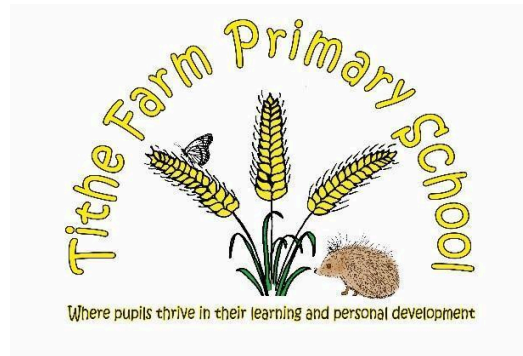


Tithe Farm Primary School

Terms of Reference and Standing Orders of the Governing Board



The Governing Board will operate at all times within the requirements of all legislation which applies to schools and will follow guidance set out in the Department of Education Governance Handbook (October 2020).

In addition, the following procedures will apply to the operation of the Governing Board. They will be reviewed annually.

September 2025

Introduction

The Governing Board of Tithe Farm Primary School works as a 'whole team' with support from the Resources Committee and Curriculum and Standards Committee. It will meet 6 times per year.

The agenda for each meeting will be drawn up, taking into account all the tasks which the Governing Board is required to undertake and in line with the "Rhythm of the Business" document adopted by the Governing Board.

When necessary, small working groups will be set up to consider larger or more complicated tasks which may arise from the business of the meeting, and which would require more time and input than the regular meetings allow for. The composition, scope and the reasons for the working groups will be recorded in the minutes.

Any working group formed to undertake a particular task will report back to and, where appropriate, make recommendations to the Governing Board who will then decide what action should be taken.

In addition, the Governing Board has identified a number of Link Governor roles. Each Link Governor will oversee (but is not wholly responsible for) a specific aspect of the work of the School or the Governing Board. These roles will be allocated at the September meeting of the Governing Board and will take into account the skills of the individual Governors.

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Terms of Reference for the Governing Board	
<p>The Governing Board has resolved to conduct all its business as a full governing board with the support of the Resources Committee and Curriculum and Standards Committee. .</p> <p>The attached Standing Order 'Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Headteacher.</p> <p>The main responsibilities to be managed by the Governing Board are outlined below:</p>	
Operational	<ul style="list-style-type: none">● To draw up the Instrument of Government and any amendments thereafter● To review the Standing Order for Election of the Chair and Vice Chair including the length of the term of office.● Elect (or remove) the Chair and Vice Chair.● To appoint (or dismiss) the Clerk to the Governing Board.● To hold at least 6 Governing Board meetings each year.● To appoint and remove co-opted governors and any associate members.● To suspend or remove a governor.● To decide when working groups should be set up, the specific role and scope of that group and the composition of it.● To receive reports from any working group and to consider whether any action by the Governing Board is necessary.● To review the structure and working practice of the Governing Board annually.● To recruit new governors, as vacancies arise.● To set up and publish a register of Governors' Business Interests.● To approve and set up a Governors' Expenses Scheme.● To regulate the Governing Board procedures where not set out in law, and record these as Standing Orders.● To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached).● To monitor the progress of the issues identified in the School Improvement Plan.● To arrange a suitable induction process and mentoring for newly appointed or elected governors.● To audit individual and collective development needs and promote appropriate training.● To evaluate Governing Board performance.● To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.● To set up, where appropriate, working parties to undertake a particular task, clearly defining the role and scope of that working party and taking into account the skills of the Governing Board when considering the composition of them.● To identify and appoint Link Governor roles on an annual basis, taking into account the needs of the school and the skills of the Governing Board.

<p>General</p>	<ul style="list-style-type: none"> ● To regularly review the vision and values of the school and ensure that these are shared with all stakeholders. ● To take an active role in School Self Evaluation identifying success and areas requiring improvement. ● To update and review regularly the School Improvement Plan, identifying monitoring opportunities for the Governing Board. ● To review regularly how the school is regarded by pupils, parents and carers. ● To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. ● To approve policies on review. ● To approve all school trips involving an overnight stay away from home. ● To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of age, disability, race, religion or belief, gender reassignment, marriage or civil partnership, pregnancy and maternity, sex or sexual orientation. ● To discharge duties in respect of pupils with special needs by appointing a 'SEND Link governor'. ● To ensure that the Governing Board complies with all other legal duties placed upon them.
<p>Budget</p>	<ul style="list-style-type: none"> ● To approve the first formal budget plan each year. ● To agree a 3 year budget. ● To monitor monthly expenditure. ● To agree annual action plans. ● To monitor how the school premiums are spent, to include PPG and Sports Premium.
<p>Staffing</p>	<ul style="list-style-type: none"> ● To make Headteacher and Deputy Headteacher appointments, to include appointing an appropriate selection panel. ● To determine the staff structure. ● To agree a pay policy and pay discretions. ● To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. ● To dismiss the Headteacher. ● To end the suspension of staff or Headteacher. ● To determine dismissal payments/early retirement. ● To establish and renew procedures for addressing staff discipline, conduct and grievance.
<p>Curriculum and Learning and Achievement</p>	<ul style="list-style-type: none"> ● To ensure the National Curriculum is taught to all pupils. ● To monitor the Curriculum Policy, with the support of the Curriculum and Standards Committee. ● To establish a Charging and Remissions Policy for activities. ● To monitor which subject options are taught, having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day).
<p>Appraisal and Performance Management</p>	<ul style="list-style-type: none"> ● To establish, review and approve the Staff Appraisal Policy. ● To determine the timing of the Headteacher appraisal review cycle and appoint three governors to act as reviewers alongside an external advisor.

Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a Statement of Behaviour Principles on which the school can produce a Behaviour Policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is suspended for more than 15 days in total in a term. • To receive reports on bullying, homophobic, transphobic and racial incidents.
Premises & Insurance	<ul style="list-style-type: none"> • To seek advice from the LA, to ensure adequate levels of buildings insurance and personal liability insurance are in place.
Health & Safety	<ul style="list-style-type: none"> • To ensure that a Health and Safety Policy and appropriate procedures are in place. • To ensure that Health & Safety Regulations are followed. • To establish and to review an Accessibility Plan at least every three years.
Inclusion and Equality	<ul style="list-style-type: none"> • With the Headteacher, to establish and review a SEND policy. • To publish and update at least annually a SEND information report (meeting requirements set out in the Special Needs and Disabilities Regulations 2014).
Religious Education	<ul style="list-style-type: none"> • To ensure that the school provides teaching of religious education for all pupils in accordance with the school's curriculum and has informed parents and carers of their right to withdraw their child.
Relationships and sex education (RSE)	<ul style="list-style-type: none"> • To ensure that the subjects are well led, effectively managed and well planned. • To ensure the quality of provision is subject to regular and effective self-evaluation. • To ensure teaching is delivered in ways that are accessible to all pupils with SEND • To work with the Headteacher to ensure clear information is provided for parents on the subject content and the right to request that their child is withdrawn.
School Organisation	<ul style="list-style-type: none"> • To publish proposals to change category of school. • To decide whether to convert to academy status. • To establish a Data Protection Policy and review it every two years and ensure that it is registered with the Information Commissioner's Office.
Information for Parents and Carers	<ul style="list-style-type: none"> • To ensure that statutory requirements for ensuring information published on the school website, including details of governance, are met. • To determine, with the Headteacher, whether the school should have in place a Home School Agreement. • With the Headteacher, to establish, publish and review a Freedom of Information scheme and ensure the school complies with it. • To establish, publish and review a Complaints Policy.
Formal Collaborations	<ul style="list-style-type: none"> • To consider whether to form a federation or to join an existing federation. • To consider requests from other schools to join a federation.
Safeguarding / Prevent	<ul style="list-style-type: none"> • To undertake annual Safeguarding training and keep up to date with Keeping Children Safe in Education (KCSIE) statutory requirements for Governors. • To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary

	<p>procedures and practices outlined in the Prevent duty into the Child Protection Policy.</p> <ul style="list-style-type: none"> To adopt and review annually a Child Protection policy and relevant procedures.
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Membership of the Governing Board

Susan Goodchild	Local Authority
Jenny Gallucci	Co-opted
Brian Mew	Co-opted
Sandra Gibb	Co-opted
Ken Wattingham	Co-opted
Laura Ellaway	Co-opted
Vacancy	Co-opted
Saikat Chatterjee	Parent
Maryam Bilal	Parent
Michelle Soper	Parent
Zunaira Sabih	Associate
Abbey Ward	Staff
Rachel Worsfold	Ex-Officio (Headteacher)
Kelly Burley	Clerk to the Governing Board

Agreed by the Governing Board on	10 September 2025
Review date	September 2026
Quorum: one half of the number of governors in post (rounded up)	

Terms of Reference for Resources Committee (including pay committee)

Purpose

- To monitor progress and evaluate the effective of the priorities allocated to the committee within the School Development Plan.

Finance Responsibilities

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year, carry out revisions and monitor the budget (monthly).
- To establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board.
- To review the Outturn Report and report any significant variances from the original budget to the Governing Board.
- To receive and review the Cash-flow report prior to presentation to the Governing Board on a minimum of an annual basis.
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable.
- To take a recommendation to the Governing Board for approval in relation to the annual Pre-certification checklist and Statement of Internal Control.
- To ensure that the school operates within the Financial Regulations of the Local Authority.

- To monitor the expenditure of all voluntary funds kept on behalf of the Governing Board.
- To review and approve the charges and remissions policies and expenses and best value statements
- To maintain an overview of and ensure an up to date asset register is maintained together with an annual inventory
- To prepare the Governing Board Value for Money Health Check documentation for approval by the Governing Board.
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To determine whether sufficient funds are available to pay increments as recommended by the Headteacher.
- In light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.

Finance Delegated Authorities

- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees.
- To be responsible, in conjunction with the pay committee, for determining dismissal/early retirement payments
- To review the SVFS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing Board annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To review and agree policies relating to Finance as delegated by the Governing Board.

Pay committee responsibilities:

- To develop, implement and administer the pay policy.
- To consult with members of staff in the drafting of the Pay Policy and at its reviews.
- To ensure that each member of staff has access to a copy of the Pay Policy.
- To ensure that appropriate funding is allocated for pay within the school's staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression.
- To handle appeals, if the matter cannot be resolved informally.
- To keep up to date with relevant developments and any legal changes and to advise the Governing Board when the school's pay policy needs to be revised.
- To have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Governing Board.
- To minute clearly giving the reasons for all decisions and report these decisions to the next full Governing Board meeting as a confidential item to be received.
- To seek professional advice from the Local Authority as necessary.
- To attend relevant training as appropriate.

Membership: Minimum 3 / Maximum 5 Governors

The Headteacher and/or Senior Leaders will attend meetings as required.

Agreed by the Governing Board on

10 September 2025

Review date	September 2026
Quorum	One half of the committee members rounded up

Terms of Reference for Curriculum and Standards Committee	
Purpose	
<ol style="list-style-type: none"> 1. To monitor progress and to gain a deeper understanding of the Curriculum and Quality of Education. 2. To evaluate the effectiveness of the strategic priorities as set out in the School Improvement Plan (SIP) 	
Responsibilities	
<ul style="list-style-type: none"> ● To meet at least once a term ● To understand, in consultation with the Headteacher, Senior Leader responsible for Curriculum and Standards, EYFS, KS1 and KS2 leaders and Subject Leaders, the intent of the curriculum ● To evaluate the effectiveness of the implementation and delivery of the curriculum ● To monitor subject leadership ● To monitor outcomes through monitoring activities, at least once a term (<i>see below</i>) ● To listen to the pupil voice and the impact of the curriculum and quality of education on progress and attainment ● To monitor SEND, PPG, RSE and Sports Premium spending to ensure the curriculum is aspirational for all groups of children and that funding is appropriately spent ● To monitor and evaluate rates of progress and standards achieved by pupils, including vulnerable groups. ● To consider recommendations from external reviews of the school and agree actions as a result of these reviews. ● To report to the Full Governing Board at least termly 	
Monitoring	
To achieve the purpose of the committee, monitoring activities may include:	
<ul style="list-style-type: none"> ● Meetings with EYFS, KS1, KS2 and Subject Leaders ● Reflecting with Subject Leaders areas of strength and areas for development ● Sharing, with Subject Leaders, 'book looks' to ensure breadth and depth of curriculum and progress in learning ● Learning Walks ● Discussion with pupils on their learning, aspirations and interests 	
Membership: Minimum 3 / Maximum 5 Governors	
The Headteacher and/or Senior Leaders will attend meetings as required, with at least one senior leader at each meeting.	
Subject Leaders will attend meetings as required.	

Agreed by the Governing Board on	10 September 2025
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Review date	September 2026
Quorum	One half of the committee members rounded up

Terms of Reference for the Clerk to the Governing Board
The Clerk is expected to work within the following terms of reference:
<p>Guiding Principles</p> <ul style="list-style-type: none"> ● The Clerk is accountable to the Governing Board. ● He/she is employed by the Governing Board and line managed by the Chair of Governors, whose responsibility it is to provide induction and conduct an annual appraisal. ● The Clerk will be provided with a contract of employment. ● Governors, associate members and the Headteacher cannot be appointed as Clerk to the Governing Board.
<p>The main responsibilities of the Clerk are:</p> <ul style="list-style-type: none"> ● To provide advice to the Governing Board on governance, constitutional and procedural matters. ● To provide effective administrative support to the Governing Board. ● To ensure the Governing Board is properly constituted. ● To manage information in accordance with legal requirements. <p>Provide advice to the Governing Board</p> <ul style="list-style-type: none"> ● Advise on governance legislation and procedural matters where necessary before, during and after meetings. ● Act as the first point of contact for governors with queries on procedural matters. ● Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from third parties on behalf of the Governing Board. ● Inform the Governing Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation. ● Offer advice on best practice in governance, including on committee structures and self-evaluation. ● Ensure that statutory policies are in place and are revised when necessary, with the assistance of staff. ● Advise on the annual calendar of Governing Board meetings and tasks. ● Send new governors induction materials and ensure they have access to appropriate documents. ● Contribute to the induction of new governors taking on new roles, in particular Chair or Vice Chair. <p>Effective administration of meetings</p> <ul style="list-style-type: none"> ● With the Chair and Headteacher, prepare a focused agenda for meetings. ● Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations. ● Ensure meetings are quorate.

- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not) and take appropriate action in relation to absences, including advising absent governors of the dates of the next meetings.
- Draft minutes of the Governing Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Headteacher for approval.
- Circulate the reviewed draft to all governors within the timescale agreed with the Governing Board.
- Follow up any agreed action points with those responsible and inform the Chair of progress.

Membership

- Advise governors in advance of the expiry of a governor's term of office, so elections can be organised in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governors' pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged with the school.
- Ensure Disclosure and Barring has been carried out on all governors.
- Maintain a record of training undertaken by members of the governing Board.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Governing Board on succession planning.

Manage Information

- Maintain up to date records of the names, addresses and category of Governing Board members and their term of office and inform the Governing Board and any relevant authorities of any changes to its membership.
- Maintain copies of current Terms of Reference and membership of any working parties and any link governors.
- Maintain a record of signed minutes in school and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of Governing Board correspondence.
- Ensure copies of statutory policies and other school documents are kept in the school and published as agreed, for example on the school website.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Additional Services

The Clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing Board is required to convene.
- Assist with the election of parent and staff governors.
- Assist with the training of new governors in areas appropriate to the clerking role.
- Maintain archive materials.
- Perform such other tasks as may be determined by the Governing Board from time to time.

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Delegation of Functions to Headteacher	
The Headteacher is expected to work within the following terms of reference, and to provide the Governing Board with such reports in connection with his or her functions as the Governing Board requires:	
Budget	<ul style="list-style-type: none"> ● To make miscellaneous financial decisions up to an agreed limit of £ 2,500. ● To enter into contracts up to the limit of £ 20,000. ● To monitor monthly expenditure. ● To make payments.
Staffing	<ul style="list-style-type: none"> ● To appoint teachers and non-teaching staff. ● To suspend staff. ● To dismiss staff. ● To produce and maintain a central record of recruitment and vetting checks. ● To make recommendations on pay reviews for staff to the Governing Board for approval.
Curriculum	<ul style="list-style-type: none"> ● To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. ● To agree the content of any Relationship and Sex Education and to keep up to date a written policy for its delivery.
Appraisal and Performance Management	<ul style="list-style-type: none"> ● To formulate and implement an Appraisal Policy. ● To undertake an annual appraisal of all staff and to keep a record of each appraisal.
Discipline/Exclusion	<ul style="list-style-type: none"> ● To formulate the school Behaviour Policy and publicise it to staff, pupils and parents and carers.
Religious Education	<ul style="list-style-type: none"> ● To provide Religious Education in line with the school's curriculum.
Collective Worship	<ul style="list-style-type: none"> ● To ensure that all pupils take part in a daily act of collective worship.
Health & Safety	<ul style="list-style-type: none"> ● To ensure that Health & Safety regulations are followed.
School Organisation	<ul style="list-style-type: none"> ● To ensure that school lunch nutritional standards are met. ● To establish a Data Protection Policy and review it at least every two years and register with the Information Commissioner's Office. ● Maintain a register of pupils' attendance. ● To ensure provision of free meals to those pupils meeting the criteria.

Information for Parents and Carers	<ul style="list-style-type: none"> • To ensure that parents and carers are aware of their rights to withdraw their child from collective worship, RE and RSE education. • To consider with the Governing Board whether the school should have in place a Home School Agreement. • With the Governing Board, to establish and publish a Freedom of Information scheme and ensure the school complies with it.
Extra-Curricular Provision	<ul style="list-style-type: none"> • To put into place the additional services agreed by the Governing Board.
Inclusion and Equality	<ul style="list-style-type: none"> • To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND Co-ordinator or SENDCo). • To appoint a designated teacher for Looked After Children. • With the Governing Board, to establish an Accessibility Plan and review it every three years.
Safeguarding	<ul style="list-style-type: none"> • To appoint a member of staff to be the designated safeguarding lead.

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Terms of Reference for Link Governors
Link governors are expected to work within the following terms of reference:
<p>There is no legal requirement to appoint link governors but Tithe Farm Primary School believes them to be an effective way to help the Governing Board to understand, oversee, monitor and develop particular areas of responsibility within the school. The link governor should ultimately enrich the whole Governing Board's understanding of their particular area and therefore contribute to more informed decision making.</p> <p>Link Governors roles are reviewed annually.</p> <p>A link governor will:</p> <ul style="list-style-type: none"> • Take a special interest in a particular area of responsibility. • Keep abreast of developments locally and nationally and report on them to the Governing Board. • Attend appropriate training. • Make focused visits to school and complete a written report which should be sent to the Chair for distribution within 14 days of the visit. • Have regular contact with staff within the school, with responsibility for their particular area. • Monitor how well relevant policies adopted by the Governing Board are operating within the school and understand any barriers to their implementation. • Report back regularly to the Governing Board, making recommendations where appropriate for action by the Governing Board. • Be responsible for ensuring that matters which fall into their remit are included in agendas for meetings of the Governing Board to ensure that the school runs efficiently and in line with the Rhythm of the Business.

All visits to the school will be arranged with reference to the Headteacher and in accordance with the Governor Visits policy.

Link Governors:

Staff Governors are excluded from Link Governor roles and Parent Governors can support Lead Link Governors as shown below:

SEND (including Attendance) Up to 3 Co-opted/LA Governors	Jenny Gallucci & Sandra Gibb
PPG 2 Co-opted/Parent Governors	Michelle Soper
Safeguarding (including Attendance) Up to 3 Co-opted/LA Governors	Susan Goodchild and Jenny Gallucci
Safer Recruitment 2 Co-opted/LA Governors	Susan Goodchild, Brian Mew and Jenny Gallucci
Health & Safety Up to 3 Co-opted /Parent Governors	Ken Wattingham and Saikat Chatterjee
Whistleblowing Co-opted or LA Governor	Brian Mew
Training Co-opted or LA Governor	Jenny Gallucci
Young Carers 2 Co-opted/Parent Governors	Michelle Soper
GDPR Co-opted or LA Governor	Brian Mew
Committees of Governing Board	
Resources	Chair: Ken Wattingham Laura Ellaway, Brian Mew
Curriculum and Standards	Chair: Brian Mew

	Susan Goodchild, Maryam Bilal, Saikat Chatterjee
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Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Terms of Reference for Panel Hearings
<p>From time to time, it will be necessary to set up a panel of governors to deal with issues that may arise as part of the business of the school.</p> <ul style="list-style-type: none"> ● To make any decisions under the Governing Board’s HR procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action. ● To make any determination or decision under the Governing Board’s Complaints Procedure for Parent and Carers. ● To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability. ● To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals. ● To consider any representations by parents and carers in the case of an exclusion (parents/guardians no not have to be invited). ● To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited). ● All panels are to be convened jointly by Chair and the Clerk to the Governing Board. <p>NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel.</p> <p>Membership: 3 governors</p> <p>Any three governors who are:</p> <ol style="list-style-type: none"> 1. Suitably qualified to undertake the role, and 2. Available on the dates specified and be able to commit the time needed to complete the task. <p><i>The Headteacher is disqualified from serving in this role.</i></p> <p><i>Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.</i></p>

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Terms of Reference of the Headteacher Performance Review Group

- To meet annually with an independent advisor and Headteacher to discuss and determine the Headteacher appraisal objectives for the coming year (the planning meeting).
- To review, with the support of the independent advisor, the performance of the Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To prepare and agree the Headteacher appraisal review statement, and report to the Governing Board.
- To monitor the performance of the Headteacher against the agreed objectives at an interim mid-year point and to ensure that appropriate support and development opportunities are being provided.
- To make recommendations to the Governing Board in respect of pay progression.

Membership: 3 Co-opted / LA governors

Susan Goodchild, LA Governor

Brian Mew, Co-opted Governor

Jenny Gallucci, Co-opted Governor

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Board **MUST** elect a Chair and a Vice-Chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Board must elect a new Chair or Vice Chair at their next meeting.

The role of the Chair of the Governing Board

Role Purpose

To provide leadership to the Governing Board and ensure that governors fulfil their functions for the proper governance of the school.

Leading governance in schools

- To ensure that the Governing Board and Headteacher have a shared sense of purpose.
- To ensure the Governing Board sets a clear vision and strategy for the school.
- To lead the Governing Board in monitoring the Headteacher's implementation of the school strategy.

Leading and developing the team

- To ensure the Governing Board has the required skills to govern well, and that appointments made fill any identified skills gaps.
- To ensure all governors receive appropriate induction, ongoing training as needed and have a thorough understanding of their role.
- To ensure members of the Governing Board act reasonably and in line with the Governing Board's agreed code of conduct.
- To develop a good working relationship with the Vice-Chair, ensuring s/he is kept fully informed and delegating tasks as appropriate.
- To ensure that Governing Board members feel valued and encourage their development.
- To carry out a performance review of each governor.
- To ensure that there is a plan for succession for the Chair, Vice-Chair and any link governors, and that by recommending limits on office, there is always a mix of new and experienced members.

The Chair, the Headteacher and accountability

- To build a professional relationship with the Headteacher which allows for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings.
- To meet regularly with the Headteacher, which in normal circumstances is likely to be monthly.
- To ensure that there are transparent and effective processes for the recruitment and induction of the Headteacher.
- To ensure appropriate governor involvement in the recruitment of senior leaders.
- To ensure all governors concentrate on their strategic role, receive information fit for purpose and hold the Headteacher to account.
- Where required, represent the Governing Board in its dealings with external partners and be an advocate for the school.
- To attend school functions (plays/sports days/prize giving) as appropriate and encourage other governors to do so.
- To ensure that complaints made to the Governing Board are dealt with in a timely and effective manner.
- To play a lead role in any decision to suspend the Headteacher.

Leading school improvement

- To ensure the Governing Board is involved at a strategic level in the school's self-evaluation process and that this feeds into the key priorities.
- To ensure the Governing Board's business is focussed on the key strategic priorities.
- To take the lead in representing the Governing Board at relevant external meetings with agencies such as Ofsted, the Department for Education and the local authority.
- To ensure the Governing Board has mechanisms in place to obtain and listen to the views of parents, carers, pupils and staff.

- To ensure the Governing Board adopts a visits protocol which is linked to monitoring key strategic priorities and to delegate such visits to the relevant link governor.

Leading Governing Board business

- With the Clerk and the Headteacher, to plan for the Governing Board meetings, ensuring that agendas focus on the Governing Board's key responsibilities and strategic priorities and reducing unnecessary paperwork.
- Chair meetings effectively and promote an open culture on the Governing Board that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible.
- To collaborate with the Clerk to establish effective working procedures.
- To ensure that decisions taken at the meetings of the Governing Board are implemented.
- To ensure the Governing Board appoint a professional clerk capable of providing advice on the board's functions and that s/he is appraised and developed.

The Role of the Vice-Chair of the Governing Board

- Work closely with the Chair of Governors to establish a constructive relationship.
- Take on responsibilities delegated by the Chair.
- Deputise for the Chair during any absence.
- Support the Chair in exercising their role.
- Undertake a wide range of development and training to enable them to effectively undertake the role.

Procedure for electing Chair and Vice-Chair of the Governing Board

1. The Governing Board will elect a Chair and Vice-Chair from its number when either the Chair/Vice-Chair's term of office has ended or s/he has resigned the position.
2. The Governing Board of Tithe Farm Primary School has decided that the term of office for Chair and Vice-Chair will be one year. The precise end date of the term of office will be determined prior to the meeting at which the election takes place.
3. The Clerk to the governors shall give governors at least three weeks' notice prior to the meeting requesting written nominations. These should be submitted to the Clerk at least one week before the election. Candidates may submit up to 250 words in support of their nomination. Nominations on the day will only be accepted where no written nominations have been received prior to the meeting. Governors who are employed at the school as a teacher or as another member of the school's staff cannot stand for election. Governors may self-nominate, but if nominating another governor their approval should be sought prior to submitting the nomination.
4. The Clerk will act as Chair during the election of the Chair and Vice-Chair and will ensure the meeting is quorate. Each nominated governor will be invited to speak to the Governing Board setting out her/his reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. This will be the case even if there is a single nomination.

5. A vote by secret ballot will be held, even if there is only one nomination.
6. The Clerk will count the votes and announce who has been elected as Chair. The successful candidate will be invited to take the Chair.
7. In the event of a tie, the Governing Board will re-run the ballot. If it remains a tie, the tied candidates will draw lots.
8. The governors may reject all nominees for Chair if they choose. If no candidate has the support of the majority of the Governing Board, another candidate will be sought from the floor. If this candidate does not receive majority support, the Vice-Chair will take on the role of Acting Chair until the next full Governing Board meeting, at which the election procedure will be repeated. Where a Vice-Chair must also be elected, and the Governing Board has the quorum to do, it will proceed with the election.

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Standing Order for the Appointment of Co-opted Governors

- Co-opted governors are appointed by the Governing Board. They are people who in the opinion of the Governing Board have the skills required to contribute to the effective governance and success of the school.
- The Governing Board may advertise the vacancy broadly to reach as wide an area as possible. Priority may be given to candidates with particular skills if this expertise would enable the Governing Board to work more effectively. In these cases this would be clearly stated when notifying the vacancy.
- All prospective co-opted governors will be asked to complete an application form explaining their background and why they wish to be appointed.
- On receipt of the completed written application forms, each prospective co-opted governor will be invited to meet with a panel of governors.
- The composition of the panel will be decided by the Governing Board and will include the Headteacher and two other governors.
- In the event that only one candidate has met with the panel, a discussion will take place as to their suitability to join the Governing Board. If the panel agrees that they have the necessary skills and character to be an effective governor, a recommendation will be made for their appointment to the Governing Board.
- In the event that more than one candidate has met with the panel, a discussion will take place with a view to deciding which candidate best meets the needs of the Governing Board.
- Once the panel has decided on its preferred candidate, it will make a recommendation for appointment to the Governing Board.
- The Governing Board will be invited to ratify the recommendation of the panel at the next scheduled meeting.

Agreed by the Governing Board on	10 September 2025
Review date	September 2026

Standing Order for Meetings of the Governing Board

Governors are expected to abide by the Code of Conduct – from page 20 in this document. In addition they will:

- Arrive in good time for the start of any meeting, having read all the paperwork sent to them in connection with the agenda, and be prepared with questions to ask or comments to make.
- Be familiar with the contents of the School Improvement Plan.
- Limit discussion to policies and actions and not people.
- Participate in discussion and listen to the views and comments of others.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons have the right to attend all meetings of the Governing Board:

- Headteacher
- Clerk
- any governor
- associate members (unless the Governing Board requires them to leave for items relating to individual members of staff or pupils).

The following persons will, where appropriate, be invited to attend meetings of the Governing Board, depending on the subject matter of the agenda: Deputy Headteacher, Assistant Headteachers, other members of the Senior Leadership Team, School Business Manager, SENDCo. At other times, members of the Senior leadership Team will be invited to meetings to observe the workings of the Governing Board.

Governing Board meetings will be held at the school **6 times each year**. The Clerk will prepare a suggested calendar of meeting dates for the following year, for approval at the meeting held in July of each year.

The Clerk to the Governing Board, with input from the Chair and Headteacher, will prepare an agenda for distribution at least seven days before the meeting. Governors wishing to place items on the agenda should inform the Clerk 14 days before the scheduled meeting, and provide a copy of any supporting papers.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors.

All meetings will be convened by the Clerk. Any 3 members of the Governing Board may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Draft minutes will be approved for email circulation, and on Google Drive, by the Chair within 2 weeks of the meeting, before being formally approved by the Governing Board at the next meeting.

Agreed by the Governing Board on	10 September 2025
Review date	September 2026



Code of Conduct for the Governing Board of Tithe Farm Primary School

This code sets out the expectations on and commitment required from school governors, trustees and academy committee members in order for the governing board to properly carry out its work within the school and the community.

The governing board has the following 3 strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher (where delegated)
- Monitoring the educational performance of the school and progress towards agreed targets
- Performance managing the headteacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

NGA recognises the following as the fourth core function of governance:

Ensure that other key players with a stake in the organisation get their voices heard by:

- Gathering the views of pupils, parents and staff and reporting on the results.
- Reaching out to the school's wider community and inviting them to play their part.
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and its strategic role.
- We understand how the role of the board differs from and works with others including the headteacher and where appropriate, executive leaders, trust boards and academy committees.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the governing board.
- We will not discriminate against anyone and will work to advance equality of opportunity for all.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the board responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors (Get information about schools).

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the **Seven Principles of Public Life** (see page 29) or which may place pupils at risk.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the
- We will work to create an inclusive environment where each board member's contributions are valued equally.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.

- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

We agree to abide by the Seven Nolan Principles of Public Life:

The seven principles of public life

Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations)

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Framework for Ethical Leadership in Education

The Ethical Leadership Commission has developed the following Framework for Ethical Leadership to help school leaders take difficult decisions. As important as the language is, these aren't just fine words, they are meant to support a culture in which ethical decision making can flourish.

1. **Selflessness:** School and college leaders should act solely in the interest of children and young people.
2. **Integrity:** School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.
3. **Objectivity:** School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
4. **Accountability:** School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.
6. **Honesty:** School and college leaders should be truthful.
7. **Leadership:** School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as

what we do. Leaders should show leadership through the following personal characteristics or virtues:

- a. **Trust:** *leaders are trustworthy and reliable*
We hold trust on behalf of children and should be beyond reproach. We are honest about our motivations.
- a. **Wisdom:** *leaders use experience, knowledge and insight*
We demonstrate moderation and self-awareness. We act calmly and rationally. We serve our schools and colleges with propriety and good sense.
- b. **Kindness:** *leaders demonstrate respect, generosity of spirit, understanding and good temper*
We give difficult messages humanely where conflict is unavoidable.
- c. **Justice:** *leaders are fair and work for the good of all children*
We seek to enable all young people to lead useful, happy and fulfilling lives.
- d. **Service:** *leaders are conscientious and dutiful*
We demonstrate humility and self-control, supporting the structures, conventions and rules which safeguard quality. Our actions protect high-quality education.
- e. **Courage:** *leaders work courageously in the best interests of children and young people*
We protect their safety and their right to a broad, effective and creative education. We hold one another to account courageously.
- f. **Optimism:** *leaders are positive and encouraging*
Despite difficulties and pressures, we are developing excellent education to change the world for the better.

Adopted by: Governing Board of Tithe Farm Primary School on 10 September 2025

Signed:

Brian Mew

The Governing Board of Tithe Farm Primary School agree that this code of conduct will be reviewed annually, upon significant changes to the law and policy or as needed and it will be endorsed by the full governing board.



Code of Conduct for the Governing Board of Tithe Farm Primary School

I agree to follow the agreed principles and procedures of the Code of Conduct for the Governing Board of Tithe Farm Primary School

This Code of Conduct was adopted by the Governing Board on
10 September 2025

Name of Governor	
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Signature	
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Date	
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