Grange CE Primary School
Full Governing Body
Terms of Reference

- to agree constitutional matters*, including procedures where the GB has discretion
- to recruit new members as vacancies arise ** and to appoint new governors* where appropriate
- to hold at least 3 FGB meetings each year*
- to appoint or remove Chair and Vice Chair*
- to appoint or remove a clerk to the GB*
- to establish the committees of the GB and their terms of reference*
- to appoint the chair of each committee (if not delegated to the committee itself)
- to appoint or remove a clerk to each committee*
- to suspend a governor *
- to decide which functions of the GB will be delegated to committees, groups and individuals*
- to receive half termly HT report with a focus on actions taken against SIP issues
- to receive reports from any individual or committee to whom a decision has been delegated and to consider any further action by the GB is necessary*
- to approve the first formal budget of the financial year*
- to keep the HS policy and its practice under review and to make revisions where appropriate
- to ensure the school complies with safeguarding procedures
- to review the delegation arrangements annually*

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

****** membership is as per the instrument of government***

disqualification is as per the School Governance (Constitution) (England) Regulations 2012 (clerk holds copy)

Grange CE Primary School
Leadership, Management and Finance
Terms of Reference

Committee Membership as at 9 September 2026

Chair of Committee: Brian McCann
Committee Members: Headteacher, Chair of Governors (ME), Finance Governor/Chair of Leadership, Management & Finance Committee (BM), Chair of Teaching & Learning (JM), Chair of Community Environment & Welfare (AS), Vice Chair of Governors (CL)

- to oversee the strategic framework, established by the governing body, within which the Headteacher and staff run the school and to focus on standards and school improvement
- to contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to the leadership, finance, staffing and management of the school
- to keep relevant sections of the Self-Evaluation Form under review and update as necessary
- to establish, monitor the impact of, and review all the school's plans, policies and procedures relating to staffing, finance, leadership & management as detailed on the attached list
- to draw up the annual budget for approval by the full governing body and submission to the LA in line with statutory guidance and timescales
- to monitor and evaluate expenditure of all monies generated by the school including grants and unofficial funds to ensure that spending provides best value and is linked to the school's agreed priorities
- to ensure that the Governing Body, Headteacher and relevant staff are managing finance in accordance with the school's Scheme of Financial Delegation & Control and the Council's Standing Orders, Financial Regulations for Schools and the School Financial Regulations and Guidance
- to comply with all the relevant and current requirements of the Financial Management Standards eg SFVS
- to appoint independent auditors to audit unofficial funds and submit audited accounts annually to the governing body for information
- to ensure that all insurances provide adequate cover
- to maintain a Register of Pecuniary Interests of governors and members of staff with financial responsibility
- to keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations to the governing body for amendments as necessary
- to ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability
- to establish panels for the appointment of teaching staff (except Headteacher and Deputy vacancies) consisting of the Headteacher and/or their representative(s) and at least one member of the governing body who is not an employee of the school
- to supply the Performance & Pay Committee with relevant financial and staffing information to assist in the annual pay review
- to ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards
- to ensure that the school has effective systems of mentoring and inducting new members of staff and governors
- to promote the health and welfare of staff to review and approve staff pay progression

Grange CE Primary School

Teaching & Learning Committee Terms of Reference

Committee Membership as at 9th September 2026

Chair of Committee: Judith Mitchell
Committee Members: Headteacher, Ceri Laisby, Judith Mitchell, Gill Webster, Ashley Pateman

- to consider and advise the governing body on standards and other matters relating to the school's curriculum including statutory requirements and assessments.
- to scrutinise reports from the Headteacher including a review of data in order to monitor, review and evaluate the standards of achievement, ensure continuous improvement and the needs of each child are met both individually and in the context of identified groups.
- to monitor the school's processes for quality of teaching and impact on children's learning in order to achieve outstanding teaching throughout the school.
- to oversee arrangements for governors to take a monitoring role in specific areas of provision, eg SEND, English, Maths, Computing and the incorporation of teaching British Values across the curriculum and school community, providing a link between the Governing Body, this Committee and the staff. To receive regular reports from them and advise the Governing Body accordingly.
- to consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- to make arrangements for the Governing Body to be represented at School Improvement discussions with the relevant stakeholders and for reports to be received by the Governing Body.
- to determine and monitor the school's policy for Collective Worship and implementation of the school's Christian values and ethos (SIAMS).
- to review Policies as detailed in Policy Review Chart, including all statutory and recommended requirements.

Grange CE Primary School
Community Environment & Wellbeing Committee
Terms of Reference

Committee Membership as at 9th September 2026

Chair of Committee: Adam Strafford
Committee Members: Headteacher, Brian McCann, Matt Evans, Andrea Bellamy, Denis Whalley

- liaise with the head and LA in order to prepare, monitor and annually review a health and safety policy that complies with current legislation.
- ensure statutory requirements for outside visits are met
- oversee Health and Safety arrangements re the use of school premises by outside users
- to scrutinise the termly Health and Safety audits undertaken by staff and/or Health and Safety governor
- ensure that the Headteacher is carrying out delegated responsibilities for the day to day management of the school and of her roles in ensuring that the school's Health and Safety policies and procedures are carried out satisfactorily
- to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- to hear and decide upon matters of pupil discipline
- to ensure that safeguarding procedures are in place and that a designated governor for safeguarding and LAC is nominated
- oversee school security and workplace safety for teachers, pupils and visitors
- establish and keep under review an Accessibility Plan
- establish and keep under review a Building development Plan based on the School Improvement Plan and which has been informed by the Asset Management Plan and staff/governor discussion and agreement
- conduct annually a survey of property and an equipment inventory
- oversee arrangements for repair and maintenance - award building and maintenance work within the agreed budget
- to monitor and review policies as detailed in the Policy Review chart
- to elect a Chair at the first meeting of the academic year
- establish and develop links between the school and the community