



GRANTHAM VILLAGES' CHURCH OF ENGLAND PRIMARY SCHOOLS FEDERATION GOVERNING BOARD

Terms of Reference and Standing Orders For Circle of Governance in 2026-2027

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation and will review these Terms of Reference and Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board.

This document was agreed by the Governing Board at their meeting held on:

Date: 9th September 2026

Updated: 9th September 2026

Review Date: September 2027

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Circle Model – Whole Governing Board Approach

Outline

The Governing Board works as a 'whole team', meeting 6 times per year, once in each term, without any separate committees. An agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing Board will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any 'commissioned' working groups will have Governing Board drafted agreed terms of reference.

In addition to 'commissioning' activities or actions on their behalf, the Governing Board, in order to ensure its core functions are fulfilled, will delegate monitoring responsibilities to 'monitoring pairs' or 'individuals'. These include the statutory required individual roles and those focused on the priorities of the School Development Plans.

In each case where a function has been delegated there is a statutory duty to report any action or recommended decision to the Governing Board at the next meeting.

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1. Terms of Reference for the Governing Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Board has resolved to conduct all its business as a full Governing Board, and to work collectively without committees.

The Governing Board has three strategic core functions:

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

The main responsibilities to be managed by the Governing Board are outlined below:

Items in bold cannot be delegated.

Operational	• To draw up the Instrument of Government and any amendments thereafter. • To review the standing order for election of the Chair and Vice Chair including the length of the term of office. • Elect (or remove) the Chair and Vice Chair. • To appoint (or dismiss) the Clerk to the Governing Board. • To hold at least 6 Governing Board meetings each year. • To appoint any co-opted members. • To appoint the Local Authority (LA) nominated governor. • To suspend or remove a governor. • To decide which functions of the Governing Board will be delegated in and to whom. • To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety and Finance based on skill set and expertise. • To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary. • To review the delegation arrangements annually. • Appoint selection panel for Executive Headteacher. • To ratify or reject decisions of appointed selection panel. • To recruit new governors as vacancies arise ensuring the Board has all the necessary skills to be effective. • To set up and publish a register of Governors' Pecuniary and Business Interests. • To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary. • To ensure the information required for the 'Get Information About Schools' (GIAS) is collected, uploaded and amended as necessary and accurate with the details published on the school website. • To approve and set up a Governors' Allowances Scheme. • To regulate the Governing Board procedures where not set out in law and record these as Standing Orders. • To delegate to the Executive Headteacher the functions as described in the Delegation of Functions to Executive Headteacher Standing Order (page 13). • To assign individuals or teams of governors to monitor the priorities of the School Development Plans, in accordance with the attached terms of reference. • To arrange a suitable induction process and mentoring for newly appointed or elected governors. • To audit individual and Governing Board development needs and promote appropriate training.
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	- To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board. - To ensure the Executive Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role.
General	- Regularly review the vision and values of the schools and ensure that these are shared with all stakeholders. - To take an active role in Schools' Self Evaluation (SEF) identifying success and areas requiring improvement. - To regularly review the Schools' Development Plans (SDP) identifying monitoring opportunities for the Governing Board. - To review regularly how the schools are regarded by pupils and parents/carers. - To ensure the schools have in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. - To approve statutory policies, ensuring compliance, on review. - To approve all school trips involving an overnight stay away from home. - To ensure the schools have a Complaints Procedure for parents/carers and that parents/carers know how to raise concerns and make a complaint. - To have regard to the professional advice given by the Clerk - To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Maintained Schools Governance Guide website
Inclusion and Equality	- To establish and approve a special educational needs & disability (SEND) policy. - To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014). - To comply with statutory duties from the SEND code of practice and latest edition of Keeping Children Safe in Education (KCSIE) in respect of pupils with special needs by appointing a SEND governor. - To ensure that the schools do not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. - To receive reports on PREVENT, bullying, homophobic and racial incidents.
Safeguarding	- To ensure statutory compliance with latest edition of Keeping Children Safe in Education (KCSIE) and its associated policies including adopting and reviewing annually the LCC child protection and safeguarding policy and relevant procedures. - To comply with statutory duties from KCSIE by appointing Safeguarding and Health & Safety governors. - To ensure all governors have read the latest edition of KCSIE and signed through The School Bus. - To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy. - To receive and monitor the Safeguarding in Schools Self-Assessment Audit Report six times a year and sign off in term 6. - To complete the Lincolnshire Safeguarding Children Partnership (LSCP) Safeguarding Assurance within the Schools Self-Assessment Audit annually. - To complete online ELearning safeguarding modules detailed in the LSCP 6-year safeguarding training pathway.

Curriculum	• Ensure the National Curriculum (NC) is taught to all pupils. • To ensure the curriculum is broad, creative and balanced. • To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact. • To monitor the curriculum policy with teaching and learning appendices. • To monitor attainment and progress using data. • To establish a charging and remissions policy for activities. • To ensure the British Values are embedded within the curriculum, preparing pupils for life in modern Britain.
Budget	• To approve the first formal budget plans each year. • To engage in strategic decision making. • To agree a 5-year budget. • To analyse and recommend the annual budgets. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy. • To enter into contracts following agreed financial limits. • To make decisions in respect of service agreements following agreed delegation of financial limits and insurance. • To ensure the school complies to the Schools Financial Value Standard (SFVS) guidelines. • To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium grant). • To appoint a finance governor or monitoring pair. • To ensure plans are in place should those with financial responsibility within the school be absent for a pro-longer period. • To be aware of changes in the Scheme for Financing Schools and to make any necessary changes within the schools. • To ensure financial succession planning within the board.
Staffing	• To make Executive Headteacher and Head of Schools appointments (ratify or reject) following recommendations from the Governing Board approved selection panel. • To agree staffing policies which provide for governor involvement in the interests of preserving the schools' religious character. • To annually determine the staff complement. • To annually agree a pay policy and pay discretions following the School Teachers' Pay Conditions Document (STPCD). • To annually review the impact of and implementation of the Pay and Reward policy. • To establish and review procedures for addressing staff discipline, conduct and grievance. • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Executive Headteacher. • To end the suspension of staff or Executive Headteacher. • To determine dismissal payments/early retirement. • Governors should decide whether the Director of Education/diocesan authority should have advisory rights.
Appraisal and Performance Management	• To establish and review and approve annually the Appraisal Policy. • To determine the timing of the Executive Headteacher appraisal review cycle. • To appoint the Executive Headteacher Performance Management panel consisting of 3 skilled or trained governors. • To appoint the external advisor. • To take into account the Executive Headteacher Standards for Excellence. • To agree total pay award following recommendation from Pay Review Panel. • To agree any pay award for the Executive Headteacher following

	recommendation from the Executive Headteacher Performance Management Panel.
Discipline/ Exclusions	• To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see latest version of Exclusion from maintained schools, Academies and pupil referral units in England Guidance). • To direct the reinstatement of excluded pupils.
Premises & Insurance	• To develop the schools' buildings strategy or master plans and contribute to LA Asset Management Planning arrangements. • To procure and maintain buildings, including the properly funded maintenance plans. • To seek advice from the LA to ensure adequate levels of buildings insurance and personal liability. • To receive annual site report.
Health & Safety	• To establish a Health & Safety policy • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive annual Health & Safety Inspection Reports from both school sites and agree any actions. • To appoint a Health and Safety governor
Admissions	• To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions. • To consult annually before setting an Admissions policy, notify the LA and publish the arrangements on the Schools' website in accordance with the paragraph 1.47 of the School Admissions Code. • Set a clear published admission number (PAN) for both schools, which states the number of applicants they will admit where enough applications are received. • Admissions appeals: To set up independent panels in line with the School Admission Appeals Code.
Collective Worship	• To ensure that the schools provide teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents/carers of their right to withdraw their child. • To ensure the schools provide an act of broadly Christian daily collective worship.
School Organisation	• To set the time of the schools' sessions and the dates of school terms and holidays. • To publish proposals to change category of the schools. • To propose to alter or discontinue voluntary, foundation or special school status.
Information for Parents/Carers	• To ensure that the schools keep parents/carers and prospective parents informed by the school website. • Keeping parents/carers informed by use of ParentMail/newsletters/websites.
Extended Services	• To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision.

Grantham Villages' CE Primary Schools Federation Governing Board

2. Membership of the Federation Governing Board

Comprises of: 7 - Foundation, 1 - LA, 2 – Parent, 1 - Staff & 1 Executive Headteacher in accordance with the Instrument of Governance Variation Order dated 5th August 2021.

Name	Type of Governor	Term of Office
Kevin Ashby	Foundation – Ex Officio	04.10.2023 - 18.06.2027
Gordon Cannon	Foundation	09.03.2024 - 08.03.2028
Sandra Jackson	Foundation	18.07.2024 – 17.07.2028
Lucy Jones	Foundation	26.09.2022 - 25.09.2026
Lotti Thomas	Foundation	24.03.2025 – 23.03.2029
James Starritt	Foundation	06.03.2026 – 05.03.2030
Vacant	Foundation	
Kate Hamblett	Local Authority - LCC	22.11.2023 – 21.11.2027
Joris Vreeswijk	Parent	09.11.2023 - 08.11.2027
Emma Jameson	Parent	21.11.2022 - 20.11.2026
Kelly Matthews	Staff	01.09.2026 - 31.08.2030
Elaine Bedford	Staff – Exec HT Ex Officio	01.01.2023

Agreed by the Governing Board:

9th September 2026

Review Date:

September 2027

Quorum: one half of the number of serving governors in post (rounded up)

Grantham Villages' CE Primary Schools Federation Governing Board

2. Specific Roles on the Governing Board & Assigned Assurance Responsibilities

	Name	Date Appointed
Chair of Governors:	Lucy Jones	24 th Sept 2025
Vice Chair:	Gordon Cannon	24 th Sept 2025
Clerk:	Victoria Nicholas-Barry	1 st Jan 2026
Specific Areas of Responsibility:		
Statutory Roles		
Finance:	Gordon Cannon	9 th Sept 2026
Health and Safety (H&S):	Joris Vreeswijk	9 th Sept 2026
Safeguarding and Child Protection:	Emma Jameson	9 th Sept 2026
Special Educational Needs & Disability:	Sandra Jackson	9 th Sept 2026
Other Roles		
Attendance	James Starritt	9 th Sept 2026
Equality & Diversity	Joris Vreeswijk	9 th Sept 2026
Food in Schools	Gordon Cannon	9 th Sept 2026
Mental Health and Well-Being	Lucy Jones	9 th Sept 2026
Looked After Children (LAC)	Sandra Jackson	9 th Sept 2026
Monitoring	Elaine Bedford	9 th Sept 2026
Online Safety incl. Cyber Security & AI	Gordon Cannon	9 th Sept 2026
Personal Development and Behaviour including RSHE/PSHE	Kevin Ashby	9 th Sept 2026
Pupil Premium	Gordon Cannon	9 th Sept 2026
P.E. & Sports Premium	Sandra Jackson	9 th Sept 2026
RE/SIAMS	Kevin Ashby	9 th Sept 2026
Training & Development of Governors	Victoria Nicholas-Barry	9 th Sept 2026
Staff Recruitment:	Gordon Cannon & Lucy Jones	9 th Sept 2026
Sustainability & Climate Change	Kate Hamblett	9 th Sept 2026
Website:	Lotti Thomas & Sandra Jackson	9 th Sept 2026
Data Protection Officer (DPO):	Amy Parnham for Marston., Victoria Nicholas-Barry for St Sebastian's	9 th Sept 2026
SDP Key Improvement Area Governor Teams		
1. Reading	GC & EJ	9 th Sept 2026
2. Quality First Teaching	LJ & KH	9 th Sept 2026
3. Vision & Values	KA & LT	9 th Sept 2026
4. Inclusion & SEND	SJ, JV & JS	9 th Sept 2026
Terms of reference for specific roles – see Section 6. Terms of Reference for Individuals or Monitoring Pairs		

Assigned Assurance Responsibilities for Governors

Aim – to undertake activities, through negotiation with the Executive Headteacher, that lead to determination of levels of assurance for the Governing Board.

1. Finance

Finance Governor to seek assurances by:

- Setting meetings with the Executive Headteacher and Federation Business Manager in accordance with the schedule determined at the last FGB meeting of the previous academic year;
- Consideration of the initial budgets;
- Reviewing and monitoring budget projections and medium-term financial plans through regular reporting procedures with the purpose of ensuring the schools' budget are realistic;
- Reviewing the level of balances to ensure financial decisions are sustainable;
- Advise the FGB on the appropriateness, or otherwise, of Virements to be made outside of the delegated powers;
- Having regard for annual insurance requirements and the quality, cost and impact of all services purchased, before contracts are renewed;
- Ensure compliance with any Audit recommendations;
- Reporting and making recommendations to the FGB in accordance with the established timetable, who in turn will review, challenge and ultimately approve these recommendations.

2. Health & Safety (H&S) - in relation to children and staff as part of the Federation's responsibilities as a good employer.

H&S Governor to seek assurance on:

- The levels of compliance of the schools regarding statutory duties;
- The robustness and thoroughness of risk assessments to address any identified issues which compromise the H & S of children and staff.

In addition:

- Advise the Governing Board of any improvements linked to H & S matters.

3. Safeguarding – including provision to support positive mental health of children and staff.

Safeguarding governor to seek assurance on:

- The ways in which any significant issues affecting the schools in relation to safeguarding are being handled;
- The robustness and thoroughness of procedures which ensure that children are safe and feel secure;
- The effectiveness of the curriculum provision in helping children to keep themselves safe;
- The provision in place to support the positive mental health of all children and staff;
- The effectiveness of the Safeguarding/Child Protection training pathway for staff. For example, how lessons are learnt from Serious Case reviews are disseminated and evaluated.

In addition:

- Advise the Governing Board of any improvement priorities linked to Safeguarding matters;
- Monitor the Safeguarding online audit.

4. Special Educational Needs and Disabilities (SEND):

SEND governor to seek assurance on:

- How well the Federation identifies SEND children and how their needs are addressed;
- How effectively SEND funding is allocated and spent;
- How SEND children are helped to access the curriculum and participate fully in the life of the schools;
- The appropriateness of the culture and ethos of the school to support pupils with SEND;
- How effectively the schools work with parent/carers of children with SEND;
- How the schools meet the Equality Act duties for pupils with disabilities;
- The degree to which the schools take account of the SEND Code of Practice when carrying out their duties in relation to pupils with SEND; co-operate with the local authority in

- developing the local offer and publish on-line a school SEND information report;
- The regard the schools have to the statutory guidance supporting pupils with medical conditions and the arrangements to support those children.

In addition:

- Advise the Governing Board of any improvement priorities linked to SEND practices.

5. **Pupil Premium:**

Pupil Premium (PP) governor to seek assurance on:

- The effective use of PP funding to support children;
- The impact of the monitoring of interventions funded by PP funds;
- The impact of PP funding on pupil outcomes. Are differences being diminished between the attainment and progress of children in receipt of PP funding and those who are not;
- The compliance of the schools' website regarding PP spend and its impact;
- How 'pupil voice' is captured and factored into PP provision.

In addition:

- Advise the Governing Board of any improvements linked with PP expenditure.

6. **Sports & P.E Premium:**

Sports & P.E Premium governor to seek assurance on:

- The use of funding for additional and sustainable improvements to the provision of P.E. and sport to the development of healthy, active lifestyles;
- The percentage of children on leaving the schools who can swim 25m;
- The representation of pupils in competitive sports;
- The impact of Inspire+ and any apprentices employed by schools.

In addition:

- Advise the Governing Board of any improvement priorities linked with the use of the sports and P.E. premium funding;
- Monitor the impact of the Sports & P.E. Premium document published on the school website.

3. Terms of Reference for the Clerk to the Governing Board

The Clerk is expected to work within the following terms of reference:

Guiding Principles

- The Clerk is accountable to the Governing Board.
- He/she is employed by the Governing Board and line managed by the Chair of Governors, whose responsibility is to provide induction and conduct an annual appraisal.
- The Clerk will be provided with a contract of employment based on one of the 3 model job descriptions for a Clerk recommended by LCC Governor Support.
- Governors and the Executive Headteacher cannot be appointed as Clerk to the Governing Board.

The main responsibilities of the Clerk are:

Advisory Capacity:

- Provide advice to the Governing Board and act as the first point of contact for governors with queries on procedural matters.
- Advise the Governing Board on governance legislation and procedural matters where necessary before, during and after meetings.
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Board.
- Inform the Governing Board of any changes to its responsibilities as a result of a change in schools' status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Ensure that statutory policies are approved in line with the school policy file and are revised when advised by the Executive Headteacher.
- Advise on the annual calendar of Governing Board meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

Administrative Capacity:

- With the chair and Executive Headteacher prepare a focused agenda for the Governing Board meetings, committee or working panel meetings.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda with supporting documents/papers 7 days before the planned FGB meeting.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governing board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and executive headteacher.
- Circulate the reviewed draft to all governors, members of committees, the executive headteacher and other relevant board (L.A/diocese/foundation/trust as agreed by the Governing Board and with the timescale of 2 weeks.
- Follow up any agreed action points with those responsible and inform the chair of progress.

Membership Capacity:

- Advise the governors and appointing bodies in advance of the expiry date of a governor's term of office, so elections or appointments can be organized in a timely manner.
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the schools.

- Liaise with the schools to ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the governing Board on succession planning of all roles.

Managing Information:

- Maintain up-to-date records of the names, addresses and category of Governing Board members and their term of office, and inform the Governing Board and any relevant authorities of any changes to its membership.
- Ensure up-to-date records of governors and the Governing Board are forwarded to LCC Governor Support and that any changes are reported at the earliest opportunity.
- Maintain copies of current terms of reference and membership of any panels, working parties and any nominated lead governors e.g. SEND, safeguarding.
- Maintain a record of signed minutes of meetings in the schools, ensure copies are sent to LCC Governor Support and any other relevant bodies on request and are published as agreed at meetings.
- Maintain records of Governing Board correspondence.
- Liaise with the schools to ensure copies of statutory policies and other school documents approved by the Governing Board are kept in the schools and published on the schools' websites.

Personal Development:

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice with the schools' environment.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.
- Additional services as required by the Governing Board.
- Clerk any statutory appeal panels the Governing Board is required to convene (this includes all complaints and permanent exclusion panels in line with LCC policy): if the clerk is not contracted to set up and clerk these panels, the Governing Board will have to make alternative arrangements.
- Assist the chair of governors in conducting skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.
- Communications – develop and maintain appropriate arrangements and mechanisms for effective two-way communication between Executive Headteacher, chair of governors and the governing board.
- Promote communication between governing bodies as a means of disseminating sharing good practice.

Safeguarding:

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- Systems and Information – maintain the records of the governing board and store these on a secure system in line with the schools' and/or LCC Information Governance policies.
- Maintain a file of relevant and up-to-date Department of Education (DfE), Local Authority (LA) and Church Authorities guidance documents.
- Maintain archive materials.

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2027

4. Delegation of Functions to Executive Headteacher

The delegation to the Executive Headteacher ensures a clear separation between strategic non-executive oversight and operational executive leadership. The Executive Headteacher is expected to work within the following terms of reference, and to provide the Governing Board with such reports in connection with his or her functions as the Governing Board requires.

Budget	- To make miscellaneous financial decisions up to an agreed limit of £5,000 as set out in the school's finance policy. - To enter into contracts up to the £5,000. - To monitor monthly expenditure. - To make payments.
Staffing	- To appoint teachers and non-teaching staff. - To establish disciplinary, capability and grievance procedures. - To suspend staff. - To initially dismiss staff. - To produce and maintain a central record of recruitment and vetting checks.
Curriculum	- To ensure the National Curriculum is taught to all pupils and consider disapplication for pupils as appropriate. - To establish and implement a curriculum policy. - To decide which subject options should be taught. - To be responsible for standards of teaching. - To be responsible for each individual child's education. - To agree the content of any Sex and Relationship Education and to keep up to date a written policy for its delivery. - To ensure the balanced treatment of political issues and to prohibit political indoctrination. - To promote British values.
Appraisal and Performance Management	- To formulate and implement an appraisal policy. - To make pay recommendations in line with the pay policy and legal requirements to the Pay Review Panel. - To carry out appraisal of other teachers (or delegate to line managers in the school).
Standard Setting	To set standards and predictions for pupil achievement and progress.
Religious Education	- To provide Religious Education in line with schools' basic curriculum. - In schools with a religious character, to provide Religious Education to the agreed syllabus.
Collective worship	To ensure, after consultation with the Governing Board, that all pupils take part in a daily act of collective worship.
Health & Safety	To ensure that Health & Safety regulations are followed.

Discipline/Exclusions	To draft the content of the school behaviour policy and publicise it to staff, students and parents/carers.
Inclusion and Equality	- To designate a qualified teacher to be responsible for coordinating SEN provision (the SENCo). - To appoint a designated teacher for looked-after children (LAC).
School Organisation	- To ensure that under the 1986 Education Act, the school meets for 380 sessions (190 days) in a school year. - Where determined by the Governing Board, to ensure that school lunch nutritional standards are met. - To draft and implement a data protection policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office. - Maintain a register of pupil attendance. - To publish on the website the drafted structure and remit of the Governing Board, including governor appointment details, term of office and attendance record. - To submit governor information to the DfE database of governors Get Information About School (GIAS).
Information for Parents/Carers	- To ensure that the school keeps parents/carers and prospective parents informed by preparing and publishing relevant information on the schools' websites. - To ensure that free school meals are provided to those pupils meeting the criteria. - To ensure that parents/carers are aware of their rights to withdraw their child from collective worship, RE and Sex and Relationship education. - To ensure that a report on each child's educational achievement is forwarded to parents/guardians annually.
Extended Schools	- To put into place the additional services provided. - To ensure delivery of services provided.
Agreed by the Governing Board on:	
9 th Sept 2026	
Review Date:	
September 2027	

5. Terms of Reference for Individuals or Monitoring Pairs

Any individual to whom a governor monitoring or specific role responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the Federation Governor Visit and Monitoring Policy.

To monitor an identified area/target on the Schools Development Plans or a statutory function of the Governing Board and report to the Full Governing Board. It is expected that a minimum of 3 monitoring visits will be made to the school during the year unless school circumstances necessitate more. Other forms of communication such as telephone calls, email etc. may be substituted for one or more visits. A visit does not necessarily have to take place during the time when pupils are in school and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

- To meet with the lead professional within the schools to gain an understanding of the scope of the area/target and the activities the schools are conducting to achieve success.
- To ensure holding to account by the questions which would have been asked as part of a governing board meeting are undertaken within the visit with the answers documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of schools' activities towards the priority milestones or duties.
- To evaluate the extent of success at the end of the set timescale.

All visits to the schools will be arranged through the Executive Headteacher and in accordance with the Federation Governor Visit and Monitoring Policy.

All reports will be submitted using the relevant school proforma (available through Governor Hub or from the Clerk) for approval by the Executive Headteacher within one week of the visit/communication, copies sent to the Subject Staff Lead, Business & Operations Manager and then be lodged with the Clerk of governors for registering, filing as soon as possible, at least seven days before the next Governing Board meeting.

The following designated statutory governor roles need to be appointed by the Governing Board.

- Safeguarding
- Health & Safety
- Special Educational Needs & Disabilities (SEND)
- Finance
- Pupil Premium

And to focus on the development needs of the Governing Board

- Training and development

Before undertaking any monitoring, governors should read the Governor Visit and Monitoring policy, Governing Board code of conduct and the school staff code of conduct

GVSF's School Development Plans 2026-2027 Key Priorities:

1.	Reading
2.	Quality First Teaching
3.	Visions and Values
4.	Inclusion & SEND
Finance	Gordon Cannon
SEND	Sandra Jackson
Safeguarding (including Child Protection)	Emma Jameson

Health & Safety	Joris Vreeswijk
Pupil Premium	Gordon Cannon
Training & Development of Governors	Victoria Nicholas-Barry
Agreed by the Governing Board on:	9 th Sept 2026
Updated:	
Review Date:	September 2027

Grantham Villages CE Primary Schools Federation Governing Board

GVSF Governor Visit and Monitoring Policy Reviewed January 2026 Review Due February 2029

Policy available on 'Meet the Governors' webpage of schools' website and The National College

The Full Governing Board agreed to follow the agreed principles and procedures of this policy in February 2026

6. Terms of Reference for the Monitoring of the School Budget

A pair of governors or an individual will be assigned to strategically monitor the financial management of the schools on behalf of the Governing Board.

A minimum of six monitoring visits should be made each year, although at least one of these may be conducted by email or telephone discussion, ensuring all financial questions and answers are captured within the subsequent report to enable collective decision making. The visits and reports should include monitoring of the following:

- To maintain an up to date 'balanced' three-year budget plan, which shows clear links to the 'School Development' and 'Staffing' plans.
- To report monitoring and rollover to the full Governing Board, highlighting any significant variances.
- To evaluate any virement recommendations and report to the Governing Board.
- Analyse and report on Tenders for Contract Services in accordance with Governing Board delegated limits.
- To keep in-school financial procedures under review.
- To benchmark the schools' financial performances against similar schools and report to the Governing Board.
- To evaluate proposed expenditure as set out within the delegated limits following recommendations from the headteacher and present to the Governing Board.
- To draft the **Schools Financial Value Standard (SFVS)**, following discussions with the bursar, using the support tools, for Governing Board approval before submission to the LA by the end of the summer term (July).
- To ensure that the schools are working within the guidance of the **SFVS** recommendations.
- To ensure that all spending provides 'Value for money' in terms of raising standards in education and is wisely spent.
- To monitor benchmarking both locally and nationally and report to the Governing Board.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To monitor the spend of extra funding such as pupil premium, sports premium, ensuring its use has impact.
- Review finance policy; lettings policy; Whistle blowing policy; Governor allowance policy; making recommendations to the Governing Board.
- Governor financial skills audit is undertaken and evaluated. All governors have collective responsibility and therefore need a basic understanding of school finance. This can be achieved through the online training available and perhaps by dissemination of any face-to-face training undertaken by individual governors. This would form part of individual governors' training records.
- Review the business continuity plan making recommendations to the Governing Board.
- Review compliance audit reports, ensuring the Governing Board follows recommendations and actions to make regular reports to the Governing Board and ensure that key financial decisions are recorded correctly in the minutes.

Names of Monitoring Governor:	Gordon Cannon
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Agreed by the Governing Board on:	9 th Sept 2026
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Review Date:	September 2027
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7. Terms of Reference for Panel Hearings

- These will be appointed on a case-by-case basis.
- To make any decisions under the Governing Board's personnel procedures e.g., disciplinary, grievance, capability, where the Executive Headteacher is the subject of the action.
- To make any decisions under the Governing Board's personnel procedures e.g., disciplinary, grievance, capability, unless delegated to the Headteacher.
- To make any determination or decision under the Governing Board's Complaints Procedure for Parents.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g., disciplinary, grievance or capability.
- To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals.
- To consider any representations by parents/carers in the case of an exclusion (parents/guardians do not have to be invited).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (parents/guardians must be invited).
- All panels are to be convened by the Clerk to the Governing Board.

NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel

Membership

Any three governors from a pool of governors [comprising of the whole Governing Board], who are:

1. Suitably qualified to undertake the role, and
2. Available on the date specified

The Chair and Executive Headteacher are disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2026

8. Terms of Reference for the Executive Headteacher's Performance Management Panel

- To meet annually with an external advisor to discuss and determine the Executive Headteacher appraisal objectives for the coming year (the planning meeting).
- To complete the Executive Headteacher's annual performance management review, with the support of an external advisor, and set appropriate targets allied to the Schools' Development Plans.
- To review, with the support of the external advisor, the performance of the Executive Headteacher against the agreed appraisal objectives and determine the recommendation on pay progression (the review meeting).
- To agree appropriate professional development opportunities for the Executive Headteacher.
- To prepare and agree the Executive Headteacher appraisal review statement, and report to the Governing Board.
- To make a report to the Pay Review Panel in respect of its findings and recommendations in relation to the Executive Headteacher's salary.
- To make recommendations to the Governing Board in respect of pay progression.
- To take this opportunity to review the Federation's overall performance over the past year and compliment the Executive Headteacher on any achievements and express support in view of the tasks ahead.

Membership

Three governors, of which at least one member must be a foundation governor, and an external advisor. *Neither Pay Review Panel members, the Executive Headteacher nor staff governor may serve on this panel.*

Lucy Jones

Kevin Ashby

Lotti Thomas

External Advisor: The Diocese

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2027

9. Terms of Reference for the Pay Review Panel

The Governing Board will delegate all pay decisions with the exception of decisions relating to the pay of the Leadership team to the Executive Headteacher. All decisions relating to the pay for members of the Leadership team, including the Executive Headteacher will be taken by a Panel of the Governing Board.

Terms:

- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the Schools' performance appraisal process.
- To consider fully all recommendations for pay progression and any other relevant information made available.
- To ensure all members of staff are informed individually of the outcome of the annual pay review in a written statement of the breakdown of pay as at 1st September.
- To ensure that staff know the procedure for making an appeal against pay decisions.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Board changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Board.
- To recommend to the Governing Board the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect.

All decisions made by the Pay Review Panel will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the Leadership Team, should be made without undue delay. These should be completed prior to or on 31st October for teaching staff.

Membership

Membership of the Pay Review Panel will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the panel. Three governors, of which at least two members must be foundation governors. *Neither the Chair, Executive Headteacher nor staff governors may serve on this panel. The Governing Board will need to consider carefully the membership of the panel and appeals panel to ensure the right composition. In particular, they should avoid both the Chair and Vice Chair of Governors being members of the Pay Review Panel as this will inhibit one of these key senior roles being available for any pay appeals that may arise.*

1. Gordon Cannon
2. Sandra Jackson
3. Emma Jameson

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2027

Grantham Villages' CE Primary Schools Federation Governing Board

10. Standing Order for Meetings of the Governing Board

Governors are expected to:

- Arrive in good time for the start of any meeting, having **preread all paperwork** uploaded to GovernorHub in connection with the agenda, and be prepared with questions to ask or comments to make.
- Be familiar with the Schools' Development Plan (SDP) and their milestones and priorities.
- Limit discussion to policies and actions and not people, ensuring challenge, support and celebration is captured within the minutes.
- Participate in discussion and listen to the views and comments of others.
- Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
- Be brief and adhere to any time limits placed against agenda items.
- Follow up on action points between meetings.

The following persons have the right to attend all meetings of the Governing Board

- Executive Headteacher
- Clerk
- Any governor

The following persons will be invited to attend regular meetings of the Governing Board: Head of Schools, members of the senior leadership team, subject leaders, Business & Operations Manager, etc.

Full Governing Board meetings will be held **6 times each year** alternating between the two schools, in terms 1, 2, 3, 4, 5 and 6. **(Note - the FGB may meet virtually via Microsoft TEAMS due to coronavirus restrictions following government advice.)** The clerk will prepare a suggested calendar of meeting dates for the following year for approval at the meeting held in term 6 of each year, following evaluation of impact of the structure.

The Clerk to the Governing Board will prepare a draft agenda, which will be finalised and approved by the Chair and Executive Headteacher. Governors wishing to place items on the agenda should give notice to the clerk and provide a copy of any supporting papers.

Voting, where necessary, will normally be taken by a show of hands; however, the Chair may determine a secret ballot where this has been requested by two or more governors. Where there is an equal division of votes, the Chair will have a second or casting vote

All meetings will be convened by the Clerk seven days before the due date of the meeting. Any 3 members of the Governing Board may request a meeting by giving written notice to the Clerk, which includes a summary of the business to be transacted. The Clerk will then prepare an agenda to call a meeting.

Each meeting will commence at **5.30pm** and will be limited to **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business that is not completed will form part of the agenda for the next meeting.

Draft minutes will be approved for email circulation by the Chair and Executive Headteacher within 2 weeks of the meeting, before being formally approved by the Governing Board at the next meeting.

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2027

11. Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The Governing Board **MUST** elect a chair and a vice chair.
- When the office of Chair or Vice Chair becomes vacant, the Governing Board must elect a new Chair or Vice Chair at their next meeting.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Governing Boards are free to, and should, agree an election process.
- Governors who are paid to work at the school, for instance the Executive Headteacher and staff governors cannot be elected as Chair or Vice Chair.
- The process must be fair, open and transparent.

The Governing Board election process

The Governing Board resolves that the following process will apply to the election of Chair and Vice-Chair of the Governing Board.

- The Chair and Vice-Chair will serve for a term of **2 years**.
- The Clerk will invite Governors to self-nominate or be proposed by a closing date no later than 2 weeks before the date of the first governing Board meeting of the academic year. Nominations can be made by email or in writing to the Clerk.
- A Governor can be re-elected, and further discussion will take place to decide if there should be a limit to the number of terms a Governor could serve in the position of Chair or Vice Chair.
- A governor cannot stand if they are unable to be present at the meetings.
- The Clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held and send it to governors at least 7 days in advance of the meeting.
- The Clerk will take the chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.
- The candidates will be asked to leave the room, having outlined the skills they have for the role, whilst the election takes place and the outcome discussed.
- Governors will discuss the skillset of nominees for the role prior to taking a vote by secret ballot conducted and counted by the Clerk.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the Governing Board before a further vote is taken.
- If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

If no Chair is duly elected, a Governor **MUST** be appointed to Chair the remainder of the meeting. The Governing Board **MUST** then elect a Chair at its next meeting. If no Chair is duly elected at its next meeting, concerns will be raised on the capacity of Leadership and Governance.

Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

Neither the Executive Headteacher nor Staff Governors can stand as Chair of Governors

The role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Lincolnshire County Council delegation requirements.
- To provide clear leadership and direction to the Governing Board, keeping it focused on its core functions.
- To ensure that meetings are run effectively, act as a role model, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To encourage governors to work as part of an effective team, building their skills, knowledge and experience.
- To ensure every governor knows what is expected of them and receives appropriate training and induction.
- To establish and foster an effective relationship with the Executive Headteacher based on trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the Clerk based on professional respect for each role.
- The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction.
- Decision making - Act in cases which are deemed as urgent. This applies where a delay in exercising a function would be seriously detrimental to the interests of the school, pupil, parent or member of staff.
- To produce the GVSF FGB Impact Statement at the end of their elected term as chair (every 2 years). The purpose of the Impact Statement is to share the strategic work of the governing board, the contribution to and impact on the schools' improvement and development, and how the governing board has fulfilled their statutory responsibilities.

Extract from the National College for Teaching & Leadership (NCTL) - Leading Governors: The Role of the Chair of Governors

Being a chair of governors is a key role in the leadership and management of schools. To be effective, you need a good understanding of the role and its responsibilities so that your school gains maximum benefit from the work that you do.

An effective chair of governors:

- works with the Headteacher to promote and maintain high standards of educational achievement,
- ensures that the governing Board sets a clear vision, ethos and strategic direction for both schools,
- with the governing Board holds the Headteacher to account for the educational performance of the schools and their pupils, and for the performance management of staff,
- ensures oversight of the financial performance of the schools and effective use of the schools' resources.

Agreed by the Governing Board on	9 th September 2026
Review Date	September 2027

12. Standing Order for the Appointment of Co-opted Governors

Guiding Principles

The Governing Board may decide the process for the appointment of Co-opted governors based on vacancies and skills required in line with the Schools' Development Plans key priorities.

Appointment process:

- Determine what skills are required to support the Governing Board at the time of the vacancy.
- Consider how and where vacancies should be advertised.
- A candidate may self-nominate or be proposed but must be seconded by governors.
- Decide if any information the Governing Board needs from each candidate to support their nomination i.e., a statement of so many words, interview with, or presentation to the Governing Board or alternatives as appropriate.
- There will be a secret ballot or show of hands dependent on the circumstances i.e. in all circumstances or only where there is more than one candidate.
- The results will be notified to the candidates by the Chair via email or verbally.
- The process will be reviewed.
- The process must be fair, open and transparent.

1. The Co-opted governors are appointed by the Governing Board. They are people who in the opinion of the Governing Board have the skills required to contribute to the effective governance and success of the school.
2. The Governing Board may choose to advertise the vacancy broadly to reach as wide an area as possible. Priority may be given to candidates with particular skills if this expertise would enable the Governing Board to work more effectively. In these cases, this would be clearly stated when notifying the vacancy.
3. Where two or more names are put forward, prospective Co-opted governors will be asked to prepare a brief statement of no more than 100 words, explaining their background and why they wish to be appointed. Where possible these statements will be circulated to all members of the Governing Board prior to the meeting at which any appointment will be considered.
4. At the next meeting of the Governing Board, governors will be invited to vote by show of hands if there is a sole candidate. Where there are multiple nominations, governors will take a vote by secret ballot, managed by the Clerk.
5. In the event of a tie, the governors will again discuss the nominations and take a further vote.
6. The Clerk will announce the result, with the candidate polling the most votes being duly appointed.

Agreed by the Governing Board on:

9th September 2026

Review Date:

September 2027

13. Code of Conduct for the Governing Board

See separate document, modelled on NGA version July 2025

The seven principles of public life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Grantham Villages CE Primary Schools Federation Governing Board has agreed the principles and procedures of the code of conduct on 9th September 2026.

The Chair of Governors signed the Code of Conduct as confirmation that the Full Governing Board approved and agreed to adhere to the code.