



The terms of reference for Christ the Saviour CE Primary School outline its legal responsibilities, committee structures, and specific duty to uphold the school's religious character. The ToR document is reviewed and re-approved at the first meeting of every Autumn term.

Part 1: Constitutional Structure & Purpose

- **Christ the Saviour** is a **Voluntary Aided (VA)** primary school with a designated Church of England religious character within the Diocese of London.
- **The Instrument of Government:** Our board composition is as follows:
 - Foundations Governors - 7 (including the vicar of Christ the Saviour Church)
 - Headteacher - 1
 - Parent Governors - 2
 - Staff Governor - 1
 - LA Governor - 1
- **Core Purpose Declaration:** The Governing Body has a legal duty to preserve, develop, and monitor the religious and Christian character of the school in accordance with its Trust Deed.

Part 2: Core Strategic Responsibilities

1. Ethos, Christian Character, and SIAMS

- **SIAMS Preparedness:** Governors have responsibility in leading the preparation for the **Statutory Inspection of Anglican and Methodist Schools (SIAMS)** to evaluate the impact of the school's Christian vision.
- **Religious Education (RE):** Governors must ensure RE is taught in accordance with the LDBS Syllabus or Diocesan guidelines, monitor standards, and dedicate appropriate curricular time.
- **Collective Worship:** Governors must ensure daily acts of Collective Worship reflect Anglican traditions and the liturgical calendar of the Church of England.
- **Parish and Community Partnerships:** Governors must nurture strategic links between the school, the local parish church, the wider community, and the [Diocese of London](#).

2. Employment and Personnel (As Employer)

- **Legal Employer Status:** The Governing Body is the **direct legal employer** of all school staff
- **Staff Welfare & Performance:** Governors review human resources policies, overseeing annual pay awards, managing staff discipline/grievance procedures, and conducting the Headteacher's performance management.

3. Admissions Authority

- **Annual Determination:** Governors define, consult upon, and formalize the school's **Admissions Policy** and oversubscription criteria each academic year.
- **Faith-Based Criteria Regulation:** Governors design and evaluate our faith priority criteria (e.g., frequency of family attendance at church verified by a minister's reference) in alignment with the [School Admissions Code](#) and LDBS Admissions Guidance.
- **Appeals Management:** Governors commission and manage the independent appeals panel for families refused a place at the school.

4. Land, Buildings, and Capital Finance

- **Premises, Maintenance and Improvements:** Governors oversee the maintenance and management of the school buildings and infrastructure, which are managed by the Headteacher.
- **The 10% Capital Liability:** Governors comply with the statutory requirement that the governing body must fund **10% of all capital building works and major maintenance projects** (the remaining 90% is grant-funded by the DfE through school condition allocation and devolved formula capital funding managed by the LDBS as the responsible body).
- **Governors' Maintenance Scheme:** Governors oversee a dedicated ring-fenced bank account (often called the Governors' Fund) to collect parental voluntary contributions specifically to **meet this 10% funding obligation** and to support with other maintenance costs as published on our website

5. Strategic Secular Oversight (Secular Framework)

- **Educational Performance:** Governors hold the Headteacher accountable for pupil outcomes, the quality of teaching, and the curriculum.
- **Financial Probity:** Governors approve the annual allocation of the annual budget provided by the Local Authority (LA) and ensure value for money across spending.
- **Ofsted Readiness:** Governors maintain standard statutory compliance to ensure a positive outcome during secular inspections.
- **Safeguarding and Health & Safety:** Governors appoint a designated safeguarding governor and ensure robust policies protect all children and staff.

Part 3: Operational Framework within the ToR

The governing body conducts its business through:

- **Frequency of Meetings:** A minimum of 6 Full Governing Body (FGB) meetings per year (usually 7 with an admin meeting at the start of the year).
- **Quorum Rules:** one-half of the total membership of the governing body rounded up, excluding vacancies.
- **Scheme of Delegation:** Some decisions are reserved for the FGB and others are delegated to specific committees or the Headteacher (see Appendix I) in urgent cases the Chair of Governors will approve urgent items under "Chairs action" these will be reported to the FGB at the next meeting.

1. Distinct Roles of the Governing Board and the Headteacher

The Governing Board operates as a strategic, non-executive body, akin to a board of charity trustees or corporate directors. It delegates the internal organisation, management, control, and operational running of the school to the Headteacher.

In accordance with Department for Education (DfE) regulations, the Governing Board focuses strictly on three core strategic functions:

- **Strategic Direction:** Setting the vision, Christian ethos, and strategic priorities of the school.
- **Educational Accountability:** Holding the Headteacher accountable for the educational performance of the school, pupil outcomes, and the quality of teaching and learning.
- **Financial Oversight:** Ensuring financial probity, approving the budget, and verifying that public and school resources are used efficiently.

Governors monitor strategic targets through the School Improvement Plan (SIP) Overview, curriculum action plans, objective national assessment data, termly Headteacher reports, and formal link governor monitoring visits.

2. Statutory Terms of Reference: Full Governing Board (FGB)

The Full Governing Board retains non-delegable legal responsibilities. Functions marked with an asterisk (*) cannot be delegated to a committee or individual.

1. Agree constitutional matters, including governor appointments, reappointments, and skills audits.*
2. Elect or remove the Chair and Vice-Chair of Governors.*
3. Appoint or remove the Governance Professional / Clerk to the Governing Board.*
4. Establish, review, and approve the Terms of Reference for all committees and delegated roles annually.*
5. Approve the formal annual school budget plan prior to the start of the financial year.
6. Determine and approve the annual Admissions Policy and faith-based oversubscription criteria.*
7. Approve key statutory policies (e.g., Safeguarding & Child Protection, Health & Safety, Behaviour, RE & Collective Worship).
8. Suspend or remove any governor in line with statutory procedures.*
9. Receive, scrutinise, and act upon reports from delegated committees, link governors, and external inspectors (Ofsted & SIAMS).*
10. Review the Governing Board's operational performance, skills gaps, and publish an annual Governance Statement.

3. Standing & Ad-Hoc Committee Terms of Reference

A. Steering Committee (Strategic Co-ordination)

- **Status:** Standing Working Group
 - **Membership:** Chair of Governors, Vice-Chair, and Headteacher.
 - **Disqualification:** N/A (Non-decision-making co-ordinating body).
1. Draft the annual governance work plan, meeting calendar, and monitoring schedules aligned with school improvement cycles.
 2. Monitor the workflow, efficiency, and reporting accuracy of all statutory committees and link governors.
 3. Keep under review the Critical Incident Policy, emergency response protocols, and Governor Visit Framework.
 4. Oversee governor input into the formulation of the School Improvement Plan (SIP) and self-evaluation processes (SEF / SIAMS SEF).
 5. Act as an advisory group to support the Headteacher in urgent, highly sensitive, or emerging strategic issues.

B. Headteacher's Performance Review Group

- Status: Annual Statutory Panel
 - Membership: 2 or 3 Governors (must include at least one Foundation Governor) plus an appointed Independent External Adviser.
 - Disqualification: The Headteacher and Staff Governors.
1. Meet annually with the External Adviser to review the Headteacher's performance against agreed strategic targets.
 2. Set robust, measurable performance targets for the Headteacher for the upcoming academic year.
 3. Conduct mid-year monitoring reviews to track progress against objectives.
 4. Make formal recommendations to the board regarding Headteacher pay progression in line with the Pay Policy.

C. Admissions Committee

- Status: Statutory Standing Committee
 - Membership: Minimum 3 Governors. It is recommended to include the Headteacher as a voting member.
 - Disqualification: Any governor with a direct personal interest in an applicant.
1. Rank all applications for admission to the school against the published Admissions Policy and faith oversubscription criteria.
 2. Mandate the verification of Supplementary Information Forms (SIFs) and clergy references.
 3. Formally determine place offers and waiting list allocations.
 4. Review the effectiveness of admissions criteria annually and make recommendations for statutory consultation to the FGB.
 5. Provide necessary evidence and instructions to the independent Admissions Appeals Panel.

D. Hearings Committee (Staffing, Discipline & Grievances)

- Status: Ad-hoc Panel (Convened by the Chair of Governors as required)
 - Membership: Minimum 3 impartial Governors.
 - Disqualification: The Headteacher, Staff Governors, and the Chair of Governors (to preserve impartiality for potential appeal oversight).
1. Make determinations regarding the dismissal of any staff member (unless formally delegated to the Headteacher).
 2. Adjudicate on formal staff grievance, capability, or disciplinary matters where the Headteacher is the subject of the action.
 3. Formally consider parental or public complaints escalated to Stage 3 of the Complaints Procedure.
 4. Hear formal complaints regarding curriculum entitlement or charging policies.

E. Appeals Committee

- Status: Ad-hoc Panel (Convened by the Chair of Governors as required)
 - Membership: Minimum 3 Governors (must match or exceed the number of panel members on the original Hearings Committee).
 - Disqualification: The Headteacher, Staff Governors, and any governor who sat on the original Hearings Committee or has prior knowledge of the case.
1. Consider appeals against staff dismissal decisions made by the Hearings Committee.*
 2. Consider appeals against formal disciplinary actions, capability outcomes, or redundancy selections.*
 3. Consider appeals regarding formal complaints outcomes escalated under school procedures.

F. Pupil Discipline Committee (Suspensions & Permanent Exclusions)

- Status: Statutory Ad-hoc Panel (Convened within statutory DfE timeframes)
 - Membership: 3 impartial Governors.
 - Disqualification: The Headteacher, Staff Governors, and any governor with prior knowledge of the pupil or incident.
1. Review fixed-term suspensions totaling 5 days or fewer where written representations are made by parents (cannot reinstate).

2. Review fixed-term suspensions exceeding 5 days (or where a pupil would miss a public examination) within statutory time limits.
3. Formally review decisions made by the Headteacher to permanently exclude a pupil and determine whether to reinstate or uphold the exclusion.
4. Ensure full compliance with statutory DfE guidance on suspensions and exclusions, ensuring equity and pastoral support alignment.