



SUCKLEY SCHOOL GOVERNING BODY

TERMS OF REFERENCE & SCHEME OF DELEGATION 2025-2026



'Happy Aspirational and Ready for Life'

To provide excellent learning experiences and opportunities for all our pupils to prepare them for the world in which they live.

School Vision and Aims

The overarching vision of Suckley School is to celebrate the unique and individual needs of all our pupils by delivering an inspiring, rich, inclusive, broad and balanced curriculum which enables children to achieve their full potential, without limits.

Our values are: respect, determination, honesty, kindness, independence and perseverance.

The school aims are:

- To support and inspire personal, spiritual, emotional and educational growth in a safe, happy environment
- To ensure that each child entrusted in our care is developing skills, knowledge, concepts, and attitudes to become curious, independent learners
- To value everyone associated with our school and the wider community, irrespective of age, position, race, gender background or ability.
- To prepare children to reach their full potential for future learning, as responsible citizens in the modern world.

Constitution of the Governing Body

The constitution is described in the articles of association of Suckley School dated 2011. The term “article(s)” below refers to the relevant clause.

For the purposes of this document “headteacher” also means “principal”.

Two categories of governors are described in the articles “members” and “governors”

Members (became Trustees from 2016):

- all who were signatories to the memorandum (except those employed by the Trust)
- the chair of governors
- additional members appointed under article 16

Governors:

The articles of association allow:

- up to four governors appointed by members
- 2 - 4 parent governors elected by the parent body
- one governor to be appointed by the Local Authority
- 2 - 4 co-opted governors (not co-opted by other co-opted governors)
- the headteacher

The governing body may also appoint associate governors for their specific skills and expertise.

Employees of the school are not eligible to be governors of the school.

The term of office for any governor is four years (this does not apply to the headteacher). Providing they remain eligible, any governor may be re-appointed or re-elected.

The chair and vice chair are elected by the governing body at the beginning of each school year.

All governors are welcome to all committee meetings but only those named as members of each committee have voting rights.

Function and Aims of the Governing Body

Members and trustees must have the skills, knowledge and experience to run the school (trust). Their duties include ensuring that the school's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academies Trust Handbook.

Governors have three core functions:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing and ensuring effective financial performance

The Governing Body's Aim:

Suckley School's governing body aims to fulfil the six key areas of effective governance:

1. strategic leadership that sets and champion vision, ethos and strategy
2. accountability that drives up standards and financial performance
3. people with the right skills, experience, qualities and capacity
4. structures that reinforce clearly defined roles and responsibilities
5. compliance with statutory and contractual requirements
6. evaluation to monitor and improve the quality and impact of governance

To fulfil these aims and fulfil their function, the governing body has agreed a five-year strategic statement with three strategic priorities for 2024-2029:

1. Developing relationships with other local/regional schools and other partners
2. Developing the school building and space provided by the parish church
3. Strengthening the resources of the school by targeted fund raising and funded initiatives

The governance action plan is derived from the strategic statement and sets out governing body priorities and key performance indicators in the following four areas:

1. Teaching and Learning – to ensure an excellent quality of teaching and learning
2. Leadership – to provide effective and inspirational leadership at all levels
3. Resources – to provide an environment which provides a climate for effective learning and well-being
4. Collaboration – to create an effective culture of collaboration

N.B. Both the strategic statement and action plan are being revised during the autumn term 2025.

The full governing body with review and ratify the following policies, plans, guidelines and procedures:

- | | |
|--|--|
| • <i>Accessibility</i> | • <i>Information Security</i> |
| • <i>Admissions</i> | • <i>Online Safety</i> |
| • <i>Data Protection</i> | • <i>Parent, Carer and Visitor Code of Conduct</i> |
| • <i>Equality Information & Objectives</i> | • <i>Records Management</i> |
| • <i>Governor Recruitment & Induction</i> | • <i>Safeguarding & Child Protection</i> |
| • <i>Governor Visits</i> | • <i>School Complaints</i> |
| • <i>ICT & Internet Acceptable Use</i> | |

Committees Terms of Reference

(to be read in conjunction with the Suckley School Articles of Association dated 2011)

We have three governing body committees at Suckley School. The terms of reference for each of these committees are set out below.

Audit and Risk Committee Terms of Reference

Purpose: The audit and risk committee advises the governing body on the adequacy of the school's internal control framework, including financial and non-financial controls and risk management arrangements, directs a programme of internal scrutiny and considers the results and quality of external audit. The committee also oversees all matters related to health and safety and security.

Membership: The committee shall consist of at least three governors. Employees of the school should not be audit and risk committee members, but the accounting officer (headteacher) and chief financial officer (school business manager) should attend to provide information and participate in discussions. The chair will be appointed annually from within its members. The chair of governors should not be chair of the audit and risk committee.

Quorum: A quorum shall consist of three members.

Meetings: The committee meetings will be planned for the year in advance and will usually be at least once per term. Additional meetings will be convened if required. Notice of a meeting shall be given, and documentation received, one week prior to the meeting. Minutes of meetings will be taken and will be submitted in the next scheduled meeting.

Policies and Compliance: *(including statutory obligations and timescales)*

The committee will:

- ensure compliance with the Academy Trust Handbook requirements
- take responsibility for matters regarding suspensions and exclusions

The committee will review and ratify the following policies, plans, guidelines and procedures:

- | | |
|--------------------------------|---|
| • Asthma | • Lockdown |
| • Child on Child Abuse | • Medicines in School |
| • Critical Incident | • Needle Stick Injuries |
| • Cyber Response | • Preventing Extremism & Radicalisation |
| • Fire & Evacuation Procedures | • Security |
| • First Aid | • Suspension & Permanent Exclusion |
| • Health & Safety | • Use of Images |
| • Intimate Care | |

Monitoring:

The responsibilities of the audit and risk committee are divided into four principal areas: risk management, external audit, internal audit and health and safety.

RISK MANAGEMENT

In relation to risk management the committee will:

- support development and review of the school's risk management policy, setting out the framework the school has adopted for risk management

- review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
- agree who will perform the work and consider reports at each meeting from those carrying out programmes of work and consider progress in addressing recommendations
- review findings from other assurance activities by third parties including governance reviews, funding audits and investigations
- to seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident
- provide reports for the full governing body meetings, highlighting emerging risks or significant anomalies
- to review the school's insurance cover in compliance with its legal obligations

EXTERNAL AUDIT

In relation to external audit the committee will:

- receive and review the external auditors' annual plan, annual report, and accounts and recommend appropriate actions to the full governing body in response to the findings
- review the auditor's findings and actions taken by the school's managers in response to those findings
- assess the effectiveness and resources of the external auditor
- recommend to the full governing body the appointment of an external auditor

INTERNAL AUDIT

In relation to internal audit the committee will:

- oversee and approve the school's programme of internal scrutiny
- ensure that risks are being addressed appropriately through internal scrutiny
- evaluate the adequacy of the school's internal control framework, including financial and non-financial controls and management of risks and report this to the full governing body
- assess whether procedures are designed effectively and efficiently, and check whether agreed procedures have been followed

HEALTH & SAFETY

In relation to health and safety and security the committee will:

- provide support and guidance for the headteacher on all matters relating to the school premises and grounds, security and health and safety
- receive reports related to inspections of the premises and grounds together with comments and recommendations on health and safety and security
- ensure that the school is carrying out its full statutory functions for safeguarding related policies

Curriculum Committee Terms of Reference

Purpose: The curriculum committee provides guidance, support and challenge on all strategic matters relating to the quality of education specifically concerning curriculum provision, implementation, delivery and impact, and makes recommendations to the governing body for change.

Membership: The committee shall consist of at least three governors and staff associate governors. In addition, other teachers may attend as observers, but they will not have voting rights. The chair will be appointed annually from within its members.

Quorum: A quorum shall consist of three members.

Meetings: The committee meetings will be planned for the year in advance and will usually be once per term. Additional meetings will be convened if required. Notice of a meeting shall be given, and

documentation received, one week prior to the meeting. Minutes of meetings will be taken and will be submitted in the next scheduled meeting.

Policies and Compliance: (including statutory obligations and timescales)

The committee will review and ratify:

- the school's curriculum

- all policies related teaching and learning including:
 - Anti-bullying
 - Attendance
 - Behaviour & Relationships
 - Children With Health Needs Who Cannot Attend School
 - Designated Teacher for Looked After Children (LAC)
 - Early Years Foundation Stage (EYFS)
 - Educational Visits
 - Pupil Premium
 - Relationships, Sex & Health Education (RSHE)
 - Pupil Remote Learning
 - Special Educational Needs and Disability (SEND)
 - Supporting Pupils With Health Needs
 - Teaching & Learning
 - Transporting of Pupils

Monitoring:

The committee will:

- review the provision, implementation, and effectiveness of the policies listed above
- monitor achievement, attainment and assessment
- monitor and review curriculum and standards issues in the school development plan (SDP)
- monitor and review pupil attendance
- ensure the school meets the learning needs of all groups of children
- monitor and review the impact of pupil premium and other grants

Resources Committee Terms of Reference

Purpose: The main functions of the resources committee are to exercise the financial and staffing powers and responsibilities delegated to it by the full governing body and to advise the headteacher on general financial and staffing matters relating to the school.

Membership: The committee consists of a minimum of four governors. The chair will be appointed annually from within its members.

Quorum: A quorum shall consist of three members.

Meetings: The committee meetings will be planned for the year in advance and will usually be at least once per term. Additional meetings will be convened if required. Notice of a meeting shall be given, and documentation received, one week prior to the meeting. Minutes of meetings will be taken and will be submitted in the next scheduled meeting.

Anyone employed at the school, other than the headteacher, must withdraw from a meeting of the committee during any discussion of the pay or performance appraisal of any individual working in the school. This does not include occasions when the governing body is considering the individual school range (ISR) for a school (and therefore the salary of the headteacher) before appointment.

Policies and Compliance: (including statutory obligations and timescales)

The committee will ensure compliance with the Academy Trust Handbook requirements.

The committee will review and ratify the following policies, plans, guidelines and procedures:

- *Allegations of Abuse Against Staff*
- *Appraisal – Support Staff*
- *Appraisal - Teachers*
- *Before & After School Care*
- *Capability – Support Staff*
- *Capability - Teachers*
- *Charging & Remissions*
- *Code of Conduct*
- *Early Career Teacher*
- *Estates/Premises Management*
- *Finance*
- *Grievance*
- *Leave of Absence*
- *Low Level Concerns*
- *Mental Health & Wellbeing*
- *Pay – Support Staff*
- *Pay - Teachers*
- *Register of Business Interests*
- *Relationships at Work*
- *Safer Recruitment and Selection*
- *Sickness & Absence Management*
- *Staff Disciplinary Procedures*
- *Support Staff Experiencing Difficulties*
- *Teachers Experiencing Difficulties*
- *Volunteers & Visitors*
- *Whistleblowing*

Monitoring:

The responsibilities of the resources committee are divided into three principal areas: finance, personnel and premises. For each area the committee will:

FINANCE

In relation to the school finance the committee is delegated to:

- the initial review and authorisation of the annual budget. In early summer produce and approve a draft budget plan considering the priorities of the school.
- to explore ways of maximising the utilisation of the premises to support both school extra-curricular activities and community use
- notify the approved budget plan to the EFA by their required date in the summer term each year.
- monitor income and expenditure of all public funds according to an agreed timescale, i.e. GAG budget share and any other funds devolved by the DfE
- ensure that the annual accounts are produced in accordance of the requirements of The Companies' Act 1985 and the DfE guidance issued to academies
- ensure accurate accounts are kept
- ensure key financial decisions are properly recorded.
- respond to any issues arising from the audit of the school's accounts and report back to the full governing body.
- monitor spends in-year against the approved budget
- establish procedures for governors to claim expenses
- ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection, displayed on the website
- ensure that a self-review of the Financial Management Governance Evaluation (FMGE) is undertaken when required and an improvement plan put in place
- review the internal scrutiny report and any other reports relevant to risk and the effectiveness of the financial procedures and controls and report findings to the full governing body

The committee shall, at each of its meetings,

- (i) receive and consider a report from the headteacher as to any financial provision, which has been transferred between budgetary accounts since the last meeting, in excess of the power of virement sub-delegated to the Headteacher, and as to the accumulative spend
- (ii) consider and approve action when the spend shows variance from the agreed plan

Delegations

The committee may,

- settle the detail of the school budget plan and when necessary, authorise the headteacher to confirm it on the school management system in order to enable day to day operation to be affected
- approve the in-year virement of funds between different budgetary headings
- sub-delegate the power of virement to the headteacher for sums as agreed within the finance policy

PERSONNEL

In relation to personnel the committee is delegated to:

Staffing

- oversee personnel management and obtain professional advice to manage compliance with relevant laws and regulations
- review and determine the staffing structure at least annually in consultation with the headteacher and in the context of the school development plan
- ensure all procedures relating to the recruitment, selection and appointment of staff conform with safer recruitment practice
- delegate responsibility to the headteacher of the appointment of supply teachers and other temporary appointments up to one year's duration, together with all appointments of midday meals supervisors, teaching assistants and other ancillary staff
- delegate responsibility to the headteacher for staff appointment, outside of the leadership group (headteacher, deputy headteacher), for permanent contracts, with the involvement of the minimum of one governor
- monitor and report on the use made of the school's budget for staff training and review its effectiveness
- receive and respond to regular reports on staff work/life balance, working conditions and well-being, including the monitoring of absence
- ensure all staff have job descriptions which are reviewed annually

Pay and Appraisal

- monitor whether all staff are covered by appropriate line management and appraisal procedures
- consider pay/grading issues, including pay progression
- ensure all staff salaries are reviewed annually, and that teaching staff receive annual statements of salary on or before 31 October each year
- appoint at least two governors, one who is the chair of governors, to form the headteacher appraisal panel and ensure that the review is carried out (Appendix 1)
- receive the recommendations of the headteacher appraisal panel about the salary of the headteacher
- determine any changes to the individual school range (ISR) for the headteacher and deputy headteacher

PREMISES

In relation to premises the committee is delegated to:

- in consultation with the headteacher, to oversee premises-related expenditure and funding bids
- receive reports related to inspections of the premises and grounds together with comments and recommendations on the condition and requirements of premises and grounds
- monitor the building development plan
- ensure adequate premises insurance

Appendix 1

Headteacher's Appraisal Review Panel Terms of Reference

1. To arrange to meet with the external advisor to discuss the headteacher's appraisal targets.
2. To decide, with the support of the external advisor, whether the targets have been met and to set new targets annually.
3. To monitor through the year the performance of the headteacher against the targets.
4. To make recommendations to the resources committee in respect of awards for the successful meeting of targets set, who will in turn report to the governing body on the Headteacher's salary, and the individual school range.

Governing Body Scheme of Delegation

Our scheme of delegation sets out which committees will take decisions and carry out certain functions of the governing body. The responsibilities of each committee are set out in its terms of reference. The full governing body is responsible for any decision delegated therefore any decisions taken by a committee must be reported back to the governing body in a timely manner. Tasks related to approving policies are detailed in committee terms of reference and in the master policy spreadsheet.

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
Admissions	Determine the school's admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓			
	Make sure the school's admissions arrangements comply with the School Admissions Code and are fair, clear and objective	✓			
	Establish an independent appeals panel when there are admissions appeals	✓			
Attendance	Recognise the importance of school attendance and promote it across the school's ethos and policies	✓	Cur	✓	
	Make sure your school leaders fulfil expectations and statutory duties	✓	Cur		
	Regularly review attendance data and help leaders focus improvement efforts on pupils who need it	✓	Cur		
	Make sure school staff receive adequate training on attendance			✓	
Behaviour and Exclusions	Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days			✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances	✓			
	Arrange an independent review panel to consider permanent exclusions, where requested by parents	✓			
Curriculum	Make sure the school teaches a broad and balanced curriculum			✓	
	Make day-to-day spending decisions under the amount of £5, 000 (in accordance with Finance Policy)			✓	+ SBM

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
Finance and Budgets	Appoint the headteacher as the accounting officer and the school business manager as the chief financial officer of the trust	✓			
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction		Res	✓	+ SBM
	Appoint an auditor		A&R		+ SBM
	Participate in annual accounts consolidation exercises as communicated by the Department for Education			✓	+ SBM
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation			✓	+ SBM
	Make sure that the school has adequate insurance cover or has opted into the academies risk protection arrangement (RPA)			✓	+ SBM
	Establish an Audit and Risk Committee	✓			
	Approve a balanced budget and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓			
	Maintain a published register of interests, including the business and pecuniary interests of members, trustees and local governors			✓	+ SBM
	Monitor impact of Pupil Premium funding			✓	
	Monitor impact of PE and Sport Premium funding			✓	
Governing Body Procedures	Hold full governing body meetings at least 3 times a year	✓			
	Elect a chair and vice-chair of trustees	✓			
	Appoint a clerk (governance professional)	✓			
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee	✓			
	Check that all statutory policies and documents are in place			✓	

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
	Delegate functions to committees and individuals	✓			
Health & Safety	Monitor the implementation of the health and safety policy		A&R		
	Make sure the estate is managed strategically and is maintained in a safe working condition	✓	A&R		
Parents and the Community	Make sure the required information is published on the school website			✓	
	Approve a complaints procedure	✓			
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓			
	Make sure the school complies with the Freedom of Information Act 2000			✓	
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)			✓	
Pupil Wellbeing	Make sure eligible pupils receive free school meals (This includes all pupils in reception, year 1 and year 2)			✓	+ SBM
	Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training			✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this			✓	
	Make arrangements for supporting pupils with medical conditions			✓	
Safe-guarding	Check that the school complies with statutory guidance on safeguarding	✓			
	Make sure the school has effective safeguarding policies and procedures in place	✓			
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓			
	Make sure governors receive safeguarding training	✓		✓	+ SBM (GP)

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
	Make sure appropriate filtering and monitoring systems are in place to protect pupils when they access the internet at school			✓	
	Appoint a member of staff to be the designated safeguarding lead			✓	
	Make sure that effective support is provided for any employee facing an allegation	✓	Res		
Special Educational Needs and Disabilities (SEND)	Designate a member of the governing body or a committee to have oversight of the school's arrangements for SEND	✓			
	Make sure that the necessary special education provision is made for any pupil who has SEND, and monitor its effectiveness		Cur	✓	
	Make sure that parents/carers are notified by the school when special educational provision is being made for their child			✓	
	Make sure the school produces its school SEN information report and publishes it online		Cur	✓	
	Co-operate with the local authority in developing the local offer			✓	
	Make sure the school follows the statutory SEND Code of Practice		Cur	✓	
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively			✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEND and providing appropriate teaching			✓	
Staffing Matters	Appoint a senior executive leader/headteacher	✓			
	Make sure safer recruitment procedures are applied (e.g. disclosure and barring checks)			✓	+ SBM
	Make sure employment law and guidance is being followed	✓		✓	+ SBM
	Approve staffing structure changes	✓	Res		

Function	Task	FGB	Committee	Headteacher	We have delegated this to:
	Dismiss the Headteacher	✓			