

Therefore, encourage one another and build each other up, just as in fact you are doing”

1 Thessalonians 5:11

Thatcham Park C.E. Primary & Nursery School,



Terms of reference for Governor Committees - (Excluding F&R Committee)

Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

This document outlines the roles, responsibilities, authority and membership of the Thatcham Park C.E. Primary and Nursery School committees and groups with the exception of the Finance & Resources Committee (F&R) which is subject to a separate document approved by the Full Governing Board (FGB) named the Terms of reference Finance Committee.

Meetings of Governor Committees

Meetings of each committee will be held as necessary and at least three times a year. The appointed Clerk to Governors will undertake the role of clerk for all committees (to write minutes and circulate them to the committee and make them available to other governors).

Minutes will be stored electronically on Governor Hub and signed electronically. They will be highlighted and referenced as part of the papers for the next Full Governors' Meeting. These minutes will be approved at the next meeting. Any interested person may request to see these minutes by contacting the Clerk who will email them to the interested person. No confidential information will be made available.

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027

Part 2 minutes will only be available to governors. Minutes and discussion papers from meetings can be made available to other parties such as OFSTED Inspectors and School Performance Team Members through the issue of a username and password which will be available for an agreed time period.

The Performance Management and Discipline/Appeals Panels are closed groups but all Governors are welcome to attend other committee meetings.

Purpose

The Governors have established committees to debate issues in detail and to provide information and recommendations for final decisions by the FGB. Some delegated powers have been given to committees, but decisions taken must be reported in full to the next Full Governors' meeting. The Performance Management Panel has specific and different functions and its method of working will be described separately.

The chair of each committee will be appointed at the first Full Governor meeting in the academic year or the committee can elect a chair. The FGB can remove a committee chair at any time.

Committee Structure

Membership

Each committee must consist of at least three governors which may include the Headteacher. The Headteacher may choose to attend any or all of the meetings of committees and has full voting rights as a governor. Statutory guidance requires all schools to have link governor roles specifically for Safeguarding and SEND. Both these roles sit within the PP&L committee and are re-elected every year in the first FGB meeting of the year.

Associate Members of the FGB shall have limited voting rights on the committee. They cannot vote on admissions, pupil discipline, elections or appointment of governors, the budget or financial commitments of the FGB. Committees may co-opt non-governors who will have no voting rights but may have valuable expertise to share.

Quorum

The quorum of each committee is 3 voting members and must include either the Chair or a Vice-chair to the committee and Headteacher (or appointed representative). If the committee meeting is inquorate the members present may

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027

sit as a working party of the Governing Board if they wish. A working party may only discuss matters and has no power to make a binding decision.

Pupil Progress & Learning Committee (PP&L)

Membership of the PP&L committee:

The Chair and Vice-Chairs of the committee, who shall not be employees of the school, shall be elected during the first Governing Board meeting of the academic year.

Meeting frequency: Normally twice per long term.

Function of the PP&L committee:

Taking into account the distinctive ethos, vision and strategy of a church school set by the governing Board, the PP&L committee will ensure by its own actions, by advising the Governing Board as a whole, by reviewing proposals made by the Headteacher and reports from staff, and through the work of individual governors:

1. The adoption of a broad and balanced curriculum which conforms to legal requirements meets the needs of pupils and allows each pupil to thrive and grow.
2. That the arrangements made for monitoring attainment and progress across the whole curriculum are fit for purpose and appropriately moderated.
3. That appropriate and challenging targets are set across the curriculum for attainment and progress. The committee will monitor performance against the targets set.
4. That the school's plans for improvement and development reflect the actions necessary to address issues with progress and learning as they arise, as well as to meet the ambitions of the school in the areas covered by the committee.
5. That the policies relevant to the committee are fit for purpose, properly communicated to relevant stakeholders (including pupils, staff and parents), subject to regular review on an appropriate timescale, and that their implementation is appropriately monitored. The Clerk maintains a the policy management schedule, a copy of which is stored on Governor Hub.

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027

6. To monitor and review the implementation of the School's policies focusing on Pastoral Care and Health and Wellbeing annually, assuring compliance with statutory requirements.
7. That sufficient governors have up-to-date training in the areas covered by the committee and that governors are informed about developments in the curriculum, assessment and data.
8. That appropriate steps are taken to engage parents with the curriculum and their children's learning.
9. That we retain a focus on the pupils in our care and recognise that it is their successes which will make the school successful.
10. All governing boards have legal duties under the Children and Families Act 2014 in relation to pupils with special educational needs and disabilities (SEND), Thatcham Park's FGB have delegated this to the PP&L Committee.
11. Monitor the way that the pupil premium funding is used to help raise the attainment of disadvantaged pupils, whether that be for the educational benefit of pupils registered at the school or on community services that benefit pupils at the school.
12. To ensure statutory Safeguarding issues are adhered to and a report on Safeguarding is delivered to all meetings of the Full Governing Board.

Meetings of Governor Panels

Additional Panels that will be made up of the members of the Full Governing Board are detailed below :

Pay & Performance Management Panel

1. The function of this panel is to implement the whole school pay policy and to assess the performance management of the Headteacher.
2. A minimum of 2 governors must be appointed to be responsible for the Headteachers appraisal (the Appointed Governors). They must not include any member of staff at the school.

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027

3. The Governing Board must appoint an accredited SIP (Schools Improvement Partner) to work with the committee to review the Headteachers performance and agree objectives for the year ahead.
4. A Review Officer must be appointed by the Governing Board so that if the Headteacher has a complaint about his/her appraisal statement it can be taken to this person. This governor must not be on the Pay and Performance Panel.
5. The panel will meet as necessary to consider decisions regarding the Headteachers pay. The Chair of Governors holds the appraisal statement, which is a confidential document, and, on request, copies of this may be passed to the governors responsible for taking decisions in relation to the Headteachers pay, as well as to the Review Officer.
6. The Headteacher will attend the Pay and Performance Management Panel in an advisory capacity. Where the panel has invited either a representative of the Local Authority or the external adviser to attend and offer advice on the determination of the Headteachers pay, that person will withdraw at the same time as the Head while the committee reaches its decision.
7. The Pay and Performance Panel shall consist of the Chair of Governors, plus the chairs of each of the two Governor Committees (PP&L and F&R).

Exclusions Panel

1. This shall consist of 3 or 5 governors taken from the list of governors appointed. Associate Members may not be part of the panel.
2. The role of the panel is to meet as required to consider:
 - the circumstances under which a pupil has been excluded
 - any representations about the exclusion made by the parent and by the Local Authority
 - whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated
3. There must be a quorum of 3 governors
4. The panel must consider exclusions no earlier than 6 school days and no later than 15 school days after receiving notice of them. This applies to cases of permanent exclusion, and for cases of one or more fixed-term exclusions totalling more than 45 days in any one year. If the exclusion is for 5 days or less in a term and the parent has made representations to the Governing Board,

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027

there is no statutory time limit but governors would be expected to meet within a reasonable timescale.

5. The Clerk to Governors will minute the panel's meetings. Part 1 Minutes will be circulated to all governors and a report given to all governors at the next FGB meeting. Part 2 Confidential Minutes will be circulated only to members of the panel and stored in an area of Governor Hub with limited access. The minutes will be approved by the Chair at the next meeting of the panel and signed electronically. They will remain confidential.
6. The first five days of each exclusion (fixed or permanent) is the parents responsibility, though the school is expected to set work. Parents will be advised of the days on which he/she will be responsible for ensuring the pupil is not found in a public place.
7. From day six of a permanent exclusion, responsibility falls to the Local Authority.

See the latest Guide to the Law for School Governors for further details.

Complaints Panels

Complaints panels may be formed for a number of reasons. The details of the specific process will be detailed within the relevant document. For example, for a complaint regarding something relating to employment, the relevant staff policies will contain details about the complaints process. For general complaints, the complaints policy contains the relevant information.

The complaints panels shall be formed with the below criteria. More information about the process can be found in the complaints policy.

1. The committee shall consist of 3 or 5 governors taken from the list of governors appointed. Associate Members may not be part of the panel.
2. Decisions must be made by a simple majority of votes cast, with any tie votes broken by the panel chair.
3. There is no requirement for the chair of a complaints panel to be a lay member.
4. The members of the panel shall have had no previous involvement or conflict of interest in the complaint.

Status	Version	Date approved	Next review
Approved	2026	September 2026	September 2027