St John the Baptist Church of England (VA) Primary School



Loving learning, Building Community, Growing in faith

St John the Baptist Primary School, Leicester
Principles of Governance 2026/27

Governance

St John the Baptist Primary School will be under the control of the Governing Body. The Governing Body will have a clearly defined strategic role in shaping the success of the school. All members will be appointed on the basis of the contribution they can make to the school. All School governors will have a legal duty to act only in the interests of the school and to have regard for confidentiality and professionalism.

The role of the Governing Body is to be responsible for strategic management, to act as a critical friend and to be accountable.

The Strategic Role

The governors will provide a strategic framework through the following mechanisms.

- Together with the Headteacher, the governors will establish a vision for the school that will reflect the drive towards meeting standards within the Christian mission of a Church of England school.
- By appointing the Headteacher and all other staff at St Johns
- By establishing the priorities of the school
- By setting and monitoring of standards
- By setting and monitoring aims and objectives
- By establishing and maintaining policies
- By acting as a 'critical friend' to the Headteacher by providing advice and support.

The Governing Body should take advice on all these factors from the Headteacher before taking decisions.

The School Improvement Plan will provide the overall strategic framework. The Governing Body will need to monitor progress but are not responsible for collecting or monitoring data themselves. Instead, they should agree arrangements with their Headteacher. Governors should agree with the Headteacher procedures for visits they may wish to make to classrooms.

Working strategically, governors should then use any monitoring evidence to review and evaluate progress against any targets set with the purpose of evaluating the effectiveness of policies. The Headteacher can suggest arrangements for monitoring and evaluating particular requirements and policies.

As "lead professional", the Headteacher will be responsible for formulating and implementing the policies, for leading the school towards the set targets and for discharging many responsibilities on the Governing Body's behalf, as well as for discharging responsibilities imposed directly on him/her.

The Headteacher should give the Governing Body enough information for the governors to feel confident that those delegated responsibilities – and the Headteacher's own responsibilities – have been met. The Governing Body should make sure they get enough information to allow them to check on their school's achievements and progress over time and to make comparisons with similar schools.

The Role of Critical Friend

As a critical friend, governors should offer support, constructive advice, act as a sounding board for ideas, a second opinion on proposals and offer help where needed. Governors may also challenge, ask questions, seek information, improve proposals and so seek to arrive at a solution.

Delegation and what this means in reality

A list of delegated functions has been provided, and this can be reviewed by the Governors.

Regulations

Regulations in the 1998 Schools Standards and Framework Act set down a number of principles, which operate as terms of reference for governing bodies. Governing Bodies must act as a corporate body. They must act with integrity, objectivity, honesty and in the best interests of the school. They must be open about, and prepared to explain, their decisions and actions.

The Regulations also describe the respective roles and responsibilities of the governing bodies and Headteacher. The governing body are to carry out their functions with the aim of taking a largely strategic role in the running of the school in line with the strategic role identified above.

The Headteacher is responsible for the internal organisation, management and control of the school; and for advising on and implementing the governing body's strategic framework. In particular, the Headteacher needs to formulate aims and objectives, policies and targets for the governing body to consider adopting, and to report to the governing body on progress at least once every School year.

Where the governing body delegate any function to a Headteacher the regulations give them power to give the Headteacher reasonable directions in relation to that function and oblige them to comply with those directions. This makes it explicit that in delegating a function, the governing body can prescribe how that function should be undertaken. Governing bodies may decide to delegate some of their functions to the Headteacher having regard to their largely strategic role, and the Headteacher's responsibility for internal School organisation, management and control.

The regulations make the Headteacher responsible for preparing a policy for the secular curriculum and for reviewing the policy every school year. The governing body must consider and agree the Headteacher's curriculum policy and monitor and review its implementation.

The governing body is responsible for establishing a written Performance Management Policy to govern the implementation of the school teacher appraisal, after making sure that all teachers in the school are consulted. The governing body can ask the Headteacher to consult teachers but must ensure that consultation takes place.

The governing body must review the policy, again having ensured that all teachers are consulted every school year. The Headteacher must draft the policy, if the governing body so directs, and, with the governing body, must implement the policy. The governing body must make a copy of the policy available at the school to any of the School's teachers, anyone inspecting the school's appraisal system or to the external adviser (SIA).

Delegation by the Governing Body

Education legislation places a great many statutory duties on governing bodies, but very few directly on the Headteacher. The governing body may choose to delegate some of its functions to the Headteacher, an individual or a committee. The Headteacher must comply with any reasonable direction by the governing body when acting on the governing body's behalf. Governing bodies have no powers to direct Headteachers over any function belonging in law to the Headteacher.

Roles and Relationships within the Governing Body

Chair and Vice-Chair of the Governing Body Election

The Governors of St John the Baptist Primary School have agreed the following:

- The governors shall every two years, at their first meeting in that School year, elect a chair and vice-chair from among their number.
- The chair and vice-chair shall remain a governor of the category to which they were elected or appointed for the residue of their term of office (2 years).
- A governor who is employed to work at the school shall not be eligible for election as chair or vice-chair.
- The chair or vice-chair shall hold office as such until their successor has been elected in accordance with that article.
- The chair or vice-chair may at any time resign his office by giving notice in writing to the clerk. The chair or vice chair shall cease to hold office if:

  S/he ceases to be a governor
  S/he is employed to work at the school
  S/he is removed from office in accordance with these articles

- In the case of the vice-chair, s/he is elected in accordance with these articles to fill a vacancy in the office or chair.
- Where a vacancy arises in the office of chair or vice-chair, the governors shall at their next meeting elect one of their number to fill that vacancy
- Where the chair is absent from any meeting or there is at the time a vacancy in the office of chair, the vice-chair shall act as the chair for the purposes of the meeting
- Where the vice-chair is also absent from the meeting or there is at the time a vacancy in the office of vice-chair, the governors shall elect one of their number to act as a chair for the purposes of that meeting, provided that the governor elected shall not be a person who is employed to work at the school.
- The clerk shall act as chair during that part of any meeting at which the chair is elected, but they do not have the casting vote.
- Any election of the chair or vice-chair that is contested shall be held by secret ballot
- The governors may remove the chair or vice-chair from office in accordance with the statutory procedure.

The Role of Chair

The chair has a key role on the governing body. It is the chair's responsibility to:

- Ensure the business of the governing body is conducted properly, in accordance with legal requirements
- Ensure meetings are run effectively, focusing on priorities and making the best use of time available, and ensuring that all members have an equal opportunity to participate in discussion and decision making
- Establish and foster an effective working relationship with the Headteacher
- Ensure the governing body carry out their work as a team
- Undertake specific roles, for example, performance management
- Act in cases that may be deemed 'urgent' i.e. where a delay in exercising the function, would be seriously detrimental to the interests of the school, a registered pupil, their parent or person employed in the School.
- Together with the Vice-Chair, recruitment on to the governing body

Relationship of the Chair of Governors and the Headteacher

If the School is to be successful and well managed it is very important that the Headteacher and governors, in particular the chair of governors, work in close partnership. The respective roles and responsibilities, therefore, need to be established. The chair and Headteacher need to foster and establish an effective relationship based on trust and mutual respect for each other's role and the chair should act as a 'critical friend' to the Headteacher, offering support, challenge and constructive advice, where appropriate and providing practical support during a time of difficulty, crisis or critical incident.

The chair has an important role in ensuring that the governing body acts as a sounding board for the Headteacher and provides strategic direction while the Headteacher has the responsibility for the internal organisation, management and control of the school and for the implementation of the strategic framework established by the governing body.

Governors are not expected to get involved in the detail of the day-to-day management of the school, however, a good Headteacher will discuss the main aspects of school life with the chair of governors and the governing body.

The Headteacher should report to the governors on a regular basis how the delegated powers have been exercised.

Relationship of the chair of governors with other members of the governing body

The chair and members of the governing body need to work in close partnership. It is the chair of governors' responsibility to foster and establish effective working relationships within the team.

The chair should ensure the governors follow the Code of Conduct, the governors demonstrating commitment to the school, including:

- Attending governing body meetings regularly
- Accepting responsibility, including serving on committees
- Getting to know the school well
- Acting fairly and without prejudice
- Participating in training.

The chair should establish clear procedures, ensuring the business of the governing body is conducted properly, in accordance with legal requirements. The chair of governors should actively encourage the skills and talents of members of the governing body. The chair should encourage open expression of views in meetings and should ensure that all governors are aware of the confidentiality of proceedings.

Committee Terms of Reference and Standing Orders

Summary Information

The **Full Governing Body** will be required to **meet at least once per term**

In addition to the Full Governing Body there are **two task-based committees** which will be required to meet **at least once per term**.

The two task-based committees are:

- Policy and Resources Committee
- Standards and Delivery Committee.

There are **other** Governors' Committees which have a specific remit which requires them **to meet as required** (e.g. once per year). These committees are:

- Hearings Committee
- Appeals Committee
- Admissions Committee
- Pupil Discipline Committee
- Headteacher's Performance Committee
- Pay Review Committee
- Foundation Governors Group

Some Governors **may** also take on **individual responsibilities** in relation to specific School developments. Some of these are statutory requirements but many of them will be key development areas for the school. This would involve the individual governor linking with a named member of staff from the school in order to find out more and to be involved in monitoring and supporting the work in relation to this particular area.

The Full Governing Body

All Governing Body rules and regulations apply within the Articles of Association.

Membership

- All governors have a right to attend meetings of the Governing Body;
- All governors have an equal say on the Governing Body and have a right to vote.

Quorum

Where the total number of governors is 16 the Quorum shall be 8 governors (the quorum of the meeting of the Governing Body shall be one half [rounded up to a whole number]).

Meetings

- The Governing Body shall hold at least one meeting per term.
- An agenda shall be circulated at least 7 days prior to the meeting.
- If the chair or vice-chair determines that there are matters demanding urgent attention, written notice and the copy of the agendas can be given within shorter periods.
- The minutes of the meeting shall be drawn up and entered into a file kept by the clerk and shall be signed at the same or subsequent meeting by the chair.
- The minutes shall include: all appointments of officers made at the meeting, the names of governors present and all the proceedings of the meeting.

Chairmanship

The Chair and Vice-Chair shall be elected every two years (or such shorter interval as may be agreed) and will cease to hold office if:

- S/he ceases to be a governor
- S/he is employed to work at the school
- S/he is removed from office within the Articles
- In the case where the Vice-Chair is elected to fill a vacancy for the chair.

Standing Orders

- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year.
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to all governors at least 7 days before the meeting.
- All meetings will be minuted and circulated to the full Governing Body. Committee minutes will be presented to the full Governing Body.
- Where there is an in-equality of votes on any issue relating to the Governing Body's responsibility, the chair will have the casting vote.

Terms of Reference

The Full Governing Body has the following responsibilities:

- To agree constitutional matters, including procedures where the Governing Body has discretion
- To hold at least three meetings a year
- To appoint or remove the Chair and Vice-Chair
- To appoint or remove the Clerk to the Governing Body and each committee
- To establish the committees of the Governing Body and their terms of reference including their delegated responsibilities and those of individuals and review annually
- To suspend a governor
- To agree the programme of work and calendar of meetings for the Governing Body and relevant Committees for the school year, based on known cycles of School development planning, school improvement, financial management, staffing issues and communicating with parents
- To receive reports from any individual or committee in line with delegated responsibilities

- To monitor the progress of work being done by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body.
- To establish and keep under review arrangements for Governors' visits to the school and involvement in monitoring and reviewing provision
- To oversee arrangements for Governor involvement in formulating and monitoring the School Action / Improvement Plan including receiving information in relation to school self-review
- To review and approve the staffing structure of the school, considering Workforce reform, based on plans presented by the Headteacher
- To oversee the recruitment of staff in line with the agreed procedures and to review the school's strategy for improving the recruitment and retention of staff
- To receive information on existing pupil numbers and take responsibility for monitoring demographic information and its likely impact on the school's admission numbers
- To receive regular reports and information in relation to progress of pupils and extended school/ community projects, in line with school Action Plan/ Improvement Plan priorities
- To monitor and approve the curriculum
- To approve the budget
- Monitor education standards
- Agree admissions policies
- To monitor and maintain school policies

Policy and Resources Committee

All Governing Body rules and regulations apply.

Areas of responsibility: Budget, Premises, Policy Framework, Staffing Structure
Aim:

To ensure the school has adequate financial resources, physical resources and staffing and that they are used effectively and strategically in order to support raising standards.

To monitor and review the policy framework and to agree policies (except where reserved to Full Governing Body).

Membership

The membership of this committee shall consist of not less than 6 governors, including either or both the Chair of Governors and Vice-Chair of Governors, and the Headteacher or her representative. Representation on the committee should reflect the representation on the Governing Body as far as it is possible. Other members of the Governing Body may attend meetings of the committee as non-voting members.

Disqualification

Any relevant person employed to work at the school other than the Headteacher, is disqualified from being present at the meeting when the subject for consideration is the pay or performance review of any person employed to work in the school.

Quorum

Quorum shall be ½ the membership number rounded up.

Meetings

The Governing Body shall hold at least one meeting per term, or more frequently as may from time to be agreed. The members will be given 7 days' notice of a meeting where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually at the first committee meeting of the new academic year. The Chair or Vice-Chair of the committee must resign office, but may remain on the committee, if they subsequently take up employment at the school. No governor should serve more than 3 consecutive years as chair of the committee, unless otherwise agreed.

Clerking

The Chair of the Committee is appointed as clerk to the committee. Minutes of meetings may be taken by any other person present at the meeting.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to the members at least 7 days prior to the meeting
- All meetings will be minuted and circulated to the Full Governing body
- Where there is an inequality of votes on an issue relating to the delegated responsibilities of the committee, the matter shall be referred to the Full Governing Body.

Terms of Reference

The Governing Body delegates the following areas of responsibility to the Policy and Resources Committee:

- To ensure the school operates within the financial regulations of the Local Authority
- In consultation with the Headteacher, to draft the formal budget plan of the financial
- year, before approval by the Governing Body
- To consider a budget position statement, including virement decisions at least termly and report significant anomalies from the anticipated position to the Governing Body
- To receive headline financial information and monthly monitoring reports at each meeting to ensure that it is able to effectively monitor the annual expenditure against the agreed budget
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of contracts, service level agreements or in-house provision and to monitor the effectiveness of these services
- To consider the insurance requirements of the school
- To oversee arrangements and developments in relation to the use, maintenance and security of the premises and grounds
- To oversee all matters relating to health and safety at the school
- To monitor and review school Policies in line with the remit of the committee, and to approve such policies except to the extent that approval is reserved to the full Governing Body by law or by express resolution
- To review the staffing structure for the school based on plans presented by the Headteacher and curriculum needs of the school, and identify a draft staffing structure to be approved by the Full Governing Body

Standards and Delivery Committee

All Governing Body rules and regulations apply.

Areas of Responsibility: Performance, Progress, Standards, Delivery - Teaching & Learning, School Development Plan

Aim

To monitor and review performance and progress against internal and external targets and priorities, and to ensure that standards are maintained and improved.

Membership

The membership of this committee shall consist of not less than 5 governors, including either or both the Chair of Governors and Vice-Chair of Governors, and the Headteacher or her representative. Representation on the committee should reflect the representation on the Governing Body as far as it is possible. Other members of the Governing Body may attend meetings of the committee as non-voting members.

Disqualification

Any relevant person employed to work at the school other than the Headteacher, is disqualified from meetings, when the subject for consideration is the pay or performance review of any person employed to work in the school.

Quorum

Quorum shall be ½ the membership number rounded up.

Meetings

The Governing Body shall hold at least one meeting per term, or more frequently as may from time to be agreed. The members will be given 7 days' notice of a meeting where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually at the first committee meeting of the new academic year. The Chair or Vice-Chair of the committee must resign office, but may remain on the committee, if they subsequently take up employment at the school. No governor should serve more than 3 consecutive years as chair of the committee, unless otherwise agreed.

Clerking

The Chair of the Committee is appointed as clerk to the committee. Minutes of meetings may be taken by any other person present at the meeting.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to the members at least 7 days prior to the meeting
- All meetings will be minuted and circulated to the Full Governing body
- Where there is an equality of votes on an issue relating to the delegated responsibilities of the committee, the matter shall be referred to the Full Governing Body.

Terms of Reference

The Governing Body delegates the following powers to the Standards and Delivery Committee:

Areas of Responsibility: Performance, Progress, Standards, Delivery - Teaching & Learning, School Development Plan

- To review throughout the year the standards achieved by pupils using both internal and external data and will identify for discussion by the Full Governing Body those areas of pupil performance that can be improved and the action being taken.
- To agree with the Headteacher annual performance targets for the school, and they will be responsible for reviewing progress in relation to these annually
- To monitor and review throughout the year the quality of teaching and learning
- To monitor and review throughout the year progress and delivery of the school Development Plan
- To monitor and review the impact of intervention groups and the effectiveness of the SEN, Inclusion and Safeguarding Children Policies, the Gifted & Talented provision and the progress and attainment of all groups of children within the school
- To receive regular information in relation to school self-evaluation and ensure this information, along with other external evaluation, is used to inform the improvement agenda for the school
- To oversee the Extended school Programme and its impact on raising standards in the school
- To monitor pupil welfare, including pupil behaviour, the anti-bullying policy, attendance,
- inclusion and racial harassment

Hearings Committee

All Governing Body rules and regulations apply.

Aim

The aim of the committee is to ensure that staff discipline matters are dealt with fairly and in line with employment law and to provide a forum where parent and staff complaints or grievances can be heard in order to inform future action.

Membership

The membership of this committee shall consist of 5 governors, drawn from membership of the Full Governing Body on an ad hoc basis by the Chair.

Disqualification

The Headteacher and Staff Governors are disqualified from being members of this committee.

Quorum

Quorum shall be 3 governors.

Meetings

The Governing Body shall hold meetings as and when required. Each governor must be given at least 7 days' notice before the date of a meeting, where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office and from the committee if they subsequently take up employment at the school.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- These terms of reference and standing orders will be reviewed annually.
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to the members at least 7 days prior to the meeting.

Terms of Reference

The Governing Body delegates the following powers to the Hearings Committee:

- To make decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, where the Headteacher is the subject of the action and for any other member of staff other than the Headteacher, where it has not been delegated to the Headteacher, including the determination to dismiss a member of staff
- To make any determination or decisions under the governing body's General Complaints Procedures for Parents and others and under the Governing Body's Curriculum Complaints procedures and in respect of disapplication and the operation of the Governing Body's Charging Policy.

Appeals Committee

All Governing Body rules and regulations apply

Aim

The aim of the committee is to ensure that appeals against decisions made by the Hearings Committee in relation to disciplinary, dismissal, grievance etc are dealt with fairly and in line with employment law.

Membership

The membership of this committee shall consist of at least 3 governors.

Disqualification

The Headteacher and Staff Governors are disqualified from being members of this committee. No governor can sit on an appeal from a decision in which they participated.

Quorum

Quorum shall be 3 governors.

Meetings

The Governing Body shall hold meetings as and when required. Each governor must be given at least 14 days' notice before the date of a meeting, where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office and from the committee if they subsequently take up employment at the school.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- These terms of reference and standing orders will be reviewed annually.
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to the members at least 14 days prior to the meeting.

Terms of Reference

The Governing Body delegates the following powers to the Appeals Committee:

- To make decisions on appeals under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability, including the determination to dismiss a member of staff

- To determine an appeal from any determination or decisions under the governing body's General Complaints Procedures for Parents and others and under the Governing Body's Curriculum Complaints procedures or in respect of disapplication and the operation of the Governing Body's Charging Policy.

Pupil Discipline Committee

All Governing Body rules and regulations apply within.

Aim

The aim of the committee is to consider representation from Parents in the case of relevant exclusions and to review the effectiveness of the behaviour and discipline policy and make recommendations on changes and future action to the Governing Body.

Membership

The membership of this committee shall consist of at least 3 governors.

Disqualification

The Headteacher, who will be presenting the case, and any governor with prior knowledge of the pupil or the incident will be disqualified from the meeting of this committee.

Quorum

Quorum shall be 3 governors.

Meetings

The Governing Body shall hold meetings as and when required. Each governor will be given 7 days' notice of a meeting where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office, but remain on the committee, if they subsequently take up employment at the school.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- The agenda for any meeting shall be distributed to the members at least 7 days prior to the meeting.

Terms of Reference

The Governing Body delegates the following powers to the Pupil Discipline Committee:

To deal with cases of fixed term or permanent exclusions of pupils from the school, according to the prescribed procedures.

In all cases parents have a right of making representations and may, if they wish, be accompanied by a friend.

It is the Governors' responsibility to:

- Hear the case, see all relevant documents and allow representations to be made by the parents and the Headteacher
- Consider and decide whether to confirm the exclusion, shorten its length or terms or direct the reinstatement of the pupil, as appropriate to the particular caseTo inform parents, the Headteacher and the LA of the decision
- To ensure that guidance contained in the Behaviour and Discipline Policy is practised in relation to exclusions
- To make recommendations to the Policy and Resources Committee and the Full Governing Body on changes to the Behaviour and Discipline Policy in response to findings from hearings held by the committee.

Performance Review Committee

All Governing Body rules and regulations apply.

Aim

To monitor and review the performance of the Headteacher and Senior Leadership Team and to set future targets to support continual development and raising standards in relation to the school.

To oversee the operation of the performance management arrangements for other staff and to recommend to the Full Governing Body any changes to the arrangements.

Membership

The membership of this committee shall consist of at least 3 governors.

Disqualification

Staff Governors are disqualified from being members of this committee. The Headteacher cannot act as a member of the committee in relation to the review of his own performance or the setting of his own targets.

Meetings

The Performance Review Committee shall hold at least one meeting per year with the school Improvement Partner (SIP). This is usually held in the Autumn Term. Meetings to monitor progress towards targets will also be held termly.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office and from the committee if they subsequently take up employment at the school.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- The agenda and related documents for any meeting shall be distributed to all governors at least 7 days before the meeting
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body

Terms of Reference

The Governing Body delegates the following powers to the Performance Review Committee:

- In consultation with the appointed external partner, to agree the Headteacher's performance targets and decide whether the targets for the previous year have been met
- In consultation with the Headteacher, to agree the performance targets for other members of the Senior Leadership and to decide whether the targets for the previous year have been met
- To monitor through the year the performance of the Headteacher, Deputy Headteacher, Assistant Headteacher and Business Manager against the targets
- To make recommendations to the Pay Review Committee in respect of awards for the successful meeting of targets set
- To monitor throughout the year implementation of the performance management framework for other teachers (not including individual issues of pay and performance)
- To review the effectiveness of the School's Performance Management Policy and Continuing Professional Development Programme

Admissions Committee

All Governing Body rules and regulations apply.

Aim

To monitor and review the admission procedures in order to inform the Admissions Policy for the School and to determine applications for admissions in accordance with the admissions policy.

Membership

The membership of this committee shall consist of at least 3 governors.

Disqualification

Parent Governors are not disqualified from being members of this committee.

Quorum

Quorum shall be 3 governors.

Meetings

The Admissions Committee shall hold meetings as and when required. Each governor should be given at least 7 days' notice before the date of a meeting, where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office, but remain on the committee, if they subsequently take up employment at the school.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- The agenda and related documents for any meeting shall be distributed to all governors at least 7 days before the meeting
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- Minutes should be circulated to the Full Governing Body.

Terms of Reference

The Governing Body delegates the following powers to the Admissions Committee:

- To determine within statutory provisions the Governing Body's Admission Policy whether any child should be admitted to the school.

- To monitor and review admission arrangements and make recommendations to the Governing Body

The Headteacher will be responsible for admitting individual pupils into the school in line with the Admissions Policy procedures, when a place is made available.

Pay Review Committee

All Governing Body rules and regulations apply.

Aim

To monitor and review the School's Pay Policy and to review staff salaries annually and ensure they are provided with a salary statement.

Membership

The membership of this committee shall consist of at least 3 governors, of which 2 should be Foundation governors.

Disqualification

The Headteacher will be disqualified from attending meetings in cases where his/ her pay or performance is being discussed. Staff Governors will be disqualified from attending meetings in cases where the pay and performance of staff or themselves is being discussed.

Quorum

Quorum shall be 3 governors.

Meetings

The Pay Review Committee shall hold at least one meeting per year to review salary progression for the Headteacher and members of the senior leadership team, and to review the salaries of teaching and support staff. Each governor must be given at least 7 days' notice before the date of the meeting, where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually. The Chair and Vice-Chair of the committee must resign office but remain on the committee (subject to disqualification procedures identified above) if they subsequently take up employment at the School.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- The agenda and related documents for any meeting shall be distributed to all governors at least 7 days before the meeting
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body

Terms of Reference

The Governing Body delegates the following powers to the Pay Review Committee:

- To implement the School's Pay Policy
- To agree salary progression on the Individual School Range (ISR) for the Headteacher and the Senior Leadership Team
- To review annually for September the salaries of all the teaching staff and support staff in the light of recommendations by the Headteacher and to provide individual members of staff with a statement of salary
- To monitor the impact and outcomes of the School's Pay Policy at least annually, including trends in progression across specific groups of staff, to assess its effect and the school's continued compliance with equalities legislation
- To recommend to the Governing Body a pay policy for all categories of staff and be responsible for its administration and review

Foundation Governors Group

All Governing Body rules and regulations apply.

Aim

To promote the Christian distinctiveness of the school though the development of Religious Education and Collective Worship, and to develop effective partnerships between the school, the church and community.

Membership
The membership of this committee shall consist of all of the Foundation Governors currently appointed.

Disqualification

Governors other than Foundation Governors are disqualified from being members of this committee but can attend.

Quorum

Quorum shall be 3 governors.

Meetings

The Foundation Governors Group shall hold meetings as and when required. Each governor should be given at least 7 days' notice before the date of a meeting, where practicable.

Chairmanship

The Chair and Vice-Chair shall be elected annually (the Chair shall normally be the ex-officio Foundation Governor). The Chair and Vice-Chair of the committee must resign office, but may remain on the committee, if they subsequently take up employment at the School.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Governing Body will be developed by the committee but approved by the full governing body
- The agenda and related documents for any meeting shall be distributed to all governors at least 7 days before the meeting
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year
- No alteration or addition to the terms of reference shall be made except by the Governing Body
- Minutes should be circulated to the Full Governing Body.

Terms of Reference

The Governing Body delegates the following powers to the Foundation Governors Group:

- To review and develop Collective Worship within the Anglican tradition, ensuring that it inspires and enhances the spiritual development of pupils and staff, of whatever faith or of no faith.
- To review and develop Religious Education, ensuing that it is effective and that progress is regularly assessed
- To monitor and review the school's self-evaluation as a church school, ensuring that self-evaluation is ongoing, contributes to school improvement, ensures good preparation for SIAMS inspection and effective implementation of the action plan.
- To ensure effective partnership between the school, St John's church, other local churches, parents and the wider community
- To make recommendations on the training, development and recruitment of foundation governors

Committees with Special Remits	
Policy & Resources Committee	**Mike Corner – Chair** **Trudie Colotto** **Zubair Jasat** **Jon Park** **Jill Carr** **Raju Ahmed**
Standards Committee	**Jill Carr - Chair** **Trudie Colotto** **Rachel Semeraro** **Anwen Goodwin** **Rachel Bhanu** **Rhys Chivers** **Jon Park** **Jon Tearne**
Hearings Committee	**TBC - Chair** **Other members to be convened from GB**
Appeals Committee	**Jill Carr - Chair** **TBC** **TBC**
Pupil Discipline Committee	**Jill Carr - Chair** **Other members to be convened from GB**
HR Committee	**TBC** **Other members to be convened from GB**
Ethos/Foundation	**Sami Lindsey – Chair** **Foundation Governors**
Headteachers Performance Management	**Jill Carr – Chair** **Anwen Goodwin** **TBC**

Instrument of Government

1. The name of the school is St John the Baptist Church of England Primary School

2. The name of the governing body is 'The governing body of St John the Baptist Church of England Primary School'

3. The school is a voluntary aided school.

4. The Governing Body shall consist of:

a. 2 parent governors
b. 1 authority governor
c. 1 staff governor
d. 1 Headteacher
e. 1 Foundation, Ex Officio
f. 9 foundation governors
g. 2 co-opted governors

5. The total number of governors will be 17. The term of office for all categories of governor is 4 years.

6. Foundation governors shall be appointed by The Leicester Diocesan Board of Education, with nominations made by St John the Baptist Parochial Church Council, Clarendon Park, one of whom shall be ex-officio

7. The incumbent of the benefice of St John the Baptist, Clarendon Park shall be an ex-officio foundation governor. The Archdeacon of Leicester shall appoint a foundation governor to act in the place of the ex-officio foundation governor whose governorship derives from the office named above in the event that the ex officio foundation governor is unable or unwilling to act as a foundation governor, or there is a vacancy in the office by virtue of which his/her governorship exists. The said Archdeacon being the person nominated to propose the removal of the ex-officio Foundation Governor.

8. The Governing Body of St John the Baptist Church of England Primary School Governing Body makes the following statement relating to the character and ethos of the school:

"Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level."

"The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils."

9. This instrument of Government comes into effect on 1st September 2026