St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

St Mary's Church of England Primary School, Hadleigh

St Mary's School Vision

"Love one another. As I have loved you, so you must love one another." John 13:34

Unconditional love underpins all we do at St Mary's Church of England Primary School. We value and embrace the individuality of every child as they discover, learn and flourish in a place of security and love.

Local Governing Body

Committee Structure

and

Terms of Reference

Updated 16/11/2026

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Multi Academy Trust (MAT) delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference***
- To appoint the Chair of any 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 Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- *Any items which individual governing bodies may wish to include*

***these matters <u>cannot</u> be delegated to either a committee or an individual**

Membership – As per the Scheme of Delegation
Term of office – 4 years for foundation governors, 4 years for co-opted governors
Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Name of Governor	End of term of Office (4 years)
Matt Vale-Smith (headteacher)	
Revd Jo Delfgou	
Roger Bannister (vice chair)	21/11/2027
Glenys Morris	31/08/2027
Gloria Powell	21/11/2027
Chris Todd	21/11/2027
John Turnbull (chair)	21/11/2027
Jo Oliver (teacher governor)	04/12/2027
Lisa Rose (parent governor)	13/12/2027
Craig Hunt (parent governor)	10/12/2029

Chair of the Governing Body	John Turnbull

Vice-Chair of the Governing Body	Roger Bannister

Clerk (s) to the Governing Body	Hazel Crane

Quorum:	**3 members or one third of the members whichever is greater**

Steering or Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective**. If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such importance they should be transferred to the Governing Body.***

Terms of reference:

- To meet soon after the MAT's briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- 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 school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- *Additional items which individual Governing Bodies may wish to include*

Name of Governor	Date Appointed to the Committee
N/A	

Chair of the Committee	

Clerk to the Committee	

Quorum (minimum of 3, committee can determine higher number)	

Date Committee established	/ /

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff *(unless delegated to the Headteacher)*
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher)*
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Name of Governor	Date Appointed to the Committee
John Turnbull	31/01/2016

Chair of the Committee	

Clerk to the Committee *	John Turnbull

*May be provided by the MAT

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	21/11/07

Appeals Committee

Terms of reference:

- **To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee***
- **To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability***
- **To consider any appeal against selection for redundancy***
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Name of Governor	Date Appointed to the Committee
Chris Todd	31/01/2016
Roger Bannister	18/09/2019

Chair of the Committee	

Clerk to the Committee *	

*May be provided by LEA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/09/08

Admissions Committee (Voluntary Aided Schools)

Terms of reference:

- **To determine within statutory provisions and the governing body policy whether any child should be admitted to the school***
- **To review admissions arrangements and to make recommendations for changes to the governing body**
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – It is considered good practice to appoint the Headteacher onto any admissions committee, but Headteacher cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

Name of Governor	Date Appointed to the Committee
Matt Vale-Smith	
Gloria Powell	31/01/2016
John Turnbull	31/01/2016

Chair of the Committee	

Clerk to the Committee	John Turnbull

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/09/08

Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion)*
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion)*
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- *Any items which individual governing bodies may wish to include*

Membership – 3 **or** 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher

Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Name of Governor	Date Appointed to the Committee
John Turnbull	31/01/2016

Chair of the Committee	John Turnbull

Clerk to the Committee *	

*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/09/08

Finance Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the MAT
- 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 service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- *Additional items which individual Governing Bodies may wish to include*

Disqualification –

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

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Chris Todd	G	31/01/2016
John Turnbull	G	31/01/2016
Roger Bannister	G	20/03/2016
Joanne Hipkins (Bursar)	AM	

Chair of the Committee	

Clerk to the Committee	John Turnbull

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/09/08

Standards Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- 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 MAT and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Matt Vale-Smith		
Glenys Morris		31/01/2016
Chris Todd		07/10/2020

Chair of the Committee	

Clerk to the Committee	John Turnbull

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/09/08

Premises Health and Safety Committee

Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- *Additional items which individual Governing Bodies may wish to include*

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Gloria Powell	G	31/01/2016
Glenys Morris	G	18/09/2019
John Turnbull	G	31/01/2016
Roger Bannister	G	20/03/2016

Chair of the Committee	

Clerk to the Committee	John Turnbull

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24/ 09/08

Personnel Committee

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- *Additional items which individual Governing Bodies may wish to include*

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification –

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

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Revd Jo Delfgou		23/01/2019
Gloria Powell MBE		19/05/2021
Roger Bannister		06/12/2019

Chair of the Committee	

Clerk to the Committee	John Turnbull

Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	24 /09/08

Headteacher's Performance Review Group

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

Membership – 2 or 3, but In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

Disqualification –

The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Group
John Turnbull	31/01/2016
Chris Todd	31/01/2016
Rev Jo Delfgou	23/01/2019

Chair of the Group	John Turnbull

Review Officer	MAT member

Quorum (minimum of 3, committee can determine higher number)	3

Date Group established	24/9/08

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff (at least once or twice a year)
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Area Of Responsibility	Name of Governor	Liaising with	Name of Teacher	Reporting to
Safeguarding (including Looked after Children and Pupil Premium Children)	Vacancy – interim John Turnull	Designated Safeguarding Lead	Matt Vale-Smith	Governing Body
Inclusion, including SEND	Lisa Rose	SENDCO/Headteacher	Jess Matthews	Standards Committee
Health & Safety including Allergy Safety	John Turnbull			
RE & Collective Worship (SIAMS)	Revd Jo Delfgou	Daphne Dunham	Daphne Dunham	Governing Body
IT & Cyber Security	Chris Todd			
Wellbeing	Revd Jo Delfgou	Headteacher		Governing Body
GDPR	Roger Bannister	Headteacher		Governing Body
Mathematics	John Turnbull	Headteacher	Matt Vale-Smith	Governing Body
English	vacancy	Lead Teacher		Governing Body
Science	Craig Hunt	Lead Teacher		Governing Body
History/Geography	Roger Bannister	Lead Teacher		Governing Body
Link Governor	John Turnbull	LA Governor Support		Governing Body

Document changes:

30/11/2017	Sue Foster added as temporary Incumbent governor
01/12/2017	Claire removed from the Premises committee Matthew removed from the Delegation of Responsibilities Teacher list
19/06/2018	Donna Mather added as parent governor replacing Sue Dodson
17/11/2018	Donna Mather added to the Standards Committee Areas of responsibility updated
05/12/2018	Karen Harman added to Standards Committee
05/12/2018	Sue Foster resigned as Incumbent Governor
23/01/2019	Revd Jo Delfgou added as ex-officio governor
09/10/2019	Claire Woods resigned as Foundation Governor
18/09/2019	Added Ofsted areas of improvement and assigned a governor to each
18/09/2019	Pam Sanderson added as Year 5 link governor
12/03/2020	Brian Hempstead resigned as Foundation Governor May Mackay-Morris added as Parent Governor Roger Bannister changed from Parent Governor to Foundation Governor
01/09/2020	Pamela Sanderson resigned as Foundation Governor Ken Sanderson resigned as co-opted finance member
08/10/2020	Updated following a LGB meeting on 7/10/20 Link governors for year groups to be decided after Covid19 restrictions are lifted in 2021
20/04/2021	Donna Mather resigned as Parent Governor and Zoe Gentry has joined as Parent Governor on 15/04/2021
30/06/2021	Susan Fuller is the new clerk taking over in the Summer term 2021. Updated role and responsibilities and committee membership.
05/10/2021	Removed Karen Harman from committees – seconded to Stoke by Nayland as Chair
05/10/2021	Updated the Monitoring Roles and added Zoe Gentry (Parent Governor) – Standards Committee
13/10/2021	Zoe to be the governor responsible for "R&SE" and "More able pupils" Glenys term of office is 1 year as co-opted governor. Voted in by governors on 6/10/2021.
06/12/2021	Patricia Pitt added as Foundation Governor. Changes made to the numbers required at the LGB to be quorate. Committees require at least 3 governors. Co-opted governor will sit for 4 years from renewal of office..
01/03/2022	Updated as Helen Stacy is replacing Sue Fuller as our clerk for the next LGB on 28/03/2022. Joanne Hipkins (Bursar) and Peter Bloomfield (Custodian) added as Associate Members.
06/06/2022	Updated as Helen Stacey was only temporary. A new clerk has yet to be assigned.
28/09/2022	Sarah Dowling has retired, May Mackay-Morris has resigned. Hazel Crane is the clerk for 2022/23.
10/10/2023	Zoe Gentry, Karen Harman have resigned. Glenys Morris is a Foundation governor
	Jo Oliver appointed Staff Governor and Lisa Rose appointed as Parent Governor

27/02/2024	Sarah Dowling appointed as Foundation Governor
27/05/2025	Andrew Frolish and Roisin Grover have resigned replaced by Exec Head and Deputy head. Nichola Frolish resigned, temporary SENDCO in place. New SENDCO Jess Matthews starts in January 2026.
02/12/2025	Trish Pitt resigned as governor, Stella Young application for governor in process. Governor responsibilities updated
14/01/2026	Stella Young appointed by MAT as governor 18/12/2025 Craig Hunt appointed by parents as Parent Governor 10/12/2025 Emma Fleming-Ovens appointed by LGB as co-opted governor 03/02/2026
16/11/2026	Stella Young, Emma Fleming-Ovens and Sarah Dowling resigned

Appendix 1

Committee Meeting Minutes Template

St Mary's Church of England Primary School

Committee

Terms of Reference

Quorum	Chair

Clerk

Date of Meeting

Attendance

Name	Governor*	Associate Member*	**P**resent/**Ap**ologies/**A**bsent

*tick box where appropriate

Issues discussed

- ❖
- ❖
- ❖
- ❖

Decisions and recommendations made

- ❖
- ❖
- ❖
- ❖

Date and Time of Next Meeting

Duration of Meeting