



HOLMESDALE COMMUNITY INFANT SCHOOL



SCHOOL COMMITTEE TERMS OF REFERENCE 2026–27

Holmesdale Community Infant School is a member of Greensand Multi Academy Trust ("the Trust"). These Terms of Reference should be considered in association with the Trust's Articles of Association, Scheme of Delegation and Financial Scheme of Delegation as appropriate.

Purpose

The School Committee (SC) is a committee of the Trust Board. Its role is to provide effective and meaningful local governance through scrutiny, challenge and assurance, acting as a critical friend to the Headteacher, and understanding the context of the school (through the experience of the pupils, staff, families and the school community) on behalf of the Trustees.

Membership & Roles

The SC should comprise of at least 9¹ members ("Governors"), including 2 elected Parent Governors, a Staff Governor, the Headteacher (ex officio), and 5-7 Co-Opted Governors. Governors are appointed/elected for an initial 4 year term, and may stand for re-appointment/re-election for subsequent 4 year terms². The SC must appoint individuals to undertake the following roles:-

- Chair and Vice Chair
- Designated Governor for Safeguarding ("DG for SG")
- Designated Governor for SEND ("DG for SEND")
- Designated Governor for Health & Safety ("DG for H&S")
- Nominated Governor for Children Looked After ("CLA")³

The SC may create additional Designated Governor roles if it considers it appropriate to support its work.

Meetings

The School Committee will meet six times per year, in windows confirmed in advance by the Trust's Central Team. The Trust's Central Team will also provide an annual planner detailing items to be included in each meeting's agenda. Other local agenda items may be added at the discretion of the SC. Meetings are professionally clerked.

Quorum

Quorum is half of the Governors in post (rounded up if an odd number). In the event of a tied vote, the Chair or Vice Chair will have a casting vote. It is the Trust's intention that each SC will have a Link Trustee attend a meeting at least once per term, although this may not always be the same Trustee.

In addition to their half-termly meetings, Governors are expected to:-

- complete all compulsory annual training within a reasonable period of time;
- attend and participate in regular Trust-wide Governance Training Events; and
- complete at least one school visit per school year.

¹ The Trust recommends SCs have between 9 and 11 Governors.

² Providing, in the case of Parent and Staff Governors, that they remain eligible.

³ Although the Trust's recommendation is that designated roles are held by different individuals, the Nominated Governor for CLA may be added to other responsibilities.



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Role – STAIRS

The SC's work is structured around the **STAIRS** framework:

S	Safeguarding	• Monitor safeguarding culture, compliance and practice. • Receive safeguarding reports and escalate concerns to the Trust. • DG for SG: Meet with the school's DSL, attend Trust's Safeguarding Collaboration Group and report to SC.
T	Team	• Scrutinise leadership capacity, staff wellbeing and belonging, and workforce training and development. • Support a positive culture, professional development and staff voice. • Support in recruitment process for new SLT as required.
A	Assuring Standards	• Monitor quality of education, including curriculum, teaching, outcomes, progress, EYFS (where relevant), and attendance (including pupils on part-time timetables) and behaviour. • Challenge and support leaders to improve pupil outcomes.
I	Inclusion	• Monitor provision and outcomes for all children, with particular focus on pupils with SEND, disadvantaged and vulnerable pupils, Pupil Premium students, pupils with EAL, and CLA/Previously CLA, in order to cultivate a culture of belonging. • Ensure compliance with equality duties and inclusive practice. • DG for SEND: Attend Trust's SEND Collaboration Group and report to SC.
R	Risk	• Review school-level risks including health & safety (led by the DG for H&S), data protection and complaints (including supporting with complaints investigations and panels if required). • Receive reports on compliance with Trust policies and statutory requirements, including approval of school-level policies. • Escalating any concerns to CEO/Trustees as appropriate.
S	School Community	• Act as a link with pupils, parents, carers and the wider community by building a knowledge of parental views and the community context. • Support effective communication and stakeholder engagement. • Support the school in fulfilling its statutory obligations in respect of suspensions and exclusions, including forming panels where necessary.

Reporting

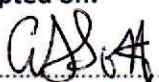
The SC, via the Clerk, will submit a termly summary of key issues and assurances to the Trust Board. SCs can expect to receive termly briefings from the LGP and a summary of all Trust-level meetings which took place in the preceding term.

Review

These Terms of Reference will be reviewed annually by the Trust Board, and are next due for review in July 2027.

Reviewed and adopted on:

Signed:

 29.09.26
Chair of Governors