



**ST. JAMES' CHURCH OF ENGLAND
INFANT AND NURSERY SCHOOL**

**GOVERNING BODY AND
COMMITTEE STRUCTURES**

ACADEMIC YEAR 2025 – 2026

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Section 1

Standing Orders – (for the procedural workings of the Governing Body)

The Governing Body of St James Infant School reconstituted on 9.06. 2015 in line with the School Governance (Constitution) (England) Regulations 2012.

The following are the procedures adopted herewith:

Meetings of the Governing Body

The Governing Body notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable and the Clerk, in consultation with the Chair and the Headteacher, will draw up the agenda. Signed minutes will be kept by the Clerk and are available for inspection at school.

Terms of Office

The Governing Body resolves that both the Chairperson and Vice-Chairperson of Governors will have a term of office of one year and the term of office will end one year from the date of his/her election.

Election of Chairperson and Vice-Chairperson

The Governing Body resolves that the following process will apply to the election of Chairperson and two Vice-Chairperson: ■ Governors will be able to submit verbal nominations at final meeting of the academic year

- A Governor can nominate him/herself for office
 - Nominees will be asked to leave the room whilst the election process by secret ballot takes place
 - If there is a tie, Governors should discuss the strengths of the nominees further and another vote will be taken ■
- Nominees will return to the meeting and the Clerk will announce the result

Terms of Office for each category of Governor

The Governing Body resolves to have the same terms for all categories of Governor. The agreed term is four years.

Appointment of Clerk

The Governing Body resolves that Mrs Clair Brown acts as Clerk to the Governing Body.

Quorum

The quorum for any Governing Body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies. For example, the full membership is 12 then the quorum for a Governing Body meeting is 6 Governors.

Committees and Working Parties

Committees are set up with delegated powers by the Governing Body (minuted at full Governing Body meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually. Working Parties may be set up by the Governing Body but do not have any delegated powers and cannot make any decisions.

A working party can only bring recommendations to the full Governing Body.

Membership of Committees

Terms of Reference – See Section 6

Full membership – See Section 5

Quorum for all committee meetings is 3 Governors

Each committee will nominate a Clerk (this cannot be the Chair)

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full Governing Body.

Delegation of Function

The Governing Body agrees the delegation of the functions as described in the Terms of Reference for each committee in Section 6

Declaration

The Governing Body, at its meeting on 25th September 2017 resolved to adopt the Standing Orders.

The Clerk to the Governing Body holds a copy in the formal Governing Body records and a copy has been retained at the school for reference.

Signature (Chairperson):

JKinrade

Date:

20th October 2025

Section 2

Instrument of Government


CUMBRIA COUNTY COUNCIL

INSTRUMENT OF GOVERNMENT

1. The name of the school is **St James' Church of England Infant and Nursery School**.
2. The school is a voluntary controlled school.
3. The name of the governing body is "**The governing body of St James' Church of England Infant and Nursery School**".
4. The governing body shall consist of:
 - a. 4 parent governors
 - b. 1 LA governor
 - c. 1 staff governor
 - d. 1 headteacher
 - e. 3 foundation governors
 - f. 2 co-opted governors
5. Total number of governors 12.
6. The term of office of for all categories of governors is 4 years.
7. Foundation Governors are appointed by the Diocesan Board of Education, after consulting the PCC of the ecclesiastical parish in which the school is situated.
8.
 - (a) the holder of the following office shall be a foundation governor ex officio:

The Principal Officiating Minister of the ecclesiastical parish in which the school is situated.
 - (b) The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
9. The Archdeacon of the Archdeaconry in which the school is situated shall be entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
10. A trust exists for the school.

11. St James' Church of England Infant and Nursery School provides education in accordance with the principles and practices of the Church of England. Worship, religious education and spiritual development are at the heart of every aspect of the work of this school.
12. This instrument of government comes into effect on 9 July 2018.
13. This instrument was made by order of Cumbria County Council on^{5th} day of February 2019.

The COMMON SEAL of)
CUMBRIA COUNTY)
COUNCIL was hereunto)
Affixed in the presence)
of: 



Section 3

Code of Practice for Governing Bodies & Governors
CUMBRIA COUNTY COUNCIL GOVERNOR SUPPORT TEAM
CODE OF PRACTICE
FOR
GOVERNING BODIES AND GOVERNORS

This agreed statement has been produced collaboratively by the Governor's Voice Cumbria LA and the Professional Associations. In 2003 it was revised following discussion with the Advisory Group on Governance. It is commended for adoption by Governing Bodies.

An effective Governing Body must have a clear sense of purpose and direction for its school. The Governing Body is accountable to the school community and broader community for the effectiveness of the school. In its work the Governing Body will collaborate with, and be questioning of, the Headteacher and Staff, who are responsible for the day-to-day management and operation of the school.

Aims:

The aims of the Governing Body are:

- to support the school in meeting its statutory responsibility to provide the best possible education for each individual pupil;
- to be fully accountable to those who established and fund the school and also to the parents and the wider community for the way in which it carries out its functions as a Governing Body;
- to act at all times in accordance with the requirements laid down in Acts of Parliament, statutory regulations and the school's Instrument of Government;
- to maintain and develop the ethos and reputation of the school;
- to act with due regard for the well-being of children in other schools in supporting the activities of their own particular school;
- to ensure that the school's interests are properly represented at local level and at national level wherever and whenever appropriate;

Roles and Functions:

- All Governors have equal status whether they are appointed, elected or co-opted; they reflect the interests of the community as a whole rather than the interests of any specific group
- The Governing Body has an overall responsibility for school effectiveness; this will involve determining, monitoring and reviewing the broad policies, plans and procedures within which the school operates as well as the outcomes of its activities
- The Headteacher, and not the Governing Body, is responsible for the implementation of agreed policy, the day-to-day management of the school and the operation of the curriculum
- As a corporate body, with a collective responsibility, the Governing Body has powers to delegate responsibility to individual Governors, to Committees and/or to the Headteacher; to this end, it must have a clear and agreed scheme of delegation
- To inform their work, Governors should take all possible opportunities for learning about the school and for participating in school activities
- All school visits for whatever purpose should be undertaken within a framework that has been established by the Governing Body and agreed by the Headteacher.
- In so far as the Governing Body has a shared responsibility for the employment of staff, it should fulfil all reasonable expectations of a good employer.

- The Governing Body should develop effective working relationships with community and parent groups, the LA and other relevant agencies, including the Diocesan Education Authority where appropriate.
- The Governing Body should, on a regular basis, monitor and evaluate its own effectiveness as a corporate body.

Confidentiality and Conduct

- The Governing Body should encourage open governance and should be seen to do so.
- The Governing Body has a general duty to act fairly and without prejudice at all times.
- The Governing Body should seek to operate as a team, actively developing constructive working relationships, using the talents and expertise of individual members.
- The Governing Body should encourage the open expression of views within meetings.
- Members of the Governing Body must accept all decisions of the Governing Body and be loyal to them.
- The discussion of Governors in reaching these decisions is confidential to the meeting.
- The Governing Body must determine which items of business are confidential, particularly items relating to staff and pupils; all members of the Governing Body are bound by that confidentiality – hence they must exercise a high degree of prudence when potentially contentious issues come up in discussion outside of the Governing Body.
- In the case of items that are confidential to a particular committee or a nominated Governor, all members of the Governing Body must recognise that without this confidentiality the fair following of procedures will be prejudiced.
- With the exception of any items deemed to be confidential, the Governing Body will make its decisions public through its minutes and reports.
- Governors may only speak on behalf of the Governing Body when specifically authorised to do so.

Section 4

Scheme of Delegation (Governing Body Decision Planner) GOVERNING BODY DECISION PLANNER

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken at this level.

Column blocked off: Function cannot be legally carried out at this level.

Cross – although legally possible this is not recommended

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
Self-evaluation and strategic planning	1.	Ensure that systems are in place to monitor targets in the school improvement plan and evaluate impact. GB validates the SEF.			X		
Finance	2.	Ensure school meets the Financial Management Standard. Secondary by March 2007. Primary to be decided.			X		
	3.	Approve the first formal budget plan each financial year					
	4.	Establish and review a charging and remissions policy			X	X	
	5.	Establish and review a Governors' Expenses Scheme			X	X	
	6.	Enter into contracts (GB may wish to agree financial limits)			X		
Staffing	7.	Ensure the school operates safe recruitment practices.			X		
	8.	Ensure that appropriate checks are carried out for all new staff who will work with children	X	X	X		
	9.	Headteacher appointments (selection panel undertakes process)					
	10.	Deputy appointments (selection panel as above)					
	11.	Appoint other teachers	X		X		
	12.	Appoint support staff	X		X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
	13.	Review every teacher's salary annually taking advice from the head. Review the head's salary annually taking advice from the governors appointed for performance management			X		
	14.	Establish and review disciplinary/capability, redundancy and staff absence policies and procedures			X	X	
	15.	Dismissal of headteacher			X		
	16.	Dismissal of other staff The GB may delegate dismissal of staff to the ht, an individual governor or a group of governors. DfES staffing guidance recommends delegation to the ht but this is for the GB to decide			X		
	17.	Determine staff complement			X		
	18.	In voluntary aided and foundation schools to agree whether or not the Chief Education Officer/Diocesan Authority should have advisory rights. In VC schools to agree whether or not the Diocesan Authority should have advisory rights.			X		
	19.	Establish and review annually a performance management policy			X		
	20.	Undertake the headteacher's performance management review					
Curriculum	21.	Ensure National Curriculum is (NC) taught to all pupils and consider any disapplication for pupil(s)			X		
	22.	Ensure that the curriculum is balanced and broadly based and: <ul style="list-style-type: none"> • promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society • prepares pupils at the school for the opportunities, responsibilities and experiences of later life. 			X		
	23.	Establish and review the curriculum policy			X	X	
	24.	Implement the curriculum policy					
	25.	Establish and review sex education policy and ensure that parents are informed of their right to withdraw their children.			X	X	

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
Target Setting	26.	Set and publish targets for attendance and pupil achievement at KS2, 3 and 4 and monitor progress.			X	X	
Discipline/ Exclusions	27.	Establish and review a pupil discipline policy					
	28.	To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions in accordance with current regulations. (Can be delegated to chair/vice-chair in cases of urgency)	X				
Admissions	29.	VA and Foundation schools - establish and review an admissions policy and procedures which comply with the Code of Practice and current legal requirements.					
Religious Education	30.	Ensure provision of RE in line with school's basic curriculum. NB this must fall into line with locally agreed syllabus – Comm/VC/Foundation. In VA schools the GB determines policy for RE.			X		
Collective Worship	31.	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					
	32.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)					
	33.	Make arrangements for collective worship (schools without religious character) (after consulting GB)					
	34.	Make arrangements for collective worship in Foundation schools with religious character, VC or VA schools (after consulting head)			X		
Health & Safety	35.	Establish and review a health and safety policy. Overall responsibility for H&S rests with the employer. In Foundation and VA schools this is the gb; in community and VC schools - the LA.					
	36.	Ensure that health and safety regulations are followed					
	37.	Establish and review the Access Plan with due regard to current legal requirements			X	X	
	38.	Ensure that the school meets current requirements for nutritional standards			X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
School Organisation	39.	Decide the times of school sessions. In VA schools, set school term and holiday dates (in community schools this is the LA)			X		
Information For Parents	40.	Prepare and publish the school prospectus ensuring current requirements are met. (The head and leadership team will play a major part in producing it).					
	41.	Prepare and publish the school profile ensuring current requirements are met (the head and leadership team will play a major part in producing it)				X	
	42.	Ensure that each year a report on each learner's educational achievements is forwarded to their parents/carers.	X	X	X		
	43.	Ensure provision of free school meals to those pupils meeting the criteria	X	X	X		
	44.	Establish and review home-school agreement			X		
	45.	Ensure school complies with published scheme for Freedom of Information			X		
	46.	Establish and review a complaints procedure			X	X	

			Level				Notes for our school
			1	2	3	4	
Governing Body Procedures	No	Activities					
	47.	Instrument of Government – agree and decide any amendments					
	48.	Elect the chair and vice-chair of a governing body					
	49.	Appoint and dismiss the clerk to the governors					
	50.	Hold a full governing body meeting at least three times in a school year					
	51.	Appoint and remove community or sponsor governors and associate members.					
	52.	Establish and review annually the delegation of functions to individuals or committees					
Inclusion and equality	53.	Ensure that the school does not discriminate unlawfully against learners, job applicants or staff on the grounds of sex, race, disability, age or marital status.			X		
	54.	Establish and review a SEN policy and appoint a “responsible person”			X	X	
	55.	Establish and review a race equality policy			X	X	
	56.	Establish and review a child protection policy in accordance with local Safeguarding Board procedures			X	X	
Extended Schools	57.	To decide to offer additional activities and to what form these should take					
	58.	To put into place the additional services provided	X	X	X		
	59.	To ensure delivery of services provided			X		
	60.	To cease providing extended school provision					

Section 5

Membership of the Governing Body / Terms of Reference

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 Cumbria 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 Body acts as a sounding board to the Headteacher and provides strategic direction
- Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

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 three 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 (if not delegated to the committee itself)

- ❖ 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 individual 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 and its practice under review and to make revisions where appropriate
- ❖ To review the delegation arrangements annually*

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

Name	Category	End of Term of Office
Alex Moore	Head teacher	N/A ex officio
Alison Dobell	Foundation Governor	N/A ex officio
Anna Jones	Foundation Governor	04/12/2027
Joe Elder	Foundation Governor	18/02/2028
Suzanne Wilson	Parent Governor	18/11/2028
Katie Hawksworth	Parent Governor	14/07/2028
Gayle Williams	Parent Governor	26/11/2025
Kiri Skelton	Parent Governor	31/10/2027
Brian O’Kane	LA Governor	23/09/2027
Stephanie Sapsed	Staff Governor	13/11/2026
Katie Kinrade	Co-opted Governor	26/02/2027
Stephanie Hetherington	Co-Opted Governor	26/02/2027

Quorum: One half of the number of Governors currently in post i.e. 6

Chair of the Governing Body	Katie Kinrade
Vice-Chair of the Governing Body	Kiri Skelton
Clerk to the Governing Body	Clair Brown
Nominated Governor for Safeguarding	Katie Kinrade
Nominated Governor for SEND / Inclusion	Suzanne Wilson
Nominated Governor for Prevent	Katie Kinrade

Section 6 – Committees / Terms of Reference

Staff Dismissal and Redundancy 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 disapplication, 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

Disqualification – The Headteacher

(It is recommended 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:	25th September 2017
Name of Governor	Date Appointed to the Committee
Suzanne Wilson	20th October 2025
Anna Jones	5 th October 2020
Kiri Skelton	5 th October 2021

Chair of the Committee	Kiri Skelton
Clerk to the Committee	Clair Brown

Quorum: minimum of 3

Date Committee established	25th September 2017	Date of review:	20th October 2025
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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 – 3

Disqualification: The Headteacher, any member of Staff Dismissal, Chair due to prior knowledge;

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Committee
Katie Hawksworth	25th September 2023
Brian O'Kane	3rd October 2022
Alison Dobell	21 st October 2024

Chair of the Committee	Brian O'Kane
Clerk to the Committee	Clair Brown

Quorum: minimum of 3

Date Committee established	25th September 2017	Date of Review	20th October 2025
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Staffing and Finance Committee

Terms of reference:

All outcomes to be recommended to the Governing Body.

Staffing and Finance

- To review and recommend for adoption the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these
- To review the criteria for redundancy in line with Local Authority guidelines and make recommendations to the Governing Body for approval
- To liaise and consult with other committees where necessary
- To review staffing structure
- To keep under review staff work/life balance, working conditions and well being including the monitoring of absence
- To assist the Head Teacher in the appointment of staff with due regard to safe recruitment procedures
- To guide and assist the Head Teacher and the Governing Body in all budgeting and financial matters and to ensure that the school operates within the financial regulations of Cumbria County Council
- To prepare and review financial policy statements, including long term planning
- To prepare and present an annual budget for approval by the Governing Body including agreed priorities of the School Improvement Plan
- To monitor the budget at regular intervals
- To report the financial situation at each full Governing Body meeting and make recommendations where necessary
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school
- To monitor the income and expenditure of all public funds, to receive and where appropriate, respond to audits of these
- To audit all non-public funds for presentation to the full Governing Body
- To ensure as far as is practical that Health and Safety issues are appropriately prioritised
- To adopt the Local Authority policy on Equality and Diversity and make reference to it as appropriate in relation to staffing and pay conditions

Pay Policy

- To review the salaries of all staff annually in accordance with existing arrangements
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- In the light of the Head Teachers Performance Management Groups recommendations, to determine whether sufficient funds are available for increments
- To undertake a salary review at any other time the Governing Body directs there is a need to do so
- Make recommendations to the Governing Body for ratification

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

Membership: 5 plus SBM

These terms of reference agreed by the Governing Body	25th September 2017	
Name of Governor/Associate Member	Type	Date Appointed to the Committee
Alex Moore	HT	3rd October 2022
Kiri Skelton	G	5th October 2020
Steph Hetherington	G	25th September 2023
Katie Kinrade	G	21 st October 2024
Katie Hawksworth	G	21 st October 2024
Clair Brown	Advisor	25th September 2017

Chair of the Committee	Kiri Skelton
Clerk to the Committee	Clair Brown

Quorum minimum of 3

Date Committee established	25th September 2017	Date of Review	20th October 2025
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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

Disqualification –The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Group
Anna Jones	5 th October 2021
Brian O'Kane	25th September 2017
Katie Kinrade	21 st October 2024

Chair of the Group	
Review Officer	

Quorum: 2

Date Committee established	25th September 2017	Date of Review	20th October 2025
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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 – 5

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

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Committee
Katie Kinrade	25 th September 2023
Katie Hawksworth	25th September 2023
Brian O'Kane	25th September 2017

Chair of the Committee	
Clerk to the Committee	Clair Brown

Quorum: 2

Date Committee established	25th September 2017	Date of Review	20th October 2025
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Admissions Committee

Terms of reference:

- To be a point of contact in for any enquiries regarding Admissions decisions made by the LA

Membership – 3

Disqualification: None

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Committee
Steph Sapsed	25 th September 2023
Anna Jones	18 th November 2019
Kiri Skelton	21 st October 2024

Chair of the Committee	Steph Sapsed
Clerk to the Committee	Clair Brown

Quorum: minimum of 3

Date Committee established	25th September 2017	Date of Review	20th October 2025
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Complaints Committee

Terms of reference:

- To make any determinations or decision under the Governing Body's Compliant Procedure for Parents and Others
- To make any determinations under the Governing Body's Curriculum Complaints Procedure in respect of National Curriculum disapplications.

Disqualification: Any Governor with prior knowledge of the complaint.

Membership – 3

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Committee
Brian O'Kane	25th September 2017
Suzanne Wilson	20 th October 2025
Katie Kinrade	21 st October 2024

Alternative if required: Steph Hetherington

Chair of the Committee	
Clerk to the Committee	Clair Brown

Quorum: minimum of 3

Date Committee established	25th September 2017	Date of Review	20th October 2025
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Crisis Management

Terms of reference:

- To meet in the event of a serious incident as defined in the Crisis Management Plan;
- To make any determinations as appropriate to ensure the continuous running of the school in the event of an incident which may disrupt the smooth running of the school as guided by the Emergency Plan

Membership – 4 + SBM

Disqualification: None

These terms of reference agreed by the Governing Body	25th September 2017
Name of Governor	Date Appointed to the Committee
Alex Moore	3rd October 2022
Kiri Skelton	18 th November 2019
Stephanie Sapsed	3 rd October 2022
Clair Brown	25th September 2017
Katie Kinrade	21 st October 2024

Chair of the Committee	Alex Moore
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Quorum: minimum of 3

Date Committee established	25th September 2017	Date of Review	20th October 2025
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Safeguarding

Terms of reference:

- To ensure safeguarding policies and procedures are adhered to
- To review child protection policy and other relevant documentation
- To monitor and review safeguarding practice within the school
- To monitor the provision for Children that are Looked After or were previously Looked After
- To have oversight of the number, and outcomes of, any referrals, early help or additional needs of any vulnerable children
- To ensure that safeguarding personnel are suitably trained and necessary roles are covered in school e.g. Designated Safeguarding Lead and deputies, Designated Teacher for Looked After Children etc.
- To monitor the single central register
- To review and monitor safer recruitment procedures and ensure that all recruitment panels contain a member with safer recruitment training
- To attend training as required (annually) in line with Keeping children Safe in Education Guidance
- To keep up to date with changing legislation in the areas of safeguarding and child protection

Membership – 4 to include Nominated Governor for Safeguarding and any DSL or deputies

Disqualification: None

These terms of reference agreed by the Governing Body	4 th December 2018
Name of Governor	Date Appointed to the Committee
Alex Moore	3 rd October 2022
Clair Brown	15 th October 2018
Stephanie Sapsed	15 th October 2018
Katie Kinrade	21 st October 2024

Chair of the Committee	Katie Kinrade
Clerk	Clair Brown

Quorum: minimum of 3

Date Committee established	15 th October 2018	Date of Review	20 th October 2025
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Buildings and Health & Safety Committee

Terms of Reference

Buildings

- To review the security requirements of the school annually.
- To place proposals to the Governing Body for expenditure on Capital Funding and maintenance expenditure and ensure that maintenance and decoration, in line with the agreed financial allocations is carried out.
- To monitor the conditions of the school premises and grounds regularly and report to the Governing Body on general repair and maintenance.
- To be fully informed of any necessary insurance and liaising with the Finance Committee to ensure that premiums are paid when required.
- To consider the Lettings Policy and charges where appropriate and advise the Governing Body on such matters.
- To use comparative statistical data in order to compare the school with similar sized schools for costs on electricity/water/telephone costs.
- To monitor the work of Cumbria County Council/Cumberland Council and external contractors in the preparation and implementation of contracts.
- To liaise with the Local Authority about any matters concerning the school premises and grounds.
- The check that the school Inventory is maintained to a satisfactory standard on an annual basis.

Health & Safety

- To assist in the formulation and review of the Health & Safety Policy, associated arrangements and codes of practice including those dealing with security and safety and ensure that procedures for implementing the Health & Safety Policy are in place and are followed.
- To ensure that an annual risk assessment of the premises is carried out, to make regular assessments of any risk factors which may put the health, safety and welfare of staff, students and visitors at risk and to monitor and evaluate safety outcomes, i.e. risk assessment, reports/accidents statistics/near misses.
- To ensure that a fire drill/evacuation is carried out at least once per term.
- To ensure that any policy amendments put to the Governing Body comply with legislation and the Local Education Authority guidance.
- To closely monitor all safeguarding aspects of the school for students, staff and visitors.
 - To complete termly audits, ensuring that all aspects of Health and Safety requirements are covered during the school year.

Accessibility

- To recommend to the Governing Body reasonable adjustments to allow access and use of the premises by the disabled.

Membership - not less than 3 Governors (plus all members of the SLT if required)

Members of the committee may allow other persons to attend meetings as appropriate.

These terms of reference agreed by the Governing Body:	27 th February 2023
Name of Governor	Date Appointed to the Committee
Clair Brown	27 th February 2023
Kiri Skelton	27 th February 2023
Anna Jones	27 th February 2023
Brian O'Kane	27 th February 2023

Chair of the Committee	Kiri Skelton
Clerk to the Committee	Clair Brown

Quorum: minimum of 2

Meeting Schedule

The committee shall meet three times per year, and will take place at least 2 weeks prior to the full Governors meetings.

This committee will report to the full governing body three times annually.

Summary of Committees

	Membership	Alex Moore	Anna Jones	Brian O' Kane	Alison Dobell	Stephanie Sapsed	Joe Elder	Kiri Skelton	Gayle Williams	Steph Hetherington	Katie Kinrade	Katie Hawsworth	Suzanne Wilson	Clair Brown
Finance Committee	5+ SBM													
Headteachers Performance Review	3													
Complaints	3													
Staff Dismissal	3													
Pupil Discipline	3													
Admissions	3													
Appeals	3													
Crisis Management	5													
Safeguarding	4													
Health & Safety	5													

Governor Monitoring Responsibilities

<u>Area</u>	<u>Governor</u>	<u>Link in school</u>
Literacy	Katie Hawksworth	English – Jenny King jking@st-james-inf.cumbria.sch.uk RWInc – Simone Chambers schambers@st-james-inf.cumbria.sch.uk
Numeracy	Steph Hetherington	Kim Powell kpowell@st-james-inf.cumbria.sch.uk Jenny King jking@st-james-inf.cumbria.sch.uk
Curriculum - Arts Inc Art, Music, D&T	Kiri Skelton Joe Elder (Music)	Joanne Cocksedge (Art, D&T) jcocksedge@st-james-inf.cumbria.sch.uk Kim Powell (Music) kpowell@st-james-inf.cumbria.sch.uk
Curriculum – Humanities Inc History & Geography	Gayle Williams (Geography) Katie Hawksworth (History)	Emma Butterworth emmab@st-james-inf.cumbria.sch.uk
Curriculum – Sciences Inc Science & Computing	Steph Hetherington	Jenny King jking@st-james-inf.cumbria.sch.uk
Curriculum – PHSE & RE Inc Church Ethos & Christian Character	Anna Jones	Joanne Cocksedge jcocksedge@st-james-inf.cumbria.sch.uk
Curriculum – PE Inc Sports Funding	Joe Elder	Steph Sapsed ssapsed@st-james-inf.cumbria.sch.uk
Early Years	Alison Dobell	Simone Chambers schambers@st-james-inf.cumbria.sch.uk Steph Sapsed ssapsed@st-james-inf.cumbria.sch.uk
Leadership and Management	Katie Kinrade	Alex Moore amoore@st-james-inf.cumbria.sch.uk
Pupil Development, Behaviour and Welfare	Anna Jones Steph Hetherington	Alex Moore amoore@st-james-inf.cumbria.sch.uk
Vulnerable Groups (SEND, PP, EAL)	Katie Kinrade	Steph Sapsed ssapsed@st-james-inf.cumbria.sch.uk
Designated Safeguarding Governor	Katie Kinrade	Alex Moore amoore@st-james-inf.cumbria.sch.uk
Media – website/social media	Kiri Skelton	Clair Brown cbrown@st-james-inf.cumbria.sch.uk
Health and Safety	Brian O’Kane, Kiri Skelton, Anna Jones,	Clair Brown cbrown@st-james-inf.cumbria.sch.uk
Crisis Management	Kiri Skelton, Katie Kinrade, Alex Moore, Clair Brown, Steph Sapsed	Alex Moore amoore@st-james-inf.cumbria.sch.uk

Meeting Dates for the Academic Year Full Governing Body Meetings 2025-26:

20th October 2025 4.15pm

9th February 2026 4.15pm

29th June 2026 4.15pm

Finance Committee

13th October 2024 4.15pm

23rd March 2026 4.15pm

18th May 2026 4.15pm

Headteacher Performance Review

20th October 2025 10.15pm

Health & Safety Committee

Autumn tbc

Spring tbc

Summer tbc