



**GOVERNING BODY AND PANELS
TERMS OF REFERENCE**

2026/27

Reviewed 04 June 2026

Terms of Reference – Governing Body

	Governing Body - Terms of Reference
Membership	The Head Teacher, at least ONE staff governor, at least TWO parent governors, at least ONE Local Authority appointed governor and at least FOUR co-opted governors. A Chair and Vice Chair will be elected annually and a clerk appointed. Associate Members, observers or external advisers may be invited by the Chair to attend one or more Governing Body meetings in whole or in part
Quorum	One HALF of the membership of the Governing Body.
Meetings:	SIX annually, in accordance with the Single Structure Framework agreed by the Governing Body in June 2020. Minutes of the meetings will be shared with the Governing Body and made available to the public on request
Purpose:	The Governing Body has three strategic core functions: • Ensuring clarity of vision, ethos and strategic direction for the school; • Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of its staff; and • Overseeing the financial performance of the school and making sure its money is well spent
Terms of Reference	The main responsibilities of the Governing Body are outlined below.
Agreed and Signed	
Review Date	05 June 2026

	Agreed Terms of Reference
Strategy	• To set the strategic objectives and goals of the school. • To set the policies for achieving those objectives and goals, with all new policies to be agreed and approved by the Governing Body². • To set targets by which progress towards the school's objectives and goals can be measured. • To review and monitor progress in achieving the school's objectives and goals. • To act as a critical friend to the Head Teacher, offering support and guidance, as well as challenging, asking questions and offering constructive criticism where necessary. • To delegate functions (in particular to Panels and the Headteacher) as appropriate to reflect the requirement of the Governing Body to fulfil a largely strategic function. • To receive and review reports from Panels, Link Governors, the Head Teacher and the school's staff and representatives on matters within their agreed remits and ensure appropriate action is taken where needed. • To monitor the effectiveness of the school's partnerships and engagement with the broader community, and in particular with parents and carers and local schools. • To ensure that statutory required information is published on the school's website.

Educational Performance	• To contribute to, monitor and evaluate the School Development Plan (“SDP”) and Self Evaluation (“SEF”). • To review the range and impact of the school’s curricular and extra-curricular activities and ensure the school’s on-going compliance with the National Curriculum. • To receive and review reports from the Head Teacher and the school on educational performance and monitor the on-going quality and impact of the school’s teaching and learning. • To review the school’s contribution to its pupils’ wellbeing and personal development and monitor its impact on their behaviours and attitudes to learning. • To consider recommendations from external reviews including from Ofsted or the Local Authority, agree actions to address any issues that have been identified and monitor progress against those actions. • To ensure that the school is adequately monitoring the performance of different groups of pupils across different subjects and key stages and taking appropriate steps to address any issues it identifies. • To ensure the school is adequately fulfilling its responsibilities for pupils with SEND and for vulnerable and looked after children. • To ensure the school is adequately fulfilling its safeguarding and child protection responsibilities
Financial Performance	• To monitor the school’s on-going compliance with the financial regulations of the Local Authority and any DfE requirements and provide appropriate challenge where required. • To review and approve the annual budget and rolling three-year forecast, on recommendation from the Budget Panel. • To consider and act on as appropriate any recommendations from the Budget Panel. • To monitor the school’s on-going performance against its annual budget and ensure the school is demonstrating value for money. • To monitor the school’s use of pupil and sports premium. • To keep under review the scheme of delegation in financial matters, including the level of delegation to the Head Teacher and other school staff. • To review and approve the school’s SFVS and the actions arising out of that and to monitor progress against those actions. • To receive financial audit reports and monitor progress against any identified actions. • To oversee and take strategic decisions on staff performance and pay. • To monitor the school’s delivery against its asset management plan and health and safety arrangements

Budget Panel

	Budget Panel Terms of Reference
Membership	Our recommendation is at least THREE Governors but no fewer than TWO
Quorum	TWO members of the Panel, at least one of whom is not employed by the school.
Meetings:	At least ONE annually, to be held in the Spring Term at least 15 business days ahead of the first Spring Term meeting of the Governing Body.
Purpose	To review and scrutinise the school's annual draft budget and rolling three year forecast, and to consider the school's on-going financial performance ahead of making recommendations to the Governing Body.
Terms of Reference	The main responsibilities of the Panel are outlined below.
Agreed and Signed	
Review Date	05 June 2026

Agreed Terms of Reference
• To review and scrutinise the school's draft budget and rolling three year forecast ahead of its presentation to the Governing Body for approval, and in particular to: - o ensure that the draft budget appropriately reflects the school's longer-term strategic objectives and prioritised annual educational goals and is linked to the School Development Plan; - o ensure that the anticipated income and expenditure is reasonable, realistic and takes account of any material variance between actuals and estimates in the previous year's budget; - o ensure that appropriate consideration has been given to the staffing structure and levels and to driving efficiencies; and - o ensure that the draft budget is established on firm principles of financial monitoring and control in line with the Local Authority Financial Regulations. • To review the school's draft SFVS and annual bench-marking report, assess the adequacy of the related actions and whether the draft budget takes appropriate account of them. • To consider the effectiveness of the school's on-going financial management (including by assessing progress on the previous year's SFVS actions) and whether enhancements should be made to the school's monthly financial reporting template, Best Value Standard, financial scheme of delegation or processes for financial oversight more generally. • To review the on-going appropriateness of the school's asset management plan and ensure it remains adequately costed. • To review the on-going appropriateness of the school's lettings policy and consider whether the school is marketing itself and its premises as effectively as possible. • To provide a short report to the Governing Body 10 business days ahead of the first Spring term meeting summarising: - o the key points of note in the draft budget (income and expenditure); - o any material points in the draft budget the Budget Panel has asked the school to change or revisit; and - o any recommendations made on matters within the scope of the Budget Panel's remit.

Head Teachers Performance Management

	HT Performance Management Panel – Terms of Reference
Membership	Our recommendation is THREE governors, but no fewer than TWO. The Panel should not include: • The Headteacher / principal; • Staff governors; • Any other governors employed at the school; • Associate members; • Governors who are members of an Appeal Panel. Members of the panel should be trained for the role and preferably have attended the specific training on offer through Governor Support
Quorum	ALL members of the Panel.
Meetings:	At least ONE annually to discharge the responsibilities outlined below.
Purpose	To oversee the Head Teacher's performance, lead the Head Teacher appraisal process and make recommendations on pay progression.
Terms of Reference	The main responsibilities of the Panel are outlined below.
Agreed and Signed	
Review Date	05 June 2026

Agreed Terms of Reference
• To ensure that at every stage the appraisal is firmly linked to school improvement and the agreed criteria identified in the performance objectives. • To work with an External Adviser, appointed by the Governing Body or delegated member to support and advise the Panel during the Headteacher's appraisal process. • To prepare for the appraisal meeting with advice from the External Adviser by reviewing the objectives set for the previous year along with the Headteacher's overall performance and any challenges faced. • To lead the Headteacher's performance appraisal meeting with support from the External Adviser. • To consider the Headteacher's learning, development and support needs and how these will be addressed. • To advise the Headteacher of the standards against which the performance will be assessed during the coming year. • To make recommendations by 31 December in relation to any pay progression, in line with the School Teachers' Pay and Conditions Document, to the Governing Body. • To set the objectives for the coming academic year. • To agree with the External Adviser a written report of the appraisal process for the Headteacher as soon as is practicable. • To undertake a formal review meeting after 6 months or at agreed intervals to consider the progress towards meeting the objectives and whether they need to be amended as circumstances have changed.

Governing Body

Members	Type	Dated of appt	Tenure	Appt by	Member of other GB	Left before term?	Votong rights?
Avril Stockley	Head Teacher	1/9/17	N/A	N/A	N	N	Y
Pierre Kremer	Chair / Parent	20/11/20	4 Yrs	FGB	N	N	Y
Peter Harpley	Vice Chair / Co-opted	1/6/25	4 Yrs	FGB	N	N	Y
Silia Gaitantli	Staff	05/06/26	4 Yrs	Elected Staff Body	N	N	Y
Yasmeen Cappucini	Parent		4 Yrs	Elected Parent Body	N	N	Y
David Andrews	Co-opted		4 Yrs		N	N	Y
Anne Pivcevic	LA Governor		4 Yrs	LA Nominated FGB	N	N	Y
Scott Cohen	Parent	05/06/2026	4 Yrs	Elected Parent Body	N	N	Y
Caroline Spencer	Parent		4 Yrs	Elected Parent Body	N	N	Y
Katie Reece	Deputy HT / Observer	7/3/18	N/A	N/A	N	N	N

Personnel:

Budget Panel

Governor	Type of Governor	Voting rights?
Avril Stockley	Head Teacher	Y
Pierre Kremer	Chair / Parent	Y
Yasmeen Cappucini	Parent	Y
David Andrews	Co-opted	Y
Anne Pivcevic	LA Governor	Y
Caroline Spencer	Parent	Y

Head Teacher Performance Management

Governor	Type of Governor	Voting rights?
Pierre Kremer	Chair / Parent	Y
Yasmeen Cappucini	Parent	Y
David Andrews	Co-opted	Y

Ad Hoc Panels

Pay, Complaints, Exclusions, Staff Disciplinary and Appeals Panels will be constituted as and when required from non-staff governors on the Governing Body.

No Governor in a position of conflict may serve on the panel

Link / Other Governor Roles

Governor	Role
Avril Stockley	
Pierre Kremer	
Peter Harpley	SEND
Silia Gaitantli	
Yasmeen Cappucini	Safeguarding
David Andrews	
Anne Pivcevic	EYFS link
Caroline Spencer	Inclusion
Scott Cohen	
Katy Reece	