



## **Southwold Primary School Governing Board**

### **Terms of Reference and Scheme of Delegation**

**Academic Year 2025 - 2026**

Date completed: Autumn 2025

Review date: Autumn 2026



## Instrument of Government

1. The name of the school is Southwold Primary School and Early Years Centre
2. The school is a community school.
3. The name of the governing Board is “The Southwold Primary School and Early Years Centre”
4. The governing Board shall consist of;
  - 6 x Co-opted Governors;
  - 1 x Headteacher;
  - 1 x Local Authority Governor;
  - 2 x Elected Parent Governors
  - 1 x Elected Staff Governor.
5. Total number of governors 13
6. The reconstitution of the Governing Board was agreed at the Full Governing Board meeting on 15<sup>th</sup> October 2020, this instrument of government comes into effect on 1<sup>st</sup> November 2020.

This instrument was made by order of John Dexter, Director of Education.

A handwritten signature in black ink that reads "John Dexter". The signature is written in a cursive style with a large initial 'J'.

## **The Purpose of Governance**

*(Reference: The Governance Handbook 2017)*

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

All boards, no matter what type of schools or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.”

### **Quoracy.**

The quorum for a full governing board meeting is 50% (rounded up to the nearest whole number). Governing board decisions may only be made if a meeting is quorate. The minimum quorum for a committee meeting is three governors (not all staff).

### **Delegation of functions of the governing board.**

A governing board can delegate many of its statutory functions to a committee, an individual governor or the Headteacher. The governing board must review the scheme of delegation annually.

The Governing Board has resolved to conduct all its business as a full governing board, and to work with the two full governing board meeting model.

### **Delegation to committees.**

All decisions made at statutory committee level are taken on behalf of the full governing board. The committee must report decisions to the governing Board who will then consider whether any further action is required.

The committee may consider other items for which it does not have delegated authority and make recommendations to the governing board.

### **Annual review.**

The governing board must review the scheme of delegation annually. The governing board will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

Scheme of Delegation						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Governing Board procedures (operational)	Draw up the Instrument of Government and amendments thereafter.	✓				FGB
	Appoint co-opted, appointed parent, sponsor and LA governors and associate members.	✓				FGB
	Suspend/remove any governor.	✓				FGB
	Elect or remove the Chair and Vice Chair and agree the term of office.	✓				FGB
	Appoint or remove the clerk.	✓				FGB
	Decide the meeting structure (minimum 3 FGB meetings per year).	✓				FGB
	Establish committee/panel membership, their remits and delegation of functions.	✓				FGB
	Set up and maintain the GB Register of Interests.	✓				FGB
	Approve the Governors' Code of Conduct.	✓	✓			FGB
	To determine or not whether to pay governor allowances for out of pocket expenses and approve a governor allowances policy.	✓	✓	✓	✓	FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Governors' Allowances		Annually			FGB to determine	
Instrument of Government		Recommend annually			FGB	
Register of business interests		Annually/changes to FGB				
Governors' Code of Conduct		Annually/changes to FGB			FGB or committee	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Academy conversion	Agree to start the application process for conversion.	✓				FGB
	Set up consultation with key stakeholders and consider responses.	✓				FGB
	Manage the application process.			✓		Head
	Pass a resolution to convert.	✓				FGB
<b>Policies/documents: None to consider</b>						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Admissions & Exclusions	Consider the LA consultation on admissions arrangements. Foundation and VA schools must consult on the schools admissions policy every 7 years or when proposing changes.	✓	✓			FGB
	Implement LA's admission arrangements.	✓	✓			Head
	Implement and review the Behaviour Policy.			✓		Head
	Approve the membership of the pupil exclusion committee.	✓				FGB
	Act in line with statutory guidance.		✓			Pupil Exclusion com
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Admissions arrangements (only applies where the school is an admissions authority)		Annually			FGB	
Behaviour Policy		Recommended annually			Head	
Behaviour principles written statement		Recommended annually			FGB or committee	
School exclusion		Recommended annually			FGB, com or ind Gov	
Register of pupils' admission to school		Live document			FGB, ind Gov or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Collective worship	In community and non-faith foundation schools, the FGB receive consultation from the Head concerning collective worship.	✓	✓			

	In VA, VC and foundation schools with a religious character, the FGB arrange collective worship after consulting with the Head.	✓	✓			
<b>Policies/documents: None to consider</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Curriculum	Consider any disapplication for pupil(s).			✓		Head
	Ensure the curriculum is compliant with the Equality Act.	✓	✓			FGB
	Approve the RSHE Policy.	✓	✓	✓	✓	FGB
	Ensure provision of religious education.	✓	✓	✓	✓	FGB
	Ensure arrangements, including risk assessments, are in place for residential and school visits.	✓	✓	✓		FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Equality information and objectives statement		Every 4 years			FGB, committee or Head	
RSHE Policy		Recommended annually			FGB, committee or Head	
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Extended services	Approve the provision of extended services.	✓	✓			FGB
	Implement additional services provision and inform parents.			✓		Head
	Ensure delivery of quality services.	✓	✓	✓	✓	Head
	Monitor the financial sustainability of school operated services.	✓	✓			FGB
	Cease the extended services provision.	✓	✓			FGB
<b>Policies/documents: None to consider</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Finance & budgets	Approve the annual budget plan.	✓	✓			FGB
	Monitor school finances and agree adjustments as necessary.	✓	✓			FGB
	Approve the Lettings Policy.	✓	✓	✓	✓	FGB
	Approve the Charging and Remissions Policy.	✓	✓	✓	✓	FGB
	To approve arrangements for obtaining quotations and inviting tenders.	✓	✓			FGB
	Approve delegated spending authorities to the Head.	✓	✓			FGB
	Enter into contracts (within the financial limits set by the FGB).	✓	✓	✓		FGB
	Complete the School Financial Value Standard (SFVS).		✓		✓	Ind gov
	Receive, consider and approve the School Financial Value Standard (SFVS).	✓				FGB
	Ensure the income from Pupil Premium/ PE and Sport Premium are being spent effectively pupils.	✓	✓			FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Finance and Administration Policy		Recommend annually			FGB or committee	
Charging and Remissions Policy		Recommended annually			FGB, committee or Head	
Lettings Policy (non-statutory)		FGB to determine			FGB, committee or Head	
SFVS		Annually			FGB	
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Health & safety	Receive an annual health and safety report covering compliance and performance and consider recommendations.	✓				FGB
	Ensure appropriate actions are taken and resources are available to meet health and safety statutory requirements.	✓	✓			FGB
	Receive ad hoc notifications of serious incidents	✓	✓			FGB
	Approve Health and Safety Policy.	✓	✓	✓		FGB

	Ensure an emergency plan and business continuity plan is in place.	✓	✓	✓		FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
First Aid Policy		Recommended annually			FGB or committee	
Health and Safety Policy		Annually			FGB or LA	
Emergency plan		Live document			FGB, committee or Head	
Business continuity plan		Live document			FGB, committee or Head	
Premises management documents		Recommended annually			FGB, committee or Head	
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Parents & the community	Ensure all information on the school website is current and compliant with the School Information Regulations.	✓	✓	✓	✓	Head
	Approve the concerns and complaints procedure and Complaints Policy.	✓	✓	✓	✓	FGB
	Ensure statutory requirements are met in accordance to General Data Protection Regulations (GDPR) and the Data Protection Act.	✓	✓	✓		FGB
	Ensure the school is compliant with the Freedom of Information Act.	✓				FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
School information published on school website		Live document, at least annually			FGB, committee or Head	
Complaints Policy		Recommended annually			FGB, committee or Head	
Freedom of Information statement		FGB to determine			FGB	
General Data Protection Regulation statement		FGB to determine			FGB	
GDPR Policy (non-statutory but recommended)		FGB to determine			FGB or committee	
Data Protection Policy		Annually. An annual registration with the Information Commissioners Office is also required.			FGB to determine	
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Pupil wellbeing	Appoint a designated to champion the educational achievement of looked after children on the school roll and reports to the GB annually.	✓	✓	✓		FGB
	Ensure school food standards are being met.			✓		FGB
	Ensure the provision of free school meals to pupils meeting the criteria.			✓		FGB
	Ensure the curriculum is compliant with the Equality Act legislation and publish equality objectives and KPI's.	✓	✓	✓		FGB
	Make arrangements for supporting pupils with medical conditions.			✓		Head
	Approve the policy on supporting children with medical conditions.	✓	✓			FGB
	Approve the uniform policy and ensure information on pre-loved (second hand uniform) is publicised on the school website.	✓	✓	✓	✓	FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Register of pupils' attendance		Live document			FGB, committee or Head	
Accessibility Plan		Every three years			FGB, committee or Head	
Provider access statement (secondary only publish on school site)		FGB to determine			Proprietor	
Child Protection Policy and procedures		Annually			FGB	
Supporting pupils with medical conditions		Recommended annually			FGB or committee	
Early Years Foundation Stage Policies		FGB to determine			FGB or committee	

SEN information report and Policy		Recommend annually			FGB	
Equality information and objectives statement		Equality information updated and published annually (minimum) Equality objectives at least every four years.			FGB, committee or Head	
Uniform Policy (If the school has a uniform or dress code)		FGB to determine			FGB, committee, individual governor or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Safeguarding	Ensure the Central Record and DBS checks for staff and governors are constantly reviewed and updated.	✓		✓	✓	Head
	Undertake Safeguarding checklist in the school.			✓	✓	Head
	Review and approve the safeguarding/child protection policy and procedures, including Keeping Children Safe in Education, annually.	✓	✓	✓		FGB
	Receive the annual Safeguarding Report.	✓				FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Children with health needs who cannot attend school		Recommended annually			FGB	
Protection of biometric information of children in schools and colleges		Annually			FGB	
Single Central Record (recruitment and vetting checks)		Live document				
Safeguarding/ Child Protection Policy		Annually			FGB or comm	
Safeguarding checklist		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
School organisation	Set the times of school sessions and the dates of school terms, holidays and inset days.	✓	✓	✓		FGB
	Ensure that the school meets for 380 sessions in a school year.			✓		Head
<b>Policies/documents: None to consider</b>						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staff performance and pay	Approve the Teacher Appraisal Policy.	✓	✓			FGB
	Approve the School's Pay Policy.	✓				FGB
	Establish a pay committee to manage the annual salary review.	✓				FGB
	Ensure that evidence of performance reflects the pay progression recommendations for all teachers. Approve the pay recommendations.		✓			FGB
<b>Policies/documents</b>		<b>Frequency of review</b>			<b>Approved by</b>	
Teacher Appraisal Policy		Annually			FGB or committee	
Teachers' Pay Policy		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staffing:- Recruitment Management Structure	Determine the staff structure of the school in line with the budget.	✓	✓	✓		Head
	Approve staffing structure changes.	✓	✓			FGB
	Appoint an external adviser to support appraisal governors in the Headteacher appraisal.	✓				FGB
	Undertake the annual appraisal of the Headteacher.		✓			Comm
	Consider and approve the recommendations of the appraisal governors from the Headteacher's appraisal.	✓				FGB



	Establish a selection panel to recruit the Headteacher or Deputy Headteacher.	✓				FGB
	Accept the Headteacher or Deputy Headteacher resignation.	✓				FGB
	Suspend the Headteacher.					Chair
	Dismiss the Headteacher.	✓				FGB
	Appoint teaching/non-teaching staff.			✓		Head
	Suspend teaching/non-teaching staff.			✓		Head
	Dismiss teaching/non-teaching staff.			✓		Head
	Regularly review, amend and approve policies relating to staffing matters (eg. absence management, disciplinary, capability).	✓	✓			FGB
	Determine dismissal payments/ early/phased retirement.	✓	✓	✓		FGB
<b>Policies/documents:</b>		<b>Frequency of review</b>			<b>Delegated to</b>	
Staff Capability Policy		Recommended annually			FGB or committee	
Staff discipline, conduct and grievance procedures		Recommended annually			FGB	
Procedures for dealing with allegations of abuse against staff		Recommended annually			FGB	
Early Careers teachers (ECT's)		Recommended annually			FGB	
Whistleblowing procedures		Recommended annually			FGB or committee	

## Election of Officers

Southwold Primary School Governing Board has agreed:

- The Chair and Vice Chair serve for a period of one year
- Nominations to be sought at the Autumn term meeting.
- A secret ballot should be held if more than one nomination for Chair or Vice Chair is received.

Chair of Governors: Sally Longford

Date Elected: 7<sup>th</sup> October 2025

Term End: Autumn 2026

Vice Chair of Governors: Michelle Gabbittas

Date Elected: 7<sup>th</sup> October 2025

Term End: Autumn 2026

## Committee membership

The governing board meeting on 7<sup>th</sup> October 2025, the membership and remits, detailed in the Scheme of Delegation, of committees were reviewed and agreed.

### Pay committee

Rupert Knight

Kathryn Truman

Veronica Bell

### Pay appeals committee

Wendy Greenwood

Plus one other governor

### Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

### Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

### Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.