Governing Board Committee Structure & Terms of Reference

St Luke's Primary School

Agreed by the Governing Board: November 2026

Next review: September 2027

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 Tower Hamlets Borough 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 Body acts as a sounding board to the Headteacher and provides strategic direction

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

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

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

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 four 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
- 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 Link Governor 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, Safeguarding and Child Protection and other statutory policies, under review and to make revisions where appropriate
- To review the delegation arrangements annually*
- To robustly monitor the school's levels of attendance and punctuality – championing these issues with parents and holding school leaders to account for improvements
- To be responsible for defining the schools vision

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

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 Governing Body	November 2026

Name of Governor	End of term of Office
Rev Ed Dix	10/09/2027
Paola Venegas	09/10/2028
Luke Hastings	15/11/2026
Greg Solomon	N/A
Michael Blaby – Chair	21/07/2029
Linda Kissi	26/10/2028
Calum Howard	N/A
Tasmin Vaughan Williams (Pending from the LA)	N/A
Laura Ashdown	09/10/2029
Louise Collie	26/06/2029
Marta Godinho	14/10/2029
LDBS Governor - Vacancy	

Chair of the Governing Body	Michael Blaby

Vice-Chair of the Governing Body	Louise Collie

Clerk (s) to the Governing Body	Education Governance Professionals Ltd

Quorum:	One half of the number of Governors in post

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:

***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). As far as possible, membership should be balanced in terms of gender and ethnicity.

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)

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
The chair of the governing body will appoint members of this committee from within the membership of the governing body.	n/a
(reserve)	

Chair of the Committee	The committee will appoint a chair from within its own membership

Clerk to the Committee *	The committee will appoint a clerk

*May be provided by LA when Area Insurance purchased

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

Date of next review:	September 2027

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*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee. As far as possible, membership should be balanced in terms of gender and ethnicity.

Disqualification – The Headteacher and 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)

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
The chair of the governing body will appoint members of this committee from within the membership of the governing body	n/a
(reserve)	

Chair of the Committee	The committee will appoint a chair from within its own membership

Clerk to the Committee *	The committee will appoint a clerk

*May be provided by LA when Area Insurance purchased

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

Date of next review:	September 2027

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

*cannot be delegated to an individual

Membership – It is considered good practice to appoint the Headteacher onto any admissions committee, but an 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. As far as possible, membership should be balanced in terms of gender, ethnicity and Christian denomination.

Disqualification –

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
The chair of the governing body will appoint members of this committee from within the membership of the governing body	n/a
Headteacher (Calum Howard)	01/09/2024
(reserve)	

Chair of the Committee	The committee will appoint a chair from within its own membership

Clerk to the Committee	The committee will appoint a clerk

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

Date of next review	September 2027

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

Membership – 3 **or** 5

NB. The Governing Body will 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. As far as possible, membership should be balanced in terms of gender and ethnicity.

Disqualification – The Headteacher and any Governor with prior knowledge of the pupil or the incident. It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member.

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
The chair of the governing body will appoint members of this committee from within the membership of the governing body	n/a
(reserve)	

Chair of the Committee	The committee will appoint a chair from within its own membership

Clerk to the Committee *	The committee will appoint a clerk

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

Quorum:	**3**

Date of next review	September 2027

Finance, Premises and Personnel Committee

Terms of reference:

General

The Committee:

- will, where appropriate, seek advice and guidance from the Headteacher and School staff whilst ensuring that the Headteacher retains full responsibility for the internal organisation, management and control of the School.
- is authorised to invite any persons to attend Committee meetings either as observers or to provide advice and guidance. The Governing Body must approve the appointment of co-opted Committee members.
- will work closely with other Committees and Working Parties of the Governing Body.
- will undertake any additional duties and responsibilities to those set out in its Terms of Reference as directed by the Governing Body.
- will meet at least once a term.

School's Budget

The Committee:

- has been delegated the responsibility for drawing up proposed annual budgets for income and expenditure and drawing up and approving the First Budget of the financial year.
- will ensure that the proposed and final budgets clearly reflect the School's Improvement Plan and demonstrate how resources are being used to deliver the Plan.
- has been delegated the responsibility for the proper allocation, control and accounting of resources.
- will endeavour to ensure that the proposed annual budget will be prepared and presented to the whole Governing Body for discussion before the end of March in the preceding financial year.
- will ensure that the Final Budget will be presented to the Governing Body for formal approval in sufficient time for a copy of the approved budget to be sent to the LA by 31 May each year.

Financial monitoring and accountability

The Committee:

- will ensure that systems are in place for the proper allocation, control and accounting of resources in accordance with the requirements of the School Financial Value Standard (SFVS), the LA 'Schools Financial Procedures Manual for Schools' and the LA 'Scheme of Delegation for Schools'.
- will undertake the annual self-assessment of the School's Financial Management in accordance with the requirements of the Schools Financial Value Standards (SFVS).
- has been delegated the responsibility for keeping under review the School's Code of Financial Practice and Scheme of Delegation of Financial Authority. The draft Code and any subsequent amendments will require approval from the full Governing Body.
- will meet regularly to monitor the School's budget expenditure and will report to the full Governing Body at least once each term, providing a summary of expenditure against the budget headings together with committed costs to the end of the financial year.
- will provide the Governing Body with an outturn report for each financial year by the end of the Summer term.
- the Headteacher and the Chair of the Finance Committee may vire amounts of up to £10,000 between approved budget accounts. All virements are to be entered into the RM Finance accounting program and a virement report must be printed and signed and presented at the next meeting of the Governing Body.

Insurances

The Committee:

- will ensure that the necessary insurance requirements of both the School and the Governing Body, as determined by the London Diocesan Board for Schools and the LA, are in place and subject to regular review. The Governing Body shares the responsibility of the buildings and premises as Trustees with the Diocese of London.

Charging for School Activities

The Committee:

- will draw up and review, as necessary, a policy in regard to charging for School activities for approval by the Governing Body.

Premises

The Committee:

- will monitor the condition of the School's land and buildings.
- will ensure that regular surveys on the structure of the School's land and buildings are regularly commissioned and carried out. The Committee will work closely, with the Diocesan Building Surveyor, the Local Authority and the Department for Education (DFE).

- will draw up a costed programme of planned maintenance, repairs and decoration to the School's land and buildings.
- will oversee the financing of external repairs, alterations and capital building work in conjunction with the Diocese.
- will oversee the occupation and use of School premises and buildings.
- will draw up and review, as necessary, a Lettings Policy for the School, for approval by the Governing Body.
- will monitor all lettings to ensure compliance with the Terms and Conditions of the Lettings Policy.

Health, Safety & Welfare

The Committee:

- will monitor the implementation of the Schools' Health and Safety and Welfare Policy and will provide reports, as necessary, to the Governing Body.
- will oversee measures to ensure that School buildings, equipment and materials are safe and no risk to health and safety and will provide reports, as necessary, to the Governing Body.
- will produce and regularly update written assessments of risk in the School and will draw up and review risk control measures for approval by the Governing Body.
- will work closely with the Headteacher, who is responsible for safeguarding the health and safety and welfare of pupils and staff, and with the Premises Manager and the School's appointed Health and Safety representatives.
- will monitor expenditure of all voluntary funds kept on behalf of the Governing body.

Staffing Structure

The Committee:

- together with the Headteacher is responsible for recommending to the Governing Body a staffing structure for the School in order to achieve the School Improvement Plan.
- will review the job descriptions drawn up and agreed by the Headteacher and members of staff taking into account national and local conditions of service and contractual terms as appropriate.

Disciplinary Procedures

The Committee:

- will draw up or review Staff Disciplinary, Capability and Grievance Procedures, as set out by the National Society and Diocese, for discussion and approval by the Governing Body.
- will be responsible for supporting the Headteacher in any disciplinary, capability or grievance procedures.

Pay Committee

Members of the Committee will sit as the Pay Committee when required.

Recruitment and Appointment of Staff

The Committee:

- will oversee the process of recruitment and appointment of all members of staff except the Headteacher, Head of School, Deputy Head Teachers and Assistant Head Teachers, which will remain the responsibility of the full Governing Body.
- will endeavour to ensure that a minimum of three Governors are available to approve senior appointments.
- will ensure that the requirements of Safer Recruitment are met.
- will ensure that all members of staff receive a National Society Contract of Employment and Statement of Written Particulars as required under current Employment Law. These are issued by the School's Personnel service-provider on behalf of the Governing Body.

Management of staff

The Committee:

- will appoint governors and an appropriate LA representative to undertake the performance management of the headteacher.
- will support the Headteacher in the implementation of the School's Performance Management Policy and Sickness Absence Policy.
- will meet from time to time with the staff to discuss any aspects which have been raised and require consideration.

will keep under review staff work life balance, working conditions and wellbeing, including the monitoring of absence

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

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
Headteacher (Calum Howard)	29/09/2026
Laura Ashdown	29/09/2026
Pamela Austin-Smith (Observer)	29/09/2026
Michael Blaby	29/09/2026
Luke Hastings	29/09/2026
Linda Kissi	29/09/2026
Greg Solomon (Chair)	29/09/2026
Paolo Venegas	29/09/2026

Chair of the Committee	Greg Solomon

Clerk to the Committee	Education Governance Professionals Ltd

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

Date of next review	September 2027

Pay Committee

Terms of reference:

- will draw up and keep under annual review the School's Pay Policy and undertake the process of consultation with staff and any relevant bodies. The Pay Policy will reflect national and local pay structures, annual pay review body recommendations and conditions of service.
- in reviewing the Pay Policy, will take into account the need to consider the use of the discretionary provisions of the School Teachers' Pay and Conditions Document, and if so to what degree and extent.
- will ensure that the Pay Policy is presented to the Governing Body for formal approval in sufficient time for the Policy to be implemented by 1 September each year.
- will ensure the policy is implemented fairly and rigorously and will review all applications for pay enhancement e.g. Threshold payments for teachers.
- will ensure that all staff receive a formal written annual salary statement.

Membership: Members of the Finance, Premises and Personnel Committee who do not have a conflict of interest will sit as the Pay Committee when required.

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
Members of the Finance, Premises and Personnel Committee who do not have a conflict of interest will sit as the Pay Committee when required.	

Chair of the Committee	The committee will appoint a chair from within its own membership

Clerk to the Committee	Clerking and Appeals Associates Ltd

Quorum	3

Date of next review:	September 2027

Curriculum Committee

Terms of reference:

- To keep under review, the School Development Plan and School's Self Evaluation – reporting to the governing body each year on its overall impact and effectiveness
- 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 scrutinise pupils' progress and outcomes and to hold school leaders robustly to account for these continually to show improvement
- To keep under review, the quality of teaching and learning across the school, agreeing targets for good and outstanding teaching and holding school leaders to account for the achievement of these
- To maintain a clear and comprehensive overview of the provision for Religious Education, holding leaders to account for its continual improvement and subsequent SIAMs rating of outstanding
- 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 LA 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, e.g. 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
- To keep under review Admissions arrangements to the school
- This committee will hold a minimum of 3 meetings per year.

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Committee
Headteacher (Calum Howard)	29/09/2026
Michael Blaby	29/09/2026
Louise Collie (Chair)	29/09/2026
Marta Godinho	29/09/2026
Tamsin Vaughan Williams (pending appointment)	29/09/2026
Rev Ed Dix	29/09/2026

Chair of the Committee	Louise Collie

Clerk to the Committee	Education Governance Professionals Ltd

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

Date of next review:	September 2027

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

Membership – 2 or 3, in addition to the Local Authority Representative, 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

These terms of reference agreed by the Governing Body	November 2026

Name of Governor	Date Appointed to the Group
Michael Blaby	29/09/2026
Calum Howard	29/09/2026
Louise Collie	29/09/2026
Linda Kissi	29/09/2026
LA Representative: Richard Hunter	N/A

Chair of the Group	Michael Blaby

Quorum (minimum of 2 suggested)	2 plus LA Representative

Date of Review	September 2027

Link Governor

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
- 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 or the Curriculum Committee, 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

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

Link/Focus Area	**Governor/s**	**Link Staff**
Safeguarding	Michael Blaby	Calum Howard and Jessica Dewan
SEND/Inclusion	Father Ed Dix Louise Collie	Jessica Dewan
Personal Development and Wellbeing (Pupils, Staff, SLT)	Linda Kissi	Jessica Dewan and Pamela Austin Smith
Health + Safety and Premises	Laura Ashdown	Calum Howard and Pamela Austin Smith
Attendance, Punctuality and Behaviour	Luke Hastings	Calum Howard
Governor Training and Development	TBC	TBC
Curriculum and Teaching	Louise Collie	Richard Griffiths
Achievement	Louise Collie	Richard Griffiths
Early Years	Paola Venegas	Clementine Morley
Leadership and Governance	Michael Blaby	Calum Howard

These terms of reference agreed by the Governing Body	November 2026

Date Delegation Agreed	November 2026	Date of Review	September 2027