



SCHOOL COMMITTEE’S TERMS OF REFERENCE 2025-26

Holmesdale Community Infant School (“HCIS”) is a member school of Greensand Multi Academy Trust (“the Trust”). These Terms of Reference should be read in conjunction with the Trust’s current Articles of Association, the Scheme of Delegation and the Financial Scheme of Delegation.

The School Committee has three core governance functions:

1. To provide strategic leadership.	2. To provide accountability and assurance.	3. To provide strategic engagement.
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The School Committee needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions as defined by the Trust’s Scheme of Delegation. It should set suitable aims and objectives and review, agree and monitor those aims and objectives. It should also review, agree and monitor policies, targets and priorities specific to HCIS.

School Committee Membership Total: 12

• 2 Parent Governors	• 8 Co-opted Governors
• 1 Headteacher	• 1 Staff Governor

The Trust’s recommendation is for School Committees to have 9 - 11 Governors.

Each School Committee will comprise of local Governors who are not members of the Trust Board and must have at least 2 elected (or appointed) parent Governors and, ideally, 1 elected (or appointed) staff Governor.

The length of service of all Governors shall be four years. Subject to remaining eligible to serve as a Governors, any Governor may be re-appointed or re-elected at the end of their term.

Compulsory roles for School Committees:

- Chair of Committee
- Headteacher (ex officio)
- Designated SEND Governor
- Nominated Governor for Looked After Children
- Vice Chair of Committee
- Designated Safeguarding Governor

Each of the Designated Governor roles should be held by a different Governor and, ideally, the Chair should not take on one of these roles.

Schools can create additional Designated Governor/Link roles if they wish to. Additional roles may be added following the Trust Board’s review of Governance in Autumn 2025.

HCIS School Committee meets six times per academic year. Extraordinary meetings may be convened by the School Committee if necessary.

All School Committee meetings are open (Part 1 only).



Quorum: half (rounded up if an odd number) of the Governors in post must be in attendance at a meeting for it to be quorate and to enable formal decisions to be made. In the event of a tied vote, the Chair or Vice Chair will have a second or casting vote.

There will be some fixed agenda items for all School Committee meetings (which are set out in a Trust-wide standardised agenda & annual planner), but schools and School Committees will have discretion to add school specific items to their own agendas.

Link Trustee(s) for each School Committee will be in attendance at School Committee meetings a minimum of once per term.

School Committee meetings are required to be professionally clerked.

HCIS School Committee's main responsibilities include, but are not limited to:

- Holding six School Committee meetings each academic year;
- Exercising the three core governance functions;
- Setting the school's vision, values, aims and objectives, ensuring that they are aligned with those of the Trust;
- Providing relevant challenge, feedback and support to the Headteacher and School Leaders;
- Providing constructive feedback to the Trust Board;

Quality of Education

- Reviewing, monitoring and evaluating the school's curriculum offer and ensuring that it is inclusive (in accordance with the school's statutory obligations);
- Ensuring that all learners receive the full statutory curriculum;
- Monitoring and evaluating rates of progress and standards of achievement by pupils, including under-achieving groups, using school-based, local and national performance data relating to the school;
- Reviewing and evaluating the school's provision for the support and development of higher achievers;
- Approving the academic performance targets for the school and annually reviewing the school's performance and examination results;
- Reviewing and scrutinising targets for pupils' progress and attainment, ensuring they are appropriate and that action is planned and taken in order for pupils and the school to meet agreed targets;
- Monitoring and evaluating the impact and quality of teaching on rates of pupil progress and standards of achievement;
- Monitoring and evaluating provision for all groups of vulnerable children (e.g. Looked After Children, English as an Additional Language (EAL) and Pupil Premium) and ensuring all of their needs have been identified and addressed, and evaluating their progress and achievement;

- Ensuring that the requirements of children with special needs are met, as laid out in the SEND Code of Practice, monitoring provision and receiving termly reports from the Headteacher/SENCO and from the Designated SEND Governor;
- Monitoring pupil premium strategy and pupil premium review of spending and sport premium (if applicable) annually and ensuring that these are published on the school website;
- Ensuring compliance with the requirements of the [Equalities Act 2010](#), with reference to particular characteristics, in relation to the curriculum, teaching and learning, assessment, achievement and progress, and monitoring implementation of the scheme, including assessing its impact on staff, learners and parents/carers;
- Reviewing the school's provision for Physical Education, ensuring its importance within education is clear to all members of the school community, and making recommendations as necessary;
- Reviewing the policy and provision for RE, collective worship & spiritual development, including providing information to parents, and making recommendations as necessary;
- Reviewing the policy and provision for relationship, health and sex (*delete if not applicable*) education, including providing information to parents and making recommendations where necessary;
- Reviewing Headteacher reports;
- Undertaking regular school visits (at least one visit per academic year), providing feedback to the school and to the School Committee and agreeing action points where appropriate;
- Ensuring that a schedule of Governor visits is maintained and updated on a termly basis by the Clerk;

Behaviour & Attitudes

- Reviewing and monitoring the level of exclusions and attendance;
- Reviewing and monitoring behaviour management data and policies;
- Monitoring the celebration of pupil achievements;

Personal Development of Children

- Ensuring that all children have equal opportunities;

Leadership & Management

- Annually approving priorities and targets for improvement, and monitoring & evaluating the impact of the School Development Plan (SDP) & Self Evaluation Framework;
- Ensuring that the school is staffed sufficiently for the fulfilment of the school's SDP and the effective operation of the school;
- Monitoring & evaluating the effectiveness of leadership and management;
- Considering recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisors), agreeing actions as a result of reviews and regularly evaluating the implementation of the plan;
- Monitoring the management of data protection at the school, including Freedom of Information and Subject Access Requests;

Safeguarding & SMSC (Spiritual, Moral, Social & Cultural Development)

- Making certain safeguarding procedures and policies are in place and efficiently managed, in conjunction with the Designated Safeguarding Lead(s), and ensuring that the school adopts recommended good practice across all areas of its work with respect to safeguarding;
- Regularly monitoring safeguarding, including reviewing the school's statutory annual safeguarding report;
- Receiving feedback from the Designated Safeguarding Governor following Trust collaboration meetings;
- Undertaking the Trust's recommended review process for safer recruitment & ensuring that the procedures are in place and complied with, including the school's Single Central Record;
- Monitoring the school's provision of SMSC;

Reviewing & Monitoring

- Engaging with parents/carers, pupils, staff and other stakeholders;
- Monitoring the school's publicity, public presentation & relationships with the wider community;
- Ensuring that any action taken or decision made pursuant to the powers or functions delegated to the School Committee through the Scheme of Delegation are reported to the Trustees on a termly basis (Article 106 of the Trust's Articles of Association);
- Ensuring that all current relevant statutory policies and procedures, and all Trust-wide policies and procedures are implemented by the school;
- Reviewing the school's risk register and regularly monitoring the school's key risks;
- Reviewing, approving and monitoring of school level policies and ensuring they reflect the school's ethos and values;
- Monitoring complaints received by the school from parents/carers and ensuring these are reported to the Trust Board on a termly basis;
- Monitoring accidents/incidents involving pupils, staff, Governors or visitors and monitoring the implementation of the school's health and safety arrangements;
- Regularly receiving and reviewing information on the mental health and emotional wellbeing of pupils and staff and supporting the school in any actions / steps deemed necessary to address any issues;
- Being informed about and, where appropriate, consulted on capital projects, estates management, school lettings, planned building and maintenance works at the school;
- Being informed of outcomes of internal scrutiny and, where appropriate, monitoring implementation of recommended actions for individual school;

Governance & Training

- Recommending and proposing the appointment or removal of the Chair of Governors for approval by the Trust's Board of Trustees;
- Electing and appointing or removing the Vice Chair;

- Recruiting and appointing new Governors where appropriate in collaboration with the Trust's Central Team;
- Overseeing the election process for parent and staff Governors and, if the number of parents standing for election is less than the number of vacancies, appointing them (Article 54 of the Trust's Articles of Association);
- Ensuring an induction programme is implemented for new Governors in conjunction with the Clerk to Governors and that appropriate checks, including DBS checks, have been carried out;
- Annually appointing Governors to the Designated Governor roles and any link roles;
- Recommending the removal or suspension of a Governor to the Trust Board with reference to the Trust's Governors' Code of Conduct;
- Ensuring that agendas reflect the Trust's annual planner and that meeting minutes clearly evidence discussion, challenge and exercise of the three core governance functions;
- Ensuring Governors are attending appropriate training throughout the year, including both Greensand governance training events, and that an up-to-date Governor training record is maintained by the Clerk;
- Ensuring any Chair's actions are notified to the School Committee at the next meeting and to the Trust Board in the next termly report;
- Ensuring that the required information of all those involved in school governance has been collected, entered and, where necessary, updated on GIAS and filed centrally with the Trust;
- Ensuring that the governance information required to be published on the school's website and filed centrally with the Trust is maintained and updated on a termly basis;
- Ensuring that a termly report setting out the key work and decisions of the School Committee is prepared for & submitted to the Trust Board each term;
- Maintaining a Register of Interests (and updating as necessary);
- Ensuring that emergency contact information for the School is provided to Surrey County Council or West Sussex County Council (*as appropriate*) annually immediately following the first School Committee meeting;
- Setting dates for meetings in the academic year ahead and in accordance with the Trust's School Improvement Strategy;
- Undertaking regular self-evaluation and review of the effectiveness of the School Committee with regard to these Terms of Reference and by linking the work of the School Committee to key priorities in the SDP.

Reviewed and adopted on:

Date of next review: September 2026

Signed:


Chair of Governors