



**St Matthew's
Church of England
Primary School
Governing Board
Membership &
Terms of Reference**

Reviewed & Adopted: 30 September 2025

Current version as at: 30 September 2025

Governing Board Membership

2025/2026 Academic Year

The Statutory Instrument of Government (March 2015) states the Governing Board shall comprise of 12 members as follows:

- 7 x Church Governors (4 appointed by the Diocesan Board of Education, 2 by the Parochial Church Council of St Matthew's and St Chad's Smethwick, and 1 Vicar of St Matthew with St Chad Smethwick as Foundation Governor ex Officio)
- 1 x LA Governor
- 2 x Parent Governors
- 1 x Head Teacher
- 1 x Staff Governor

The Governing Board of a voluntary aided school must include such number of Foundation Governors as to outnumber all other governors by 2.

LA (1)	End of Office
Gary Bowman	26 June 2026
Parents (2)	End of Office
Samreen Iqbal	25 April 28
Sabrina Jaques	21 November 2025
Headteacher (1)	End of Office
Fiona Deakin	Ex-Officio
Staff Governor (1)	End of Office
Joan Amphlett	30 September 2027
Foundation/Church Governors (7)	End of Office
Rev. Prof Dr Ian Williams	30 June 2027
Gareth Brown	26 September 2026
Rebecca Overton	18 March 2026
Lucy Mair	19 November 2026
Andrew Williams	9 November 2026
Ben Baker	24 March 2029
Vacant	

Chair: Rebecca Overton

Vice Chair: Gareth Brown

Meeting Dates 2025-2026

	Autumn Term	Spring Term	Summer Term
Full Governing Board - 4pm	30 September 2025 2 December 2025	24 February 2026	12 May 2026 7 July 2026
Resources Committee - 8am	13 October 2025 (on line)	16 March 2026 (on line)	15 June 2026 (on line)
Ethos & Values Committee - 3pm	2 December 2025		12 May 2026

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest versions are available online below:

[Maintained schools governance guide](#)

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The Head Teacher can attend all meetings of any committee established by the governing board but in some instances, this may only be in an advisory capacity. When an issue is being discussed which directly affects the Head Teacher they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of “virtual attendance” at meetings (approved at FGB meeting on 30 September 2025). For full details, please refer to the Virtual Governance Policy.

Functions of the governing board

The Governing Board will undertake the following duties, in line with statutory guidance:

Curriculum & Standards

- Review/approve all policies relevant to the curriculum

Achievement:

- Review information on school performance to include ASP & OFSTED data dashboard.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium/Lowest 20%/SEND)
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium/lowest 20%).
- Monitor intervention groups for all groups of pupils.

- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Curriculum:

- Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

Behaviour and Attendance:

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given - as they aren't considered to be members of the governing board.

The appointed governance professional will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the Head Teacher/Deputy.

Associate Members

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from the Maintained Schools*

Governance Guide, Governance Structures, types of governors 5.3.5).

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions but may be given a vote on decisions made by committees to which they are appointed.

Resources Committee

The committee has responsibility delegated by the governing board to:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium/ PE& Sports Premium /recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over **£12,000** sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school

improvement plan.

- Review of leases and contracts - including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report,
 - A copy of the latest Suspense File (non-cheque book and EPA schools only)
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold including tender limits for supplies and services and works.
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. Information on tendering limits can be found under route 5 at [Buying for schools: how to buy what you need - Find the right route to buy - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/buying-for-schools-how-to-buy-what-you-need-find-the-right-route-to-buy)
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal

cycle.

Premises Health and Safety:

- Review the health and safety policy on an annual basis, amend, develop, and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit and monitor any action plans that come out of the audit.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- COSHH - ensure that all required safety data sheets have been obtained and COSHH assessments, produced and reviewed on at least an annual basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to an action plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing - PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment
 - Ladder log
 - Playground equipment and gym inspection
 - Lifting equipment
 - Local exhaust ventilation (where applicable)
 - Legionella risk assessment and relevant checks

- Ensure premise log book is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

Any item referred by the full governing board

Membership

1. Fiona Deakin
2. Gary Bowman
3. Rebecca Overton
4. Andrew Williams
5. Gareth Brown

In attendance: Bhav Patel & Marie Forker <***Minimum of three members required***

Chair of Committee

Gary Bowman

Clerk

Sheila Patel

Ethos & Values Committee

Responsible For

Collective Worship

- Organisation of daily Collective Worship
- Collective Worship Policy
- Monitoring and evaluation of Collective Worship
- Special Services (E.g., Easter and Christmas)

Religious Education

- RE SIP (School Improvement Plan)
- RE Policy
- Implementation of the Sandwell Agreed Syllabus
- Standards in Teaching and Learning in RE
- Examples of learning in RE
- Reports from the RE Leader

School Environment

- Are our values and ethos reflected in the classrooms, grounds, entrance, hall etc?
- Symbolism within the school environment
- Displays

Development of Church links and other places of Worship

- Use of the Church for festivals and celebrations
- Monitoring which places of worship, we visit and the impact on learning/community cohesion
- E-mail newsletter to the PCC and displayed in Church

St Matthew's core values

- Review our core values: **Faith, Respect, Choices** and **Learning Together**
- Prospectus

Collecting evidence

- SIAMs toolkit
- Opportunity to speak to children
- Learning scrutinies
- Review the results of questionnaires (children, staff and parents)
- To conduct a Yr6 exit interview

The Christian Ethos

- It should be clear that the Christian ethos of St Matthew's infuses the whole of the school curriculum and school life

Behaviour and Safety

- Behaviour Policy
- Child Protection Policy

- Single Equalities policy
- PSHE and related policies
- Ensure that the School Self Evaluation Statement relating to the behaviour and safety of pupils at the school is regularly reviewed and accurate reflection of the school

Community Cohesion:

- Relationships with the local community
- Developing links with a school in a similar/contrasting locality
- Charity work (E.g., Children's Society, Operation Christmas Child)

Membership

1. Fiona Deakin
2. Joan Amphlett
3. Gareth Brown
4. Revd. Prof Dr Ian Williams
5. Lucy Mair
6. Ben Baker

In attendance: Bhav Patel

Chair of Committee

To be appointed

Clerk

Sheila Patel

Staffing Committee: Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:	
<p>The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;</p> <ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies) ➤ Staff dismissal, redundancy and redeployment ➤ Staff capability ➤ Management of absence ➤ Dignity at work 	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the member of staff <p><i>Minimum of three members required</i></p>	
Chair of Committee	To be elected at each meeting
Clerk	Sheila Patel

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<p>Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:</p> <ul style="list-style-type: none"> ➤ • it is a permanent exclusion; ➤ • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➤ • it would result in the pupil missing a public examination or national curriculum test ➤ Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded. ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance <p><i>Any item referred by the full governing board</i></p>	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils <p><i>Minimum of three members required</i></p>	
Chair of Committee	To be elected at each meeting
Clerk	Sheila Patel

Complaints Committee

The committee has responsibility delegated by the governing board to:	
➤ At the relevant stage hear any complaint made under the school complaints procedures	
<i>Any item referred by the full governing board</i>	
Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original incident and are not known personally to the complainant 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	Sheila Patel

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence - if appropriate ➤ Staff dismissal ➤ Dignity at Work ➤ Any Item referred by the full governing board 	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</i>	
Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original hearing and are not known personally to the appellant 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	Sheila Patel

Pay Committee

The committee has responsibility delegated by the governing board to:

- Undertake functions in relation to appraisal and pay progression as determined in the pay policy.

Committee to meet once per year in the autumn term

Membership

- Delegated to Resources Committee
- Minimum of three members required. Cannot be HT or governor employed by the school
- Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.

Head Teacher Appraisal

The committee has responsibility delegated by the governing board to:

- Meet the external advisor to discuss the Head Teacher's performance targets
- Decide whether targets have been met and set new targets annually
- Recommend pay progression to the relevant committee and in accordance with the pay policy
- Undertake mid-year monitoring of the Head Teacher's performance against targets

Membership

1. Ian Williams
2. Rebecca Overton
3. Gareth Brown

Minimum of two members required

Selection Panel/Appointment of Staff

(ensure no appointment is carried out by one person alone)

The board **can't** delegate responsibility for the Head Teacher or Deputy Head Teacher selection panel or appointing the panel's recommendation, page 89 Governance Handbook.

The board is free to delegate the majority of its staffing functions to either:

- Your Head Teacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the Head Teacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

The Governing Board is still responsible for making sure any delegated responsibilities are carried out.

The panel has responsibility delegated by the governing board for the:

- Selection of all school staff in accordance with the 'Appointment Protocol' as follows:
- Appointment of Head Teacher & Deputy Head by Selection Panel.
- Appointment of Senior Leadership Team (inc. TLR posts) is by Head or Representative plus 2 governors (non-staff governors only).
- Appointment of teaching staff is by Head or Representative plus 1 governor (non-staff governors only) (dependant on availability).
- Appointment of support staff is by Head plus one governor or member of senior leadership team.

Guidance on these process's is available from your School Improvement Advisor

The appointment of the Head Teacher & Deputy Head Teacher must always be ratified by the Full Governing Body

Governors Area of Special Responsibility

Area of Responsibility	Link Governor
Safeguarding/Child Protection	Rebecca Overton
SEND	Samreen Iqbal
Filtering and Monitoring Governor	Gareth Brown
Safer Recruitment	Any governor that has completed training
ECT	Rebecca Overton
Premises/Health & Safety	Gary Bowman
Training/Skills	Ian Williams
Pupil Premium	Rebecca Overton
Attendance	Rebecca Overton
EYFS	Lucy Mair
Maths	Andrew Williams
English	Lucy Mair
Science	Andrew Williams
PE	Samreen Iqbal
Computing	Gareth Brown
History	Ben Baker
Geography	Sabrina Jaques
PSHE	Ben Baker
Music	Sabrina Jaques
Art & Design Technology	Sabrina Jaques
RE	Ian Williams
MFL	Lucy Mair
Sustainability Governor	Ben Baker

**In accordance with Keeping Children Safe in Education 2025 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below £12,000 be delegated to the Head Teacher.

Disposal of surplus stock

Delegated to Head Teacher with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the Head Teacher is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure

The chair of governors or chair of the resources committee be given approval for expenditure above the set limit prior to the committee meeting - **only in cases of emergency**