MERIDIAN PRIMARY SCHOOL

Governing Board Terms of Reference 2026-2027

The Governing Board takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets, and priorities. Governing Board Minutes will be available after ratification, except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

Terms of References:

1) Governing Board
2) Head Teacher Performance Management Committee including Pay Committee
3) Hearings Committee
4) Appeals Committee
5) Pupil Discipline

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1) GOVERNING BOARD TERMS OF REFERENCE

a) General:

To agree constitutional matters

To draw up the Instrument of Government and any amendments thereafter

To hold at least six meetings per year

To operate using a 'Circle Model' of governance without standing committees

To review annually the delegation of functions and committee structure, establish ad hoc committees as and when

necessary and authorise of Terms of Reference for those committees

To appoint or remove the Clerk

To elect a Chair or Co-Chair(s) and Vice Chair

To advise all parents of any parent governor vacancies, all staff of staff governor vacancies and to appoint co-opted governors

To review, adopt and monitor a Governors' Expenses Policy

To review and abide by the Governor's Code of Conduct

To set dates of meetings for the year ahead

To receive Head Teacher reports

To provide induction for new governors

To organise support and training for governors

If required, to consider the suspension of a governor

To maintain and update annually a file of pecuniary interest declarations

To appoint and determine the salary of the Head Teacher and of the Deputy Headteacher

To be responsible for the suspension and/or dismissal of staff, including the Headteacher

b) The Governing Board has a strategic role in the management of the school and its key responsibilities include:

Safeguarding:

To receive a regular report on Safeguarding

To ensure the school has adequate arrangements in place to complete pre-employment checks

To undertake a check of the Single Central Record at least once each term

Finance:

To provide guidance and assistance to the Headteacher in any matters relating to the Governors' financial responsibilities

including and requirements relating to the Schools Financial Value Standard (SFVS)

To approve of the Annual Budget

To review the school's financial position at least six times each year

To authorise a long term Financial Plan

To approve of the Schools Financial Value Standard (SFVS)

To set financial priorities through the School Development Plan

To authorise of Statement of Internal Control

To determine of the staff complement and Pay Policy for the school in consultation with the Headteacher

To authorise any non-budgeted expenditure and virements not delegated to the Headteacher

To approve financial regulations and procedures on an annual basis.

To monitor the impact of Pupil Premium funding

To monitor the impact of Sport Premium funding

Acting as a critical friend to the school on all financial matters

Resources, Premises, Health and Safety:

To establish and review a Critical Incidents Plan

To establish and keep under review a Building Development Plan

To establish and keep under review an Accessibility Plan (at least every three years)

To monitor attendance of pupils, staff, and governors

To monitor and annually review and approve the School Health and Safety Policy

To monitor the implementation of the school's health and safety arrangements and make termly Health and Safety inspections

To monitor accidents and/or incidents involving pupils, staff, governors, or visitors

Employment and Staff Welfare:

To approve and review a Performance Management Policy for all staff and to comply with the performance management regulations for teachers

To ensure at least two governors are appointed to complete the Headteacher's Performance Management

To review staff work/life balance, working conditions and well-being

To ensure that all staff have an effective induction programme and compliance with the induction requirements for early career teachers

To ensure that all staff are reminded of the school's Whistleblowing Policy on a regular basis

Curriculum and Standards:

To formally approve and adopt the School Improvement Plan

To review, approve and monitor the School Evaluation Form annually

To review, adopt and monitor a Curriculum Policy and to review and agree other policies for the curriculum

To decide on the provision for Relationships and Sex Education

To set pupil performance targets

To monitor and review national test results and school performance data in order to consider pupil progress and how the school is targeting areas of under-performance.

To monitor and review the level of pupil exclusions

To encourage governors to visit school and to review, adopt and monitor a Governors' Visit & Monitoring

Policy and Feedback Procedure

To oversee arrangements for individual governors to take a leading role in specific areas of provision

To monitor and evaluate arrangements for Personal, Social, Health and Economic Education (PHSCE) and the pastoral welfare of pupils

To ensure that the requirements of pupils in vulnerable groups are met and monitor how the school meets the requirements of children with SEND, the SEND code of practice and the Race Relations and Equalities Acts.

Other:

To ensure compliance with the General Data Protection Regulation (GDPR)

To review, adopt and monitor a Freedom of Information Policy

To review, adopt and monitor the procedures for dealing with complaints from parents/carers

c) The Governing Body will not delegate any functions relating to:

The constitution of the Governing Body (unless otherwise provided by the Constitution Regulations)

The appointment or removal of the Chair, Co-Chair(s), Vice-Chair

The appointment of the Clerk

The suspension of governors

The delegation of functions and the establishment of ad hoc committees.

d) Finance Functions Delegated to the Headteacher:

To be responsible for the day-to-day management of the budget, subject to reporting to the Governing Board.

To make permitted virements within the budget to a maximum of £5,000.

To make a purchase up to the value of £5,000 without obtaining 3 written quotations but ensuring that the school obtains best value for money.

To make decisions to approve non-budgeted expenditure up to and including £5,000.

Items over £5,000 require the approval of the full Governing Board.

Membership: As per the Instrument of Government

Disqualification: As per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of Reference agreed by the Meridian Primary School Governing Board	23rd September 2026
Co-Chairs of Governing Board	Ruth Noble and Richard Mulderij
Vice Chair of Governing Board	
Clerk to the Governing Board	Amie Lill
Quorum	One half of the number of governors in post

The Role of the Chair of the Governing Board

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

To ensure the business of the Governing Board is conducted properly, in accordance with legal and Cambridgeshire County Council 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 Board acts as a sounding board to the Headteacher and provides strategic direction.

The Role of the Clerk to the Governing Board

(Disqualification – Governors, the Headteacher)

To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board.

To advise the Governing Board on Constitutional and Procedural Matters, duties and powers.

To convene meetings of the Governing Board.

To attend meetings of the Governing Board and ensure minutes are taken.

To maintain a register of members of the Governing Board and report vacancies to the Governing Board.

To give and receive notices in accordance with relevant regulations.

To perform such other functions as may be determined by the Governing Board from time to time

2) HEADTEACHERS PERFORMANCE MANAGEMENT GROUP (HTPM) (Inc Pay Committee)

TERMS OF REFERENCE

a) General

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 meet with the Headteacher on a termly basis to monitor the performance of teaching staff.

To make recommendations to the Full Governing Board in respect of pay awards for staff (including the Headteacher), where evidence shows that their corresponding individual targets have been met.

Membership: Three Governors.

Disqualification: The Headteacher and Staff Governors or any other governors who are school employees.

These terms of Reference agreed by the Meridian Primary School Governing Board	23rd September 2026
Chair of HTPM	Richard Mulderij
Members of the HTPM	Richard Mulderij, Ruth Noble, Jenny Gilbert
Appointed to the Group	
Quorum	Two governors (a minimum of two is suggested)

3) HEARINGS COMMITTEE TERMS OF REFERENCE

a) General

To make any determination to dismiss any member of staff (unless delegated to the Headteacher in accordance with the school's policies).

To make any decisions under the Governing Board'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 Board's personnel procedures (unless delegated to the Headteacher).

To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others.

To make any determination or decision in respect of National Curriculum disapplication, and the operation of the Governing Board's charging policy.

* This matter cannot be delegated to an individual

Membership: Individual membership of this Committee will be determined when the circumstances of the hearing are known, and the Committee should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for an Appeals Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.)

Disqualification: The Headteacher or any members of the Appeals Committee.

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

These terms of Reference agreed by the Meridian Primary School Governing Board	23rd September 2026
Clerk to the Governing Board	Amie Lill
Quorum	Three governors (the committee can determine a higher number)

4) APPEALS COMMITTEE TERMS OF REFERENCE

a) General

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 Board's personnel procedures e.g. disciplinary, grievance, capability.*

To consider any appeal against selection for redundancy.*

* These matters cannot be delegated to an individual

Membership: Individual membership of this Committee will be determined when the circumstances of the appeal are known, and the Committee should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Committee directly affects the number required for a Hearings Committee, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.)

Disqualification: The Headteacher or any members of the Hearings Committee.

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

These terms of Reference agreed by the Meridian Primary School Governing Board	23rd September 2026
Clerk to the Governing Board	Amie Lill
Quorum	Three governors (the committee can determine a higher number)

5) 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 (the meeting to be held within 50 school days after receiving notice of the exclusion).

To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:

- the exclusion is permanent,
- it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term, or
- it would result in a pupil missing a public examination or national curriculum test.

To ensure that the guidance contained in the DfE 'Exclusion from maintained schools, academies and pupil referral units in England - 2012' document is practised in the school, with specific reference to the role assigned to the Governing Board.

Membership: Individual membership of this Committee will be determined when the circumstances of the disciplinary matter are known, and the Committee should comprise of no fewer than three members of the Governing Board.

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider 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 of the Committee has the casting vote.

Disqualification: The Headteacher or any Governor with prior knowledge of the pupil or the incident.

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

These terms of Reference agreed by the Meridian Primary School Governing Board	23rd September 2026
Clerk to the Governing Board	Amie Lill
Quorum	Three governors (the committee can determine a higher number)