an appeal from a member of staff, the head teacher should only attend to make his/her own representation.
4. Co-option membership of committees can, if the full governing body agrees, include co-opted non-governors. However, such members are not entitled to vote.
5. Procedures – the same procedural rules apply to meetings of committees as to meetings of the full governing body i.e.
 - a) A chair and vice chair must be elected. They must be governors but not employed at the school (casting vote for the chair).
 - b) An agenda must be sent out giving 7 days' notice of meetings where possible.
 - c) Minutes must be kept recording the names of those attending and any decisions taken. They are then signed by the chair of the committee.
 - d) Minutes and other reports should be presented to the full governing body at the next termly meeting.
6. Decisions – Committee decisions, taken within their constitutional remit, have the status of decisions of the full governing body. All committee decisions must be reported to the full governing body and recorded in the minutes.
7. Terms of Reference – the governing body must provide a precise remit or brief to the committee on its area of responsibility and its powers to act in order avoid ambiguity or overlap of responsibilities between committees.

The terms of reference are for the governing body to determine and as with membership of the committees, these should be reviewed on an annual basis.

Delegation of Powers

Local Governing Board

Strategic role

The Local Governing Body shall be responsible for the standards achieved and for their own academy improvement. They are also responsible for the internal organisation, management and control of the academy in conjunction with the head teacher.

Financial Responsibility

The local governing body shall expend certain funds and enter into contracts as permitted as set out in the Scheme of Delegation.

Staff

The Directors and the Local Governing Board shall ensure that the Head teacher is committed to upholding the Mission of the Company. The Local Governing Board shall be accountable for the appointment and management of all other staff to be employed at the Academy and comply with legislation and all policies dealing with staff issued by the Directors from time to time;

Performance Management

The Local Governing Board shall carry out or delegate to either the Head teacher and/or an appropriate committee (as appropriate) the performance management of all staff (including the Head teacher) and shall put in place procedures for the proper professional and personal development of staff.

Curriculum

The Local Governing Board shall be responsible for the setting and review of the curriculum and for the standards achieved by the Academy and the pupils attending the Academy but shall follow such advice and recommendations of the Directors as they might issue from time to time.

Policies

The Local Governing Board will adopt and will comply with all policies of the Directors communicated to the Local Governing Board from time to time following consultation in the development of such policies. The Local Governing Board will review its policies and practices on a regular basis, having regard to recommendations made by the Directors from time to time.

In the event of Remedial Measures being requested by the Secretary of State

The Local Governing Board shall work closely with and shall promptly implement any advice or recommendations made by the Directors and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the relevant Local Governing Board under this Scheme of Delegation in such circumstances.

Chair and Vice Chair Positions

The members of the Local Governing Board shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman.

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Stoke on Trent 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 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

Chair disqualification – the Head teacher, Staff Governors, Pupils, Staff Members, Associate governors.

Committees

Subject to this Scheme of Delegation, the Local Governing Board may establish any subcommittee. The constitution, membership and proceedings of any subcommittee shall be determined by the Local Governing Board but having regard to any views of the Directors.

Each committee can be established with similar powers.

- (i) To make decisions on all issues falling within its allocated responsibilities.
- (ii) To co-opt to the committee such members as it deems appropriate. Co-opted members shall not be voting members.
- (iii) To call on the schools senior leaders for such guidance and support as is necessary in carrying out its responsibilities.
- (iv) The committee will operate within the remit determined by the local governing body. Its decisions will be taken on behalf of the full governing body. (Therefore the full governing body has no power to overturn such decisions).

Matters which may not be delegated to a committee or to an individual

A governing body may set up a working party to consider any of the following matters. However these may make recommendations only, which are then reported to the full governing body for a decision to be made.

- To apply to vary the standard number of pupils in the school
- To co-opt or appoint persons to the governing body
- Ensure the National Curriculum is to be provided
- Ensure that religious education and daily collective worship are provided
- Agree any general principles on pupil discipline
- Take action as required by law on matters relating to admissions
- Decide any changes in the times of academy sessions
- Elect the chair or vice chair of the governing body
- Provide statutory information to parents

Matters which must be delegated to a committee

- Dismissal of Staff
This committee may not consist of less than three members of the governing body
- Exclusion of pupils
Where a committee is set up to consider the re-instatement of an excluded pupil the committee must number at least three governors
- Appeals
An appeals committee may be formed to consider and decide on any appeals against decisions relating to the dismissal of staff and/or exclusion of pupils

Matters which may be delegated to a Committee

Decisions in relation to:

Staff Appointments
Curriculum
Premises
Personnel
Finance

GOLDENHILL PRIMARY ACADEMY

STRATEGIC FULL GOVERNING BOARD COMMITTEE-

To meet the first half term every term and will combine the following committees:

Procedures:

Membership. To consist of not less than three governors plus the Head teacher, with other co-opted members as necessary, in a non-voting capacity and to include at least one staff governor.

Quorum – to be three governors

Meetings – to meet at least once a term

- Committee meetings will not be open to the public but minutes shall be made available.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Purpose statement:

To ensure the activities of the governing body are coordinated, efficient and productive.

Terms of Reference:

To act on matters delegated by the full governing body.

- To liaise and consult with other committees where necessary.
- To contribute to the Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To review the Motto, Vision, Aims and Values of the academy.

Curriculum planning and delivery:

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - *Self-evaluation form*
 - *School/Academy Improvement Plan*
 - *Targets for school/academy improvement to the governing body*
 - *Pupil Premium Grant report*
 - *Sports Premium Grant report*
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor(where appointed).

Assessment and improvement:

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor and review the use of the Pupil Premium grant
- To monitor and review the use of the Sports Premium
- To monitor and evaluate attendance.
- To monitor and evaluate pupils' enjoyment.
- To monitor and evaluate the extended school provision.
- To monitor, evaluate, review and adjust the Academy Development Plan as appropriate and as part of the ongoing cycle of self-evaluation.
- To monitor, evaluate and review the school's self- evaluation.
- To identify the key priorities from the Academy development plan for consideration at full governing body meetings.
- To identify priorities for discussion at the governing body committees.
- To ensure governor consideration of key priorities dovetail with the relevant timescales in the Academy development plan.

Engagement:

- To monitor the academy's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the academy website content is fully compliant and presented in an accessible way

General Terms:

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To make decisions on all issues falling within its allocated responsibilities.
- To co-opt associate members to the committee, such members as it deems appropriate. Associate members can be entitled to vote if approval is given by the full governing body.

- To call on the school's senior leaders for such guidance and support as is necessary in carrying out its responsibilities.
- To ensure an effective distribution of the governance workload
- To evaluate the effectiveness of the governing body processes via annual Governing board Self Review.
- To monitor and review the school's Performance Management Policy and ensure statutory requirements are met.
- To determine and ensure the aims of the whole school pay policy are met.
- To annually review staff pay.

Leadership and governance

- The staff and governors have a shared understanding of their own financial management roles, responsibilities and accountabilities, and those of others.
- Academy governance arrangements ensure that governors are able to fulfil their financial management roles, responsibilities and accountabilities properly.
- The head teacher & business and facilities manager operate with financial integrity setting an example to governors & staff alike.
- The Governing Body has considered and signed a Statement of Internal Control (SIC) confirming that resources have been properly managed.
- The School has effective governance arrangements covering issues which include conflicts of interest and whistle blowing.

Financial policy and planning:

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- The Academy has an annual budget that is realistic and affordable in relation to available resources and cash flows, (ii) is approved by governors on a timely basis, (iii) reflects the School Development Plan, and (iv) is consistent with longer term financial plans (including recovery of deficits or saving up for future developments).
- To establish and maintain a three year financial plan, taking into the account priorities of the Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.
- The financial management information provided to governors and staff meets their needs by being: relevant, accurate, timely & user friendly.
- To ensure that the Academy provides the Societas Trust with accurate and up to date information in accordance with the Trust's needs.
- The Academy complies with Consistent Financial Reporting requirements on a timely basis.
- The Academy has up to date, documented and approved financial regulations that are implemented consistently.
- The Academy has up-to-date, documented and approved detailed financial procedures that are, tailored to the Academy's needs and implemented consistently in practice.
- The Academy maintains proper accounting records throughout the year.
- The governors and staff have evidence that there is effective control over financial management systems.

Financial monitoring:

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the head teacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors

Partnership and Resources:

- The Societas Trust and the Academy have agreed their respective financial management roles and responsibilities.
- The Academy has procurement arrangements in place to secure value for money from all suppliers.

Premises:

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
The head teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.

- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

The Head teacher is responsible for:

- Ensuring that pay recommendations for the deputy and assistant head teachers, classroom teachers and support staff are made and submitted to the Pay Committee (Strategic Committee) in accordance with the terms of the policy;
- Advising the Pay Committee on its decisions; and
- Ensuring that staff are informed of the outcome of decisions of the Pay Committee and the right of appeal.
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The Resource Committee is responsible for:

- Taking decisions regarding the pay of the deputy and assistant head teachers, classroom teacher and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- Taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- Submitting reports of the decisions to the Governing Body; and
- Ensuring that the Head teacher is informed of the outcome of the decision of the Pay Committee and the right of appeal.

The Appeals Committee of the Governing Body is responsible for;

- Taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.
- To approve and review the School Development Plan as appropriate.

To be reviewed annually.

GOLDENHILL PRIMARY ACADEMY

STAFF APPOINTMENTS COMMITTEE TERMS OF REFERENCE

Procedures:

Membership – To consist of not less than three governors (one of whom shall be the chairman or vice-chairman) and the Head teacher

Quorum - To be two governors and the Head teacher

Meetings - as required.

At least one member of the appointments committee should have completed the SSCB Safer Recruitment Training.

Terms of reference:

1. Appointment of Head teacher or Deputy Head teacher in conjunction with the Societas Trust board.

Shortlisting, interview and appointment to be carried out by those members of the governing body available at the appointed time, together with a representatives of the Societas Trust. It is recommended that the chairman and vice-chairman attend all stages of the appointment process.

2. Appointment of teaching staff to contracts of more than two terms – excluding, supply cover in the case of sickness, maternity leave etc.
 - i) Shortlisting to be undertaken by chairman of the staff appointments committee and the head teacher.
 - ii) Interviews to be conducted and appointments made by the staff appointments committee.
3. All other appointments.
 - i) Appointment to be made, including shortlisting and interview where necessary, by the head teacher and one member of the staff appointments committee.

In all instances brief minutes of the process should be produced outlining the number of candidates interviewed and the outcome. These must be presented at the next governors meeting under standard agenda item covering reports of sub-committees.

GOLDENHILL PRIMARY ACADEMY

APPEALS COMMITTEE TERMS OF REFERENCE

Procedures:

Membership – to consist of eligible governors who have not taken part in the proceedings of the first committee and not to include staff governors. The head teacher may exercise his/her right to attend to give advice, but may not vote.

Quorum – to be at least three governors (or at least the same number as on the first committee).

Meetings – to meet as required.

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary 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**

GOLDENHILL PRIMARY ACADEMY

STAFF DISCIPLINARY COMMITTEE TERMS OF REFERENCE

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)

Disqualification – The Head teacher

(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 or a member of staff)

Quorum (minimum of 3, committee can determine higher number)

Meetings – to meet as required.

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the head teacher*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher*)
- To make any determination or decision under the Governing Body's Complaints Procedure for Parents and others
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Name of Governor	Date Appointed to the Committee
Mr. Graham Colclough	3/11/21
Mrs. Kate Douglas	16/03/25
Clare Pearson	15/3/23
Co-opted member	
Chair of the Committee	Mrs. Kate Douglas

GOLDENHILL PRIMARY ACADEMY

PUPIL DISCIPLINARY COMMITTEE TERMS OF REFERENCE

Membership – 3

NB. The Governing Body may nominate three or will serve as the Discipline Committee to consider particular 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.

Disqualification – The Head teacher

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- to be at least three governors (or at least the same number as on the first committee).

Meetings – to meet as required.

Terms of reference:

- 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*)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour Policy, and make recommendations on changes to the Governing Body
- *Any items which individual governing bodies may wish to include*

Name of Governor	Date Appointed to the Committee
Mrs. Angela Bradshaw	20/10/21
Mrs. Kate Douglas	16/03/25
Co-opted member	

Chair of the Committee	Mrs. Angela Bradshaw
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GOLDENHILL PRIMARY ACADEMY

HEAD TEACHER'S PERFORMANCE MANAGEMENT COMMITTEE TERMS OF REFERENCE

Membership – 3

Disqualification –The Head teacher and Staff Governors

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head teacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Name of Governor	Date Appointed to the Group
Mrs. Angela Bradshaw	20/10/21
Mrs. Kate Douglas	16/03/25
Mr. Grahame Colclough	3/11/21

Chair of the Group	Mrs. Angela Bradshaw
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External advisor	Mr. Chris Davies
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