



The Saints Primary School Federation
Governance Subcommittee Terms of Reference



Foundation Subcommittee

Introduction

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

Statement of Remit

To cooperate with the Management Team to uphold and promote the distinctive Christian Ethos of the Federation Schools, ensuring that a daily act of Christian Worship takes place, while recognising that the schools must meet the needs of all members of their local communities. In cooperation with the Curriculum Committee to ensure that the provision of Religious Education accords with the Norfolk Agreed Syllabus.

Membership	The Committee will comprise the Foundation members of the Governing Body with voting rights. This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.
Quorum	Not less than three of the members with voting rights will be required to attend for a meeting to form a quorum.
Convening Meetings	Foundation Committee will meet once per term. In addition the Chair, the Executive Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days notice of a Committee meeting.
Appointment of the Chair and Clerk	The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.
Role of Committee Chair	<ul style="list-style-type: none">• Ensure meetings are conducted in accordance with Norfolk Governor Toolkit guidelines and good meetings management• Draw up the agenda (in liaison with Executive Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.• Ensure flexibility of meeting dates and times such that Governors have the opportunity to manage personal and Governance commitments.• Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.
Role of Committee Clerk	<ul style="list-style-type: none">• Provide draft minutes to committee members within 7 calendar days of a meeting being held.• Minutes must record those present and consent to any apologies. Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business.

**All Saints, Hapton & St Andrew's Primary School Federation
Governance Subcommittee Terms of Reference**

Functions Delegated to Foundation Committee

1. Consider and contribute to the four sections of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) Self Evaluation.
2. Review information about the school in relation to the Statutory Inspection of Anglican and Methodist Schools (SIAMS).
3. Monitor actions suggested and implemented, resulting from the Statutory Inspection of Anglican and Methodist Schools (SIAMS).
4. Monitoring PHSE (Personal, Social & Health Education) and SMSC (Spiritual, Moral, Social & Cultural Development).
5. Undertake periodic 'walk rounds' at each school to consider how Christian Distinctiveness manifests itself
6. Encourage and monitor the involvement of each school with its local church and community.
7. Ensure relevant reports and information are provided to all stakeholders, i.e. the Parochial Church Councils and local Church School Trust.
8. Undertake tasks from time to time as directed by the Full Governing Body.

Functions delegated to the Executive Headteacher

1. Responsible for providing the Full Governing Body with information requested by the Governor Foundation Sub Committee.
2. Take other action as proposed by the Governor Foundation Sub Committee.

Functions retained by the Governing Body

1. Evaluate the effectiveness of the Full Governing Body in relation to Statutory Inspection of Anglican and Methodist Schools (SIAMS)