



Clifford Road Primary School and Nursery

Governance Structure

and

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 Suffolk 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 arrange for the Governing Body to be represented at School Improvement discussions with the Local Authority and for reports to be received by the Governing Body.
- ❖ 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, Associate Members, 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 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 – the Headteacher, Staff Governors

The Role of the Clerk to Committees

- ❖ 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

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. We have high expectations.

A Governing Body has three core functions:

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the School and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent

In addition, the National Governance Association encourages Governing Boards to listen to stakeholders.

Our Vision is:

"Celebrating Achievement in All"

At Clifford Road Primary School and Nursery we intend that all children should enjoy their learning, achieve their potential and become independent life-long learners. We seek to remove any barriers to access, participation, progression, attainment and achievement. Our aim is that children stay healthy and safe, and that they enjoy and achieve in all that they do. We are committed to providing a positive, safe and stimulating environment for children to learn, where all are valued.

Our school curriculum is underpinned by the values that we hold dear at our school. The curriculum is the means by which the school achieves its objective of educating children in the knowledge, skills and personal development that they need for the next stage in their education and in order to lead fulfilling lives.

The 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*** and induct new governors where appropriate.
- **To hold at least six 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 monitor the progress of work being undertaken by committees and individuals, to receive reports from any individual or committee to whom a responsibility or decision has been delegated and to consider whether any further action by the Governing Body is necessary*.**
- To consider recommendations made by committees or individuals in respect of the working of the Governing Body.
- To review **statutory** performance and progress data as a mechanism to inform the School Improvement Plan.
- To approve the first formal budget plan of the financial year and, on an ongoing basis, monitor financial performance to plan.
- To approve the annual SFVS return and agree an action plan and timetable for all remedial actions.
- To approve the 3 year strategic financial plans.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- **To review the delegation arrangements annually*.**
- To agree, by early in the autumn term, 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 keep under review policy and procedure documents.
- To establish and keep under review the Governing Body Code of Conduct.
- To establish and keep under review arrangements for Governors' visits to school.
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan.
- To conduct an annual self-assessment review if helpful to inform School Improvement priorities.
- *Any other items which the Governing Body may wish to include.*

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

Membership – As per the Instrument of Government.

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

These terms of reference agreed by the Governing Body	September 2025
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Name of Governor	End of term of Office
Irene Wragg (Co-opted)	13.06.2026
Cieran Dadds (Headteacher)	Ex Officio
Claire Mills (Parent)	31.12.2028
Natalie Page (Parent)	31.12.2027
Rachel Michell (Parent)	31.12.2027
Amy Barber (Co-opted)	15.07.2028
Mufaro Chishaya (Local Authority)	17.03.2029
Tim Fairbairn (Co-opted)	13.05.2028
Francis Howard (Co-opted)	20.01.2029
Kim Doy (Staff)	31.12.2027
Sarah Wilding (Co-opted)	29.09.2029
Vacant (Co-opted)	
Vacant (Co-opted)	
Helen Thorpe (Associate)	31.08.2029

Co-Chairs of the Governing Body	Irene Wragg & Tim Fairbairn
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Vice-Chair of the Governing Body	TBA
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Clerk (s) to the Governing Body	TBA
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Quorum:	One half of the number of Governors in post
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Hearings Committee

Terms of reference:

- To consider any appeal against a decision on pay grading or pay awards.
- **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 Complaints Procedure for parents and others.
- 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*).
- *Any other items which the Governing Body may wish to include.*

***cannot be delegated to an individual**

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) and recommended to include the SEND Governor (in the case of a pupil issue).

The Governing Body may nominate a pool of Governors from which three will serve as the Hearings 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.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member. (It is suggested that only experienced Governors be appointed to this committee.)

These terms of reference agreed by the Governing Body	September 2025
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Name of Governor
To be convened as needed selecting Governors with no prior knowledge of the issue at stake.

Chair of the Committee	As above
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Clerk to the Committee	As above.
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Quorum (minimum of 3)	3
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Date of review:	Sept 26
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Appeal Committee

Terms of reference:

- To consider any appeal against a decision 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 other items which the Governing Body may wish to include.

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher

Any members of the Hearings Committee, unless the Hearings Committee has not been convened to discuss the issue at stake.

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

These terms of reference agreed by the Governing Body	September 2025
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Name of Governor
To be convened as needed, selecting Governors as outlined above.

Chair of the Committee	As above.
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Clerk to the Committee	As above.
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Quorum (minimum of 3)	3
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Date of review:	Sept 26
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Pay and Personnel Committee

Terms of reference:

- To discuss and / or meet with the External Adviser to discuss the Headteacher'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 the performance of the Headteacher during the year against the targets.
- To make decisions in respect of pay awards and staff promotion.
- To monitor the School's staffing structure.
- To approve HR related staff policies.

Membership - In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor.

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	September 2025
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Name of Governor
Irene Wragg
Tim Fairbairn
Rachel Mitchell

Chair of the Group	Irene Wragg
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Review Officer	Russell Clark
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Clerk to the Committee	Russell Clark
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Quorum (minimum of 2 suggested)	2
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Date of review:	Sept 26
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

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 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**:

Functions relating to:

- ❖ 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 allow access to a public examination or national curriculum test)
- ❖ Admissions

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Safeguarding and Online Safety	Francis Howard	Safeguarding DSLs and Online Safety Lead	Governing Body
SEN and Looked After Children	Sarah Wilding	SENCO/Headteacher	Governing Body
Maths	Mufaro Chishaya	Phase / Subject Leads	Governing Body
English	Rachel Mitchell	Phase / Subject Leads	Governing Body
Website	Natalie Page / Kim Doy		
Pupil Premium	Irene Wragg / Tim Fairbairn	SENDCo	Governing Body
Finance	Tim Fairbairn / Claire Mills	Business Manager	Governing Body

These terms of reference agreed by the Governing Body	September 2025
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Date of review:	Sept 26
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Meeting Dates for the 2025-26 Academic Year

Meeting	Autumn Term	Spring Term	Summer term
Full Governing Body	30/09/2025 at 5.30 pm 25/11/2025 at 5.30 pm	27/1/2026 at 5.30 pm 24/3/2026 at 5.30 pm	12/5/2026 at 5.30 pm 15/7/2026 at 5.30 pm
Pay and Personnel Committee	23/09/25 at 10.30 am	10/2/26 at 10.30 am	

Please note that the dates for the meetings may change. Additional meetings may take place that are not recorded above. Meetings of the Hearings and Appeal Committee may be called where necessary.