



Chipping Sodbury School Local Governing Body Terms of Reference

(Updated Sept 2025)

Vision Statement

Committed to aspirational learning

Mission Statement

To deliver aspirational learning by –

- Inspirational teaching
- Nurturing possibilities for all to excel
- Instilling a spirit of adventure
- Being proud to be part of the school and the local community

Core Values

- Integrity
- Aspiration
- Responsibility
- Respect

Chipping Sodbury School Local Governing Body

Chipping Sodbury School is an academy within the Athelstan Trust. Reference 1 defines the arrangements for Local Governing Bodies within the Athelstan Trust.

This document provides supplementary information for the Local Governing Body of Chipping Sodbury School.

1. Governor membership

The Governing Body currently comprises of 12 members:

Parent Governors (2)

Staff Governor

Co-opted Governors (8)

Head Teacher

2. Local Governing Body method of working

The terms of reference for the Local Governing Body (LGB) are described in Reference 1.

The following Committees and Panels meet or are convened to cover specific areas of responsibility of the Governors:

Pay Committee (see section 3)

Hearings Panel (see section 4)

Student discipline Panel (see section 5)

Appeals Panel (see section 6)

Short-term Governor Groups are also used to progress specific issues in support of the LGB.

The responsibilities of the Chair of Governors, Vice Chair of Governors and of the Clerk to the Governors are given in Reference 1.

Details of named Governors are given in section 7.

3. Pay Committee Terms of Reference

- To supervise the implementation of the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions,
- To ensure that an annual pay review for each member of staff has been undertaken on the criteria set out in the Pay Policy with effect from 1 September each year.
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Local Governing Body.

- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and recommend changes or modifications to the Local Governing Body, as appropriate and at least annually.

Quorum: Three Governors

4. Hearings Panel Terms of Reference

- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- To make any decisions under the Local Governing Body's personnel procedures. E.g. Disciplinary, grievance, capability where the Headteacher is the subject of an action.
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of national Curriculum disapplication, and the operation of the Governing Body's charging policy.

Quorum: Minimum of three Governors

5. Student Discipline Panel Terms of Reference

- To consider representations from parents in the case of suspensions of 5 days or less (committee may not re-instate)
- To consider representations from parents in the case of suspensions totalling more than 5 but not more than 15 days in one term (meeting to be held between 6th and 15th school days after receiving notice of exclusion)
- To consider the appropriateness of any permanent exclusion or any suspension where one or more fixed period suspension total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of exclusion).
- To ensure that where appropriate, national and local guidance with respect to the suspension or permanent exclusion of students is practised within the school and especially with respect to the role assigned to the Local Governing Body.

Quorum: Minimum of three Governors

6. Appeals Panel Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures. Eg disciplinary, grievance, capability.
- To consider any appeal against selection for redundancy.
- To consider any appeal against a pay decision.

Quorum: Minimum of three Governors (not involved in original decision)

7. Named Governors

Named Governors Terms of Reference

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school.
- To regularly report to the Local Governing Body.
- To raise the profile of the area of responsibility when related matters are considered by the Local Governing body.
- To attend training as appropriate.

Named Governors:

Area of Responsibility	Name of Governor	Liaising with
Safeguarding	Mark Knowles	Designated Safeguarding Lead
Pupil Premium	Robert Owen	Deputy Head
SEN	Robert Owen	SENCO
Health & Safety	Rachel Woodward	Headteacher
Equality & Diversity	Mark Knowles	Deputy Head
Curriculum	Mark Knowles	Assistant Head
Teaching and Learning	Amy Webber & Elanor Reynolds	Headteacher, CPD lead
Careers	Robert Dennig	Associate Assistant

References:

1. The Athelstan Trust. Local Governing Bodies: Constitution and Terms of Reference.