

CEDAR HALL SCHOOL STANDING ORDERS



2026-27

**Adopted by the Full Governing Body of Cedar Hall School on
15th September 2026**

Chair of Governors_____Andy-Tanner Smith_____

Vice Chair of Governors_____Debbie Braithwaite_____

INDEX

	PAGE
1 AIMS AND OBJECTIVES OF THE GOVERNING BODY	4
2 CONSTITUTION AND MEMBERSHIP OF THE GOVERNING BODY	7
2.1 Governors' Length of Service	7
2.2 Appointment Of Chair and Vice-Chair	7
2.3 Roles of the Chair and Vice-Chair of Governors	8
2.4 Chair's Power to Act in Cases Of Emergency	8
2.5 Appointment And Duties Of The Clerk To The Governing Body	8
3 MEETINGS OF THE GOVERNING BODY	9
3.1 Convening Meetings	9
3.2 Agenda	9
3.3 Agenda Items	10
3.4 Schedule of cyclical items	11
3.5 Information & Advice	12
3.6 Access To Meetings	13
3.7 Meetings	13
3.8 Quorum :	14
3.9 Voting Procedures	15
3.10 Pecuniary and Personal Interest.	15
3.11 Confidentiality	16
4 MINUTES	16
5 OPENNESS	18
6 COMPLAINTS, STAFF DISCIPLINE & GRIEVANCE PROCEDURES	18
7 DELEGATED FUNCTIONS OF THE GOVERNING BODY	18
7.1 Principles Concerning Delegation of the Governing Body's Function	18
7.2 Statutory Limitations - What CANNOT be delegated	19
7.3 Statutory Limitations - What MUST be delegated	20
7.4 Reporting action under delegated powers	20
7.5 Delegated Committee Structure	20

8	DELEGATED COMMITTEE STANDING ORDERS	21
8.1	Committee Membership	21
8.2	Committee Chair and Vice Chair	22
8.3	Terms of Reference	22
8.4	Access to Committee Meetings	22
8.5	Reporting Actions Under Delegated Powers	22
8.6	Delegation To Individuals	23
8.7	Delegation To Working Groups	23
9	SCHOOL POLICIES	23
10	GOVERNORS' ALLOWANCES	23
11	PROCEDURES FOR CHANGING /REVIEWING STANDING ORDERS	23
12	MISSION STATEMENT	23

COMMITTEE'S TERMS OF REFERENCE

Governing Body	24
Pay Committee	30
Staff Appointments	33

AIMS AND OBJECTIVES OF THE GOVERNING BODY

Introduction

Cedar Hall became a **Foundation** School on **01.04.2011** and must have its own governing body constituted under an instrument of government.

The framework for governing body constitution is set out in the School Governance (constitution) regulations - 2003

Governing bodies have overall responsibility for the conduct of their school. In particular they are required to "Conduct the school with a view to promoting high standards of educational achievement"

Other powers and duties include:

- setting the framework within which the head teacher is required to manage the school;
- providing a strategic role in the direction of the School to help provide the best possible education for pupils. This includes deciding with the Headteacher how the School will develop in order to maintain and improve its standards of education; and approving the policies, plans and procedures which will support that development.
- determining how to spend the school's budget, and approving the first formal school budget plan in each financial year. In so doing to provide value for money, and to be accountable to the LEA and also to parents and the wider community for the way it carries out its functions.
- acting in accordance with the requirements laid down in Acts of Parliament and Statutory Regulations, using the relevant edition of the **Maintained School Governance Guide 2024**
<https://www.gov.uk/guidance/governance-in-maintained-schools>
- working within the guidelines laid down in "School Governance Manual for Clerks and Governors". (Essex County Learning Services - June 2000)
- acting in accordance with the LEA's policy statements for Equal Opportunities and Human Rights.

- ensuring a balanced curriculum for the school, monitoring standards of educational achievement, and setting statutory required targets for pupil achievement and attendance.
- helping to draw up in consultation with the Head teacher and staff the school development plan
- ensuring that the school meets the statutory requirements as regards the national curriculum and religious education and reporting examination results to parents.
- ensuring that there are effective mechanisms for handling complaints
- deciding policies and implementing procedures for making appointments, including the appointment of the head teacher, and for dealing with staff grievances, discipline and dismissals.
- undertaking the annual salary review of all staff, including the head teacher
- ensuring compliance with health and safety legislation
- maintaining the school premises and determining their use outside school hours
- acting as a link between the community and school
- drawing up an action plan after an Ofsted inspection and monitoring implementation of the plan.
- establishing and reviewing annually a performance management policy for staff appraisal
- ensuring that the Single Central Record is adequately checked and monitored regularly by members of the school's SLT.

In so doing the Governing Body as a whole seeks to:

- work together for the good of the School, to establish good relationships between the Governing Body and the Headteacher, and all of the staff, pupils and parents.

- act fairly, without prejudice, - and in accordance with the principles laid down by The Committee on Standards in Public Life - <https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life#:~:text=in%20Public%20Life,-.Committee%20on%20Standards%20in%20Public%20Life,-Would%20you%20like>
- treat all reports which name individuals, including staff, pupils or candidates for admission, as confidential.
- ensure the school is compliant with GDPR
- regularly review its own effectiveness
- take responsibility for its own training needs
- establish an effective meetings and committee structure

Individual governors commit themselves to;

- attend as many meetings of the full Governing Body as possible and take responsibility with other governors to carry out statutory duties.
- act fairly and without prejudice, and respect and abide by the group decisions of the Governing Body.
- respect the confidentiality of those items of business designated as confidential by the Governing Body, and the opinions and votes of individual governors.
- contribute personal experience and expertise to enhance the range of knowledge of the Governing Body.
- develop an area of interest
- get to know the School and support school functions
- act at all times as ambassadors for the School.

Cedar Hall School Governors and the Clerk to the Governing Body, have name badges to be worn on entering the School, and/or whilst on School business. The Clerk to the Governing body has responsibility for ensuring that each new governor has a name badge.

2. CONSTITUTION AND MEMBERSHIP OF THE GOVERNING BODY

(See "A Governors Guide to The Law" for rules of eligibility)

The Governing Body consists of 12 members with the following representation:

1 Governor appointed by the LA	2 Co-opted Governors
3 Parent Governors	2 Staff Governors to include the HT
3 Partnership Governors	1 Associate Governor (if required)

2.1 Governor's Length of Service

Each governor (except for the Headteacher), serves for a 4 year term of office. The Headteacher serves for as long as he/she remains in office, unless s/he opts not to be a governor. No other governor may take the head teacher's place.

Governors may stand again when their term of office expires, providing there are no rules to prevent them from so doing.

Parent governors are elected by the parents of pupils attending Cedar Hall School. Wherever possible, parent governors will have a pupil attending the School; however parent governors do not have to stand down when their child leaves, although they may choose to do so.

Staff Governors are elected by and from among the teaching staff at the school. If they cease to have a contract to work at the school they must stand down. Cedar Hall has one Staff Governor and one member of staff in the role of Associate Governor. The Associate Governor cannot vote at meetings but can comment on proceedings.

The Clerk to the governing body keeps an up to date list of governors, their addresses, phone numbers and end date of each governor's term of office. Each governor is provided with a copy of this list on entering office, annually, and as changes to the governing body occurs. Governors names and term of office are published on the school website and the DfE GIAS website.

(For qualifications/disqualifications and removal from office see "Guide to the Law")

2.2. Appointment of Chair and Vice-Chair

The appointment of a chair for the Governing Body is a legal requirement.

The Chair and Vice- Chair of the Governing Body are elected annually at the first meeting in the autumn term.

Governors who are employed at the school, or are pupils of the school, may not hold the positions of Chair or Vice Chair of the Governing Body.

2.3 Roles of the Chair and Vice-Chair of Governors

The Chair conducts all meetings of the Governing Body, except that in his/her absence, the chair is taken by the Vice-Chair.

If both the Chair and Vice-Chair are absent from a meeting, the governors present will elect a chair for that meeting.

If the Chair resigns, or has to relinquish office for any reason, the Vice Chair will act as chair until a successor is appointed at the next meeting of the Governing Body.

If the Vice-Chair resigns, or has to relinquish office for any reason, a successor will be appointed at the next meeting of the Governing Body.

If both the Chair and the Vice-Chair resign or have to relinquish office for any reason, successors will be appointed at the next meeting of the Governing Body.

The Chair of Governors undertakes to be responsible for:

- ensuring that the business of the Governing Body is conducted properly and in accordance with legal requirements.
- acting as an ambassador and spokesperson for the school and the Governing Body.
- chairing meetings to carry out the business of the Governing Body.

2.4 Chair's Power to Act in Cases of Urgency

Most governing body decisions will either be taken at a meeting of the Governing Body, or by a committee, or an individual with delegated power to make such a decision.

There are times however, when a decision is so urgent that there is no time to call a meeting and a delay would seriously affect the school. In these cases the Chair or in his/her absence the Vice-Chair, of the Governing Body has the power to make decisions on its behalf.

Any such urgent action and decisions taken are recorded and reported to the next full meeting of the Governing Body

2.5 Appointment and Duties of the Clerk to the Governing Body

All meetings of the Governing Body and its Committees are supported by a Clerk appointed for the purpose.

The Clerk has a central role in providing administrative, secretarial and organizational support, and also to act as the constitutional conscience of the Governing Body; reminding governors of procedures, precedents and previous resolutions where necessary.

The Clerk has been provided with a copy of – **Maintained School Governance Guide 2024**

<https://www.gov.uk/guidance/governance-in-maintained-schools>

The Clerk to the Governing Body is appointed in the same way other personnel are appointed to the School, and has a job description which details the duties of the post.

3. MEETINGS OF THE GOVERNING BODY

3.1 Convening Meetings

The Governing Body has a duty to meet at least once a term. Further meetings are scheduled as are necessary to carry out the Governing Body's work.

The Chair may convene an extraordinary meeting at any time for matters which are deemed to be urgent.

Furthermore, the Clerk will arrange for an extra meeting to be held, should any three Governors request one.

Written notice of meetings and the agenda, are sent to arrive at least 7 days before the meeting (except where the Chair has called an urgent meeting at short notice). Agendas, along with all relevant documents for meetings, will be posted on the school's Governor Hub. It is the responsibility of governors to ensure they have all relevant documentation. Agendas will also be sent to governors via their school email address.

Non receipt of notice of a meeting will not invalidate the meeting.

Notices of meetings and the accompanying agenda are available at all reasonable times at the school for inspection by anyone wishing to see them.

3.2 Agenda

The agenda is organized by the Clerk in consultation with the Chair and the Head Teacher. Governors may request that items be placed on the agenda. This should

be done at least three weeks prior to the meeting, either through the Clerk or the Chair of Governors.

Whenever possible, papers which inform agenda items are distributed to governors with the agenda.

3.3 Agenda Items

3.3.1 Setting Up the Agenda

The Clerk will be responsible for:

- discussing the agenda with the Headteacher and Chair of Governors
- In consultation with the Chair, accept agenda items from other Governors
- discuss with the Chair which items, if any, come under the "confidential" category of the agenda
- ensure that all necessary documents, including the Head teacher's report and any other relevant information is sent out with the agenda

3.3.2 Part 1. Regular Items

- Apologies for Absence
Declaration of Interests
- To agree upon the business of the meeting
- Minutes of last meeting
- Matters arising
- Membership of the Governing Body
- Date of next meeting
- Chair's action report
- Reports from working groups
- The Head Teacher's report
- Correspondence (from LA/DfE or other) if relevant
- Governor's visits and training
Finance reporting
Data reporting

- New policies and policy reviews
- Non pupil days/school terms and holiday dates
- Pupil educational visits
- Any other business

Part 2. Confidential Issues

- Exclusions
 - Contracts
 - Staffing
- Financial reporting

3.4 Schedule of cyclical items

Autumn Term

- Election of chair
- Election of vice-chair
- Membership of governing body
- Designated governor responsibilities
- Review of committees, their membership and terms of reference
- Review Governing Body Standing Orders
- Review of examination and test results
- Report from Link Governors
- Pay meeting for Teaching Staff (recommend between 01.09 -31.10)
- Review of Headteacher's PMR
- Review of PPG/SPG
- Review of Governor Action Plan
- Financial Reporting re Month 6.
- Review of Admissions (including policy) and destination of leavers
- Governors' check on Single Central Record
- Update of Register of Interests
- Review of school development plan

- Update register of pecuniary interests

Spring Term

- Approval of next year's budget including ICE and SFVS reports
- Review of school development plan
- Review of PPG/SPG spending
- Review Asset Management Plan
- Review of child protection procedures
- Review school website
- Pay meeting for Non-Teaching Staff (recommend between 01.03-31.03)
- Head Teacher's annual report on effectiveness of Performance Management and review of PMR Policy.
- Receive audited accounts of School Private Funds including AFP

Summer Term

- Review of attendance, pupils and staff
- Review of school policies
- Annual review of governor's work & targets
- Review of School Development Plan
- Ratification of Headteacher's external PMR advisor
- Review of staffing changes
- Review of SPG report – to be published on website by July
- Review disciplinary and grievance procedures
- Review Finance Regs (including Statement Internal Control and Best Value Statement)
- Vote on yearly policy regards governor's expenses
- Update on GDPR Compliance
- Agree meeting dates for next year

3.5 Information & Advice

All incoming correspondence to the Governing Body (other than any concerning a complaint) is for the attention of the whole Governing Body, even if addressed to the Chair and/or Clerk.

Significant items will be presented to each meeting of the Governing Body, including any on which the Chair has taken urgent action, so that the need for, and the nature of any action may be decided or confirmed.

The Headteacher has a statutory duty to keep the Governing Body fully informed, and presents a written report to each full meeting of the Governing Body.

Any Senior Leader, as appropriate, may be invited to attend meetings in order to inform and advise the governing body. Senior Leaders do not have voting rights.

Where important information is given orally, it will be recorded in the minutes in appropriate detail.

The Governing Body may invite an appropriate non governor to attend meetings for specific agenda items where expertise is needed. Non Governors do not have voting rights.

3.6 Access to Meetings

The only people entitled to attend a meeting of the Governing Body are the Governors, the Headteacher (where he/she has chosen not to be a Governor), and the Clerk.

When the Headteacher is absent the Deputy Headteacher will attend in his/her place, but will not have a vote.

The Governing Body will decide who, other than those entitled to attend, may be admitted to a meeting, and which of its meetings, if any, will be open to parents/the public.

The Deputy Headteacher is invited to attend meetings of the Governing Body as an observer, as part of his/her development.

3.7 Meetings

Meetings are chaired by the Chair of Governors and in his/her absence by the Vice-Chair. In the absence of both officers, governors will elect one of those present to chair the meeting.

Meetings are managed through the following guiding principles:

- The Chair ensures that all members have equal opportunities to participate fully in discussions and decision making.
- Governors pay respect to the Chair at all times.
- All discussion takes place through the Chair.
- No-one speaks whilst the Chair is speaking.
- Only one person speaks at a time and on one issue at a time.
- Speakers stay with the agenda item/point and are relevant and brief.
- Governors respect each others views, and act with courtesy.
- Governors work together as a team.

3.8 Quorum:

The Governing Body cannot pass resolutions or vote on any matter unless it is quorate. A quorum is three governors or 1/3 (rounded to a whole number) of the total number of governors holding office on the date of the meeting whichever is greater.

A larger quorum is required when the Governing Body is taking decisions about its own membership, or the membership of delegated committees, or a resolution to remove the Chair. At least two thirds of the Governors must be present for:

- appointing a parent governor
- voting to remove or approve a community governor
- deciding the power and membership of committees
- voting on a resolution to remove the chair from office
- making arrangements for an Educational Action Forum to exercise the governing body's functions

Where the governing body includes additional governors appointed because the school is causing concern, the quorum for removal of the chair must be half the governors entitled to vote.

The Clerk keeps a record of all people attending meetings of the governing body and its committees, and is responsible for advising the Chair if the meeting is not quorate. Governors attendance at meetings will be published on the school website in line with statutory requirements. This data is updated annually.

Commented [hf1]: Add in attendance by governors at meetings are published on the school website in line with statutory regulations. This report is updated annually.

A meeting should not be held if it is not quorate, and should terminate if it ceases to become quorate. In such cases those present can decide whether to hold a discussion and make recommendations, but no action will be taken, and decisions would need to be approved at the next quorate meeting which should be called as soon as possible.

3.9 Voting Procedures

Members of the Governing Body recognize that all decisions must be made by the Governing Body unless an individual or a committee has been delegated to deal with a specific item.

Decisions of the Governing Body are taken by a vote of the majority of the members present, voting on a proposal which has been seconded. Proxy voting is not allowed.

In the event of an equal number of votes for and against a proposal, the Chair has a second or casting vote, (except in the case of a selection panel deciding which, if any, candidate to recommend to the Governing Body or for appointment as head/deputy).

Decisions of the Governing Body are binding on all members and may only be amended or rescinded at a subsequent meeting of the Governing Body when a proposal to amend or rescind appears as a specific agenda item.

3.10 Pecuniary and Personal Interest.

The Governing Body maintains a register of its member's pecuniary interests. This is held on the school's Governor Hub and updated annually. Declarations of Interest are published on the school website in line with statutory guidance. Additionally governors will draw attention to any pecuniary or other personal interest, whether or not that interest has been registered.

No governor should be involved in a decision where his/her personal interests may conflict with those of the school in such cases the person concerned will declare an interest and withdraw from the meeting for this agenda item.

A governor must withdraw from a meeting if s/he (or a close relative or partner):

- stand to gain financially from a matter under consideration
- has a personal interest in a matter under consideration
- is a relative of a pupil, a parent, or an employee being discussed

When a committee is considering:

- disciplinary action against an employee or against a pupil
- a matter arising from an alleged incident involving a pupil

A governor who has declared an interest may nevertheless attend a meeting to give evidence if he/she has made relevant accusations or is a witness in the case.

3.11 Confidentiality Issues

The Governing Body will decide if an item of business is confidential. Each governor will respect the confidentiality of these items of business, and will not disclose what individual governors have said, or how they have voted.

Governors must feel free to put their point of view at meetings confident that what they say will not later be disclosed by other governors outside the meeting.

Because of their governorship there are times when governors will come into possession of information about individual pupils, their parents, or members of staff. It is a serious breach of confidentiality for any governor to disclose such information outside the meeting.

Public statements will only be made by those delegated to make them.

Reports/minutes which name individuals, including staff, pupils or candidates for admission will always be regarded as confidential to the committee which receives them.

4. MINUTES

4.1 Record of the Meetings

Minutes are the official record of the Governing Body's work and its decisions. Every meeting of the Governing Body or one of its Committees will be minuted, and the minutes kept in a minute book. The minimum content for each set of minutes is:

- name of school and relevant committee
- venue, date and time of the meeting
- list of governors who attended
- apologies for absence
- record resolutions and any decisions taken

- number of votes cast for & against & abstentions

Minutes will:

- provide an accurate and true record of what has occurred.
- not be open to different interpretation
- be structured consistently
- summarize discussions showing what decisions have been taken, what actions were agreed, who is responsible, and by what date the action has to be taken.

Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more of the Governors present.

Action is taken on the basis of decisions taken at the meeting and need not wait the approval of the minutes at the next meeting.

Following the meeting copies of the draft minutes are sent to the Chair and Headteacher for checking for accuracy, before being sent on to the other governors.

The minutes of each meeting are considered for approval at the next meeting, and once approved by the Governing body will be signed and dated by the Chair as a true record of the meeting.

Those matters which the Governing Body determines will remain confidential, (see *Para 3.11 confidentiality*) will be minuted separately, and will not be made publicly available.

The minutes, (excluding confidential items), are available in school for inspection at all reasonable times, and current sets of minutes are displayed on staff, school, and parent notice boards.

Signed minutes are kept in a loose leaf folder in sequential order with the pages numbered. The person who chairs the meeting at which they are signed initials each page as a true record.

Agendas and copies of minutes for meetings and most other communication is done by email for speed and efficiency

Governing body minutes are public records and need to be kept in perpetuity. It is for the governing body to determine how long to retain the minutes at the school

for reference purposes. Thereafter arrangements should be made with the Essex Record Office for the minutes to be transferred to the County Archives.

5. OPENNESS

The Governing Body believes in a policy of openness and considers that all reports to the Governing Body or its Committees are public papers after the meeting has considered them, and will be made available at the School to anyone wishing to inspect them. Exceptions to this will be those items/reports which need to be confidential (see previous Para 3.11 Confidentiality).

6. COMPLAINTS, STAFF DISCIPLINE AND GRIEVANCE PROCEDURES

6.1 Complaints The governing body has established procedures for dealing with general complaints. A copy of the Complaints Policy can be found on the school website.

6.2 Disciplinary and Grievance The Governing Body is responsible for the establishment of discipline, staff dismissal and grievance procedures in relation to all staff at the School, and to make these procedures known to every employee.

In relation to these duties the Governing Body has:

- i) Delegated the day to day management and supervision of staff, and issues of verbal and written disciplinary warnings, up to the level of a final written warning, to the Headteacher.
- ii) Established committees' procedures for dealing with staff disciplinary and grievance issues above this level, and to hear appeals against their decisions.
- iii) Established procedures for ensuring that all members of staff are aware of disciplinary and grievance rules and procedures, and appeals.

7. DELEGATED FUNCTIONS OF THE GOVERNING BODY

7.1 Principles Concerning the Delegation of the Governing Body's Functions:

Empowering committees and/or individuals to undertake certain functions is the means by which the work of the governing body may be discharged more effectively and efficiently. However the governing body remains corporately accountable for all decisions taken under delegated powers.

No action may be taken by an individual Governor (including the Chair and Vice - Chair, *except where acting in accordance with Para 2.4 above, Chair's Power to*

Act) unless authority to do so has been delegated formally by resolution of the Governing Body.

In order to make the most efficient use of time, expertise and resources, and in some cases to ensure absolute propriety, the governing body will:

- delegate work to committees (where applicable) with the power to make decisions on behalf of the governing body
- delegate work to individual members of the Governing Body and/or the Headteacher if not a Governor
- set up working groups to provide information and/or make recommendations to the Governing Body.

7.2 Statutory Limitations/What CANNOT be delegated

The power to delegate is subject to certain statutory limitations. The functions listed below must be carried out by the full governing body and may not in any circumstances be delegated to either an individual or a committee:

- deciding the content, preparation or variation of the instrument of government
- electing a chair and vice -chair
- co-opting or appointing governors
- deciding arrangements for full governing body meetings
- delegating functions to a committee or an individual
- determining the establishment, constitution, proceedings and review of committees
- deciding on arrangements for ceding or delegating governing body functions to an Education Action Forum

Determining any changes to admission arrangements

- Publishing proposals for a change of category of the school
- deciding school session times, dates of terms and holidays
- approving the first formal school budget plan for each financial year
- considering the LA's curriculum policy statement

- making sure the National Curriculum is being implemented
- adopting and reviewing home school agreement
- ensuring sex education is given in such a way that encourages pupils to have due regard to moral conditions and the value of family life
- prohibiting political indoctrination and securing balance of political issues
- deciding the policies on charging
- deciding school pupil discipline policies
- taking action according to the law on matters relating to school admissions
- making arrangements to fill head and deputy head teacher posts
- determine the arrangements for staff appointments
- making arrangements for staff dismissal appeals

7.3 Statutory Limitations/What MUST be delegated

Decisions which must be delegated to a committee but not to a an individual governor or the Headteacher have been delegated as follows;

- pupil Exclusions Committee - deciding whether to re-instate an excluded pupil
- deciding to dismiss a member of staff
- considering an appeal against a decision to dismiss

7.4 Reporting Action under Delegated Powers

Any action or decision taken under delegated powers must be reported to the next meeting of the Governing Body.

7.5 Delegated Committee Structure

The Governing Body remains responsible for all decisions taken under delegated powers and is also aware that decisions made by its delegated committees cannot be over-turned when they are reported to the Governing Body, but must be returned to the delegated committee for its further consideration.

Committees must act strictly within the boundaries of their written Terms of Reference which have been agreed by the Governing Body.

The Governing Body of Cedar Hall School has delegated some of its functions to the following committees with powers to make decisions on behalf of the Governing Body.

- Pay Committee
- Staff Appointments Committee
- Pay Appeals Committee
- Disciplinary & Staff Dismissals First Committee
- Disciplinary & Staff Dismissals Appeal Committee Individual Grievance Committee
- Individual Grievance Appeals Committee
- Pupil Discipline Committee

8. DELEGATED COMMITTEE STANDING ORDERS

8.1 Committee Membership

At least two thirds of the Governing Body will be present when committees are set up, or new members appointed. The Governing Body can disband a committee, change its membership, or amend/withdraw its powers at any time.

The Governing Body will review its committee structure, membership & terms of reference annually at the first meeting of each academic year.

All committees with delegated powers will have a membership of at least 3 members of the governing body.

A quorum for each committee will be agreed by the Governing Body and stated in the committee's terms of reference. The quorum will never be less than 3 governors.

First Committees and Appeals Committees, (as in the case of the Pay and Pay Appeals Committees, the Disciplinary & Staff Dismissals First and Appeals Committees), will each consist of an equal number of members.

The Governing Body has established standing committees to consider appeals against any decision of a first committee. No governor who served on the relevant first committee or had any involvement with the matter under appeal may serve on an appeal committee.

The Chair of Governors has the right to attend any or all committee meetings in an ex officio capacity, and may choose whether or not to be a member of a delegated Committee(s).

The Headteacher has the right to attend any meeting of any committee except where regulations state otherwise - for example a Headteacher may not be a member of a committee dealing with pupil exclusions or staff dismissal. The Headteacher cannot attend any committee meeting where his/her terms and conditions of employment are being discussed, e.g. pay.

The Teacher Governor may be a member of committees, but must withdraw from any item on the agenda in which he/she may have an interest greater than that of other teachers.

Non - governors may be co-opted on to delegated committees, but will not have a vote.

8.2 Committee Chair and Vice Chair

At its first meeting in the School year, each committee will elect a chair. No-one employed at the School is eligible to be chair or vice-chair of a committee.

The chairperson of a delegated committee has no power to make decisions without reference to the committee.

8.3 Terms of Reference

Each committee has written 'Terms of Reference' specifying the extent of the powers which have been delegated to it by the Governing Body.

The Clerk to the Governing Body will maintain a file containing each committee's 'Terms of Reference'. It is the Clerk's responsibility to ensure that a review of each delegated committee's 'Terms of Reference' is an annual agenda item at the first committee meeting in the Autumn Term.

8.4 Access to Meetings

The same procedures for meetings of the full Governing Body, also apply to committees with delegated powers. Notice of committee meetings and agenda items will be sent out 7 clear working days in advance. Official signed minutes will be kept in a minute book and made available to the other members of the committee, and a copy sent out with the agenda for the next meeting of the Full Governing Body.

8.5 Reporting Actions under Delegated Powers

Actions and decisions taken by an individual or delegated committee will be presented by the Committee Chair or individual to the Full Governing Body at the next meeting. Reports will make a brief statement of the conclusions reached, the reasons for those conclusions, and a summary of the main points of discussion.

8.6 Delegation to Individuals

The Governing Body and its Committees have delegated certain responsibilities and duties to individual people. Where this occurs it is fully documented.

8.7 Delegation to Working Groups

Where the Governing Body, or a delegated committee considers it useful, working parties may be set up to address a specific problem or piece of work. Working groups may consist of one or more governors and may co-opt non governors. Working groups have no delegated powers and must report back to the relevant committee or the full governing body with their findings and recommendations. Their proceedings do not have to follow those of formal committees.

9. SCHOOL POLICIES

The Governing Body has agreed a set of policies to meet the requirements laid down in Acts of Parliament, statutory regulations, and the School's Instrument and Articles of Government. A master set of policies is held in the School and is available for inspection

10. GOVERNORS' ALLOWANCES

These allowances are clearly defined in the schools Finance Regulations supplied to all governors, where there are two options indicated. These options are voted on annually at the summer Full governing body, that decision being recorded in the minutes and remaining in place until the following summers meeting.

11. PROCEDURES FOR CHANGING ANY STANDING ORDERS

These standing orders have been agreed by the Governing Body and will be reviewed annually.

12. MISSION STATEMENT

Our school is a friendly, welcoming place where everyone is encouraged to do and achieve their best. We believe every pupil should be taught to have a go, try new things and look out for the welfare of others. We provide the opportunities for children to shine. Everybody is Somebody at Cedar Hall.

CEDAR HALL GOVERNING BODY TERMS OF REFERENCE

Date agreed: 15th September 2026

Review date: Annually

Chair of full governing body:

Quorum: At least three governors – this can include staff governors

Meetings: One meeting per half term

Operation of the Governing Body

Review the structure of the Governing Body and ensure that vacancies are filled on a skills basis.

Advise parents and staff of elections to relevant vacant posts on the Governing Body and of the results of elections.

Appoint the Chair and Vice-Chair of the Governing Body and agree their terms of office.

Approve the committee structure and membership, if required.

Agree terms of reference and delegation levels.

Receive and review minutes of all committee meetings.

Set meeting dates for the year ahead.

Undertake a regular Governing Body self-review and skills audit and make arrangements to address any identified gaps

Appoint and remove the clerk.

Provide induction for new governors.

Maintain and update a register of interests.

Commented [hf2]: Given the change in structure this year these all need to be amalgamated. I have attached the TOR used at other schools I am attached to for consideration. The only ones to remain separately are pay committee and staff appointments panel

Ensure that the school website and Edubase are updated with statutory information regarding the Governing Body.

Ensure that governor DBS checks are current and recorded on the Single Central Record, and that a regular check on the Single Central Record is carried out.

Review and approve the Governing Body Code of Conduct.

If required, consider the suspension of a governor.

To ensure compliance with GDPR

Approve term dates and INSET days.

Review admissions criteria and consult on changes if required.

Approve the process for governor visits to the school and receive reports from these visits.

Strategy

Review and agree the school vision.

Review, adopt and monitor the School Improvement Plan and SEF.

Receive and review the termly Head Teacher's report.

Receive and consider Ofsted and other external reports and approve and monitor resulting action plans.

Monitor the school website for compliance

Approve, review, monitor and evaluate the equality duty objectives.

Approve/disapprove any policies presented, to include statutory and non-statutory

Outcomes and Standards

To hold the Head Teacher to account for the educational performance of the school and its pupils.

Review and monitor examination data.

Maintain an overview of pupil progress and attainment and agree and monitor priority areas for action.

Approve pupil performance targets as part of the Head Teacher's appraisal.

Safeguarding

Review and approve the Safeguarding/Child Protection Policy.

Receive regular safeguarding updates, to include accident, incident, attendance and exclusion data.

Ensure that safeguarding policies, procedures and training is effective and complies with the law, having regard to statutory guidance Keeping Children Safe in Education

Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances

To ensure an appropriate code of discipline and behaviour is followed throughout the School

Finance

The governing body will work within the approved "Financial Regulations and Scheme of Delegation", which includes monetary details of financial limits.

Review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans

Maintain a realistic three-year financial plan, which considers the school's vision, known risks and opportunities

Consider the 5-year budget plan and discuss and agree the strategy for addressing any areas of significant concern.

Setting and approving an annual budget

Monitor actual income and expenditure at least once a term against the approved budget to enable any potential problems and significant variations to the approved budget are identified at the earliest opportunity

Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency

Ensure that sufficient funds are allocated for staff pay increments

Monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes

Review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)

Approve expenditure and virements in line with the school's finance regulations

Undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS

Ensure local authority financial procedures are complied with

Receive and act upon any issues identified by a local authority audit

Ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services

Assess the school's insurance cover to ensure that it provides adequate protection against risks

Approve the disposal of items of equipment/materials with significant value

To determine 'writing off bad debts'

Review the School's maintenance contracts, including caretaking, school meals etc. to ensure financial efficiency and value for money is obtained

To determine a lettings policy for the School, its grounds and playing fields if required.

Ensure adequate financial controls, processes, and policies are in place.

Approve and monitor major capital projects.

Approve minor building improvements in line with the agreed scheme of delegation and financial regulations. Emergency repairs are delegated to the Headteacher

Staffing

Review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable

Consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)

Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

The Pay committee will oversee the operation of the appraisal policy, including arrangements for the Headteacher's performance management. The Pay committee will be elected annually and will comprise of Governors – no staff or parent governors are allowed to be a member.

The Full governing body will review pay decision data to ensure that pay increments are awarded fairly

Ensure that staffing procedures and policies (including recruitment procedures) comply with equality legislation and safer recruitment practice

Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

To undertake Headteacher recruitment, if required. All other staff appointments are delegated to the Headteacher.

Premises, health and safety

The aim is to promote the health and safety of all users of the Cedar Hall School site by:

Monitor the completion of actions and recommendations arising from risk assessments

Receive an annual health and safety audit report and monitor any arising actions

Receive a regular report on accident statistics, near misses, incidents of violence or aggression

Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them

Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues

Monitor the health and safety training that staff and governors undertake

Review, adopt and monitor all policies delegated by the board, including the health and safety policy

To consider matters raised by the Staff Safety Representative

Ensure the effectiveness of Health & Safety information, publicity and training within the school is in place

Curriculum

The Headteacher and school staff are responsible for the delivery of the curriculum. Governors will:

Review the curriculum offer, ensuring that statutory requirements are met

Ensure that the curriculum offer reflects the school's values, including home/school liaison

Ensure that the curriculum meets the specific needs of all pupils regardless of ability, age, sex or ethnicity

Ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice

Review the school's accessibility plan

Ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness

Ensure that required information relating to the school's curriculum is published on the school's website

Monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments

Evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment

Monitor and review the progress and attainment of all pupils.

Monitor and evaluate the impact of staff professional development on the quality of teaching

Advise on the funding priorities necessary to deliver the curriculum

Consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations

Ensure appropriate policies and procedures are in place

To ensure there is a school development plan in place and regularly monitor progress against key priorities

To ensure that every child's Education, Health and Care Plan is reviewed annually

Reviewed 15th September 2026

CEDAR HALL GOVERNING BODY

PAY COMMITTEE

TERMS OF REFERENCE

1 HEADTEACHER'S PAY COMMITTEE

1.1 Delegation of Function

The Governing Body shall establish a Head Teacher's Pay Committee to deal with all pay and performance matters relating to the Head Teacher and to implement the approved Pay Policy in respect of the Head Teacher's pay.

1.2 Clerking

The meeting of the Head Teacher's Pay Committee should not be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

1.3 Membership

The Head Teacher's Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees at the school, Associate Members or parents.

1.4 Quorum

Three Governors.

1.5 Terms of Reference

- To undertake the performance management process in respect of the Head Teacher, in accordance with The Education (School Teacher Appraisal) (England) Regulations, including the agreement, monitoring and review of performance management objectives.
- To agree performance objectives for pay purposes with the Head Teacher (and in default of agreement to set such objectives) in accordance with the current School Teachers' Pay and Conditions Document. It is recognised that these objectives should be the same as the performance management objectives referred to above.
- To determine the salary of the Head Teacher.

- To agree the appropriate Individual School Range within which the Head Teacher's salary should fall.
- To ensure compliance with GDPR

The Head Teacher and/or his/her representative are able to make representations in writing or in person to the Head Teacher's Pay Committee if they wish to do so.

The Governing Body will receive the report of the Head Teacher's Pay Committee in the confidential section of the agenda.

2 STAFF PAY COMMITTEE

2.1 Delegation of Function

The Governing Body shall establish a Staff Pay Committee to deal with all pay matters relating to staff other than the Head Teacher and to implement the approved Pay Policy in respect of staff pay.

2.2 Clerking

The meeting of the Staff Pay Committee should not be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

2.3 Membership

The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees at the school, Associate Member or parents.

The Head Teacher may attend all proceeds of the Pay Committee for the purposes of providing information and advice.

2.4 Quorum

Three Governors.

2.5 Terms of Reference

- To determine the salary of each member of staff at the school (with the exception of the Head Teacher's salary), taking account of any recommendations made by the Head Teacher, in accordance with the approved pay policy.
- To determine appropriate salary ranges for advanced skills teachers and members of the leadership group (with the exception of the individual school range for the Head Teacher's salary).

- To determine whether to delegate to the Head Teacher responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) with advanced skills teachers and members of the leadership group (except the Head Teacher). It is recognised that these objectives should be the same as the performance management objectives for these members of staff agreed in accordance with the current Appraisal Regulations.
- To produce a Pay Policy for ratification by the main governing body

3 STAFF PAY APPEALS COMMITTEE

3.1 Delegation of Function

The Governing Body shall establish a Staff Pay Appeals Committee as required to deal with all appeals against pay decisions.

3.2 Clerking

The meeting of the Staff Pay Appeals Committee **should not** be clerked by a Governor of the school, an Associate Member, a member of the Committee or the Head Teacher.

3.3 Membership

The Staff Pay Appeals Committee shall consist of at least three members of the Governing Body, none of whom shall be employees at the school, Associate Members, parents or members of the Head Teacher's or Staff Pay Committees. Where there are insufficient Governors who meet the agreed criteria, independent Governors will be sourced.

The Head Teacher may attend all proceeds of the Pay Committee for the purposes of providing information.

3.4 Quorum

Three Governors.

3.5 Terms of reference

To determine formal appeals against pay determinations in accordance with the appeals Procedure set out in the School's Pay Policy.

Reviewed: To be reviewed 20.10.26

CEDAR HALL GOVERNING BODY

STAFF APPOINTMENTS PANEL

TERMS OF REFERENCE

1. Membership of interviewing panels shall consist of the following:
 - a) For the post of Head Teacher - Chair of Governors plus 2 other available governors excluding staff or parents. Appointment to the post of Head Teacher must be ratified by a meeting of the Full Governing Body before the post is offered to the successful candidate. Other Governors can be part of the day's activities for candidates
 - b) For the post of Deputy Head Teacher - Head Teacher, plus 1 other available Governors.
 - c) For the post of Teacher – Head Teacher. Governors can be part of the day's activities for candidates
 - d) For the post of Learning Support Assistants - Appointments delegated to the Head Teacher
 - e) For the post of Administrative Staff - Appointments delegated to the Head Teacher
 - f) For the post of Site Manager - Appointments delegated to the Head Teacher
 - g) For the post of Cook in Charge/Assistant Cook - Appointments delegated to the Head Teacher.

With the exception of the Head Teacher, staff governors may not form part of staff interview panels, they will however be part of the full governing body meeting to ratify appointment to the Head Teacher post.

2. Except where the Chair of Governors is part of the interviewing panel the panel will elect a chair prior to the interview.
3. Candidate's qualifications for points c-g will be evaluated according to a job description and person specification previously drawn up by the Head Teacher. For Head Teacher appointments this will be undertaken by the appointed panel.
4. All candidates will be asked the same set of questions relevant to the post, and will receive feedback from the Head Teacher or Chair of the panel in the case of Head Teacher recruitment within 24 hours of the interview
5. References will be taken up after short listing.

Commented [hf3]: Or chair of the panel the case of a HT recruitment

6. The decision to offer a post will rest on the majority vote of the panel.

Reviewed: 15th September 2026