



Governing Body

Terms of Reference for Committees & Panels

These terms of reference define the responsibilities of the Full Governing Body, named sub-committees and ad hoc sub-committees of The Oaks Federation.

The governing body will discharge their duties & responsibilities as outlined in this document.

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MEMBERS OF THE OAKS FEDERATION GOVERNING BODY

Chairperson

Mr B Jeffries
C/O Trowbridge
Primary School,
Bryn Bala Way,
Cardiff

Headteacher

Mr N Naish
C/O Greenway
Primary School,
Llanstephan Road,
Rumney,

LA Director

M Godfrey
County Hall,
Atlantic Wharf,
Cardiff.

Clerk

Mrs C. Tanti
C/O Greenway
Primary School,
Llanstephan Road,
Rumney,

Below is a list of the Governors for the school from September 2024

Name of Governor	Type of Governor	End Date
Mr B Jeffries	Chair of Governors Community Representative	7 th January 2027
Mr A Davies	Community Representative	26 th March 2027
Mrs D French	Community Representative	21st January 2028
	Community Representative	
Mr S Colsey	LA Representative	7th January 2027
Mr V Chitsiga	LA Representative	30th November 2027
Mr A Azam	LA Representative	30th November 2027
Mr J Jones	LA Representative	30th November 2027
Mrs S Clausen	Parent Representative Vice Chair of Governors	7 th January 2027
Mr G Porteous	Parent Representative	10 th October 2025
	Parent Representative	
	Parent Representative	
Mrs J Pym	Staff Representative	7 th January 2027
Ms A Vaughan	Staff Representative	7 th January 2027
Ms L Morgan	Teacher Representative	7 th January 2027
Ms L Hardwick	Teacher Representative	7 th January 2027
Mrs C Tanti	Clerk to the Governors	
Mr N. Naish	Executive Headteacher	
Mrs A Watkins	Observer	
Mrs H King	Observer	

Instrument of Government

1. The name of the Federation is The Oaks Federation
2. The names and categories of the school in the Federation are:

Name	Category
Greenway Primary School	Community School
Trowbridge Primary School	Community School

3. The name of the governing body is '**The governing body of The Oaks Federation**'
4. The governing body shall consist of the following:

Category of Governor	Number of Governors in each category	Name of School	Numbers of governors for each school
Parent	4	Greenway Primary School Trowbridge Primary School	2 2
Local Authority	4		4 in total
Teacher (2 year term of office)	2		2 in total
Staff (2 year term of office)	2		2 in total
Community	4		4 in total
Headteacher	1		1 in total

5. **The total number of governors appointed in accordance with Part 4 of The Federation of Maintained School (Wales) Regulations 2014 is 17** (except at any time when the headteacher has given notice as above that he/she chooses not be a governors, when the total number of governors will be **16**)
6. The term of office of all governors is four years, with the exception of the teacher and staff governors who have a two year term of office. A further exception is the Headteacher of the Federation who may hold office for as long as he/she is in post.
7. This Instrument of Government comes into effect on 8th January 2019
8. This instrument was made by City Of Cardiff Council as Local Authority on **5/12/2018**



Signed.....

Nick Batchelar
Director of Education and Lifelong Learning
On behalf of Cardiff Council

Code of Conduct for School Governing Bodies

It is recommended that all governing bodies put in place a code of conduct that sets out the key expectations and commitment required from the members of their governing body. Below is an example of a code of conduct that can be adopted by your governing body. It can be amended to include the ethos of your particular school(s) and can be used by both single and federated governing bodies.

Purpose of the governing body

The governing body is the key strategic decision making body in the school(s), setting the strategic framework and ensuring it meets all its statutory duties. Raising achievement is at the heart of a governing body's strategic role.

The governing body has the following core functions:

- Strategic Leadership
- Accountability
- Critical Friend
- Financial Management

In law, the governing body is a corporate body which means:

- No governor can act on his/her own without proper authority from the full governing body.
- All governors carry equal responsibility for decisions made.
- Although appointed through different routes, the overriding concern of all governors has to be the welfare of the school(s) as a whole. Governors should ensure that their actions reflect the considered, best interests of the school(s) and its pupils.

As individuals on the governing body, we understand our roles and responsibilities and agree to the following principles and expectations:

- We understand the purpose of the governing body, its strategic role and how this differs from the role of the Headteacher.
- We are aware of and accept the Seven Nolan Principles of Public Life (see page 7)
- We accept collective responsibility for all decisions made by the governing body.
- We are aware of and act within the limits of the responsibilities of the governing body and when necessary, seek and give consideration to professional information, advice and guidance.
- We will act fairly and without prejudice, with the overall good of the school(s) being our priority. We will also be prepared to confront personal prejudices that may prevent informed decision-making, including conflicts of interest.
- We are committed to equality of opportunity and reflect this in developing and applying all school policies (as defined in the Equality Act 2010).
- We are always mindful of our accountability to our stakeholders and our responsibility to maintain and develop the ethos and reputation of our school(s).
- We will always use social networking sites responsibly and ensure that neither our own reputation, nor the school's reputation is compromised by inappropriate postings. Governors are advised to maintain some distance on social networking sites to avoid the risk of becoming involved in conflicts/difficult situations.

Relationships with other governors and stakeholders

- We will operate as a team and always in the best interest of the school(s).
- We will seek to develop effective working relationships with all our stakeholders including the Headteacher, senior management team, all teachers and staff, pupils, parents, LA and other relevant agencies as appropriate.
- We will be open, respectful and courteous at meetings and in our communications with other governors.
- In making or responding to criticism or complaints relating to the school(s) we will refer to our School's Complaints Procedure and follow the procedures established by the governing body.

Commitment required of governors

- We acknowledge that accepting office as a governor involves investing time and energy in the role
- We will actively support the work of the governing body by serving on committees and taking on link roles/areas of special responsibility.
- We will try to attend all meetings and where we cannot attend provide apologies for absence and the reasons for not attending.
- We will prepare for all meetings by reading all papers beforehand so that we can ask relevant questions of the Headteacher.
- We will get to know the school(s) well and engage with opportunities to visit the school(s) and attend events and activities.
- On appointment/election we will attend the mandatory training required for all school governors and will undertake further relevant training to develop knowledge and skills and to keep them up to date.

Confidentiality required of governors

- We will always respect the governing body's right to deem certain matters as confidential and observe complete confidentiality. This will include matters concerning individual pupils, staff or parents.
- We will restrict discussion of sensitive issues to appropriate governor meetings or with officers of the Local Authority.
- We will exercise the highest degree of caution when involved in sensitive issues arising outside of the governing body which may have an impact on the work of the governing body or the operation of the school(s).
- We will not identify the views expressed by individually named governors or reveal the details of any governing body vote.

Breach of this Code of Conduct

- If following investigation it is deemed that this code has been breached, we will address this following school governance procedures.

The Governing Body of The Oaks Federation adopted this Code of Conduct on:

Date: _____

Signed Chair of Governors: _____

I confirm that I have read and understood the Governing Body of The Oaks Federation Code of Conduct and I agree to abide by its expectations whilst I am a member of the governing body.

Signed: _____

Name: _____

Date: _____

The Seven Principles of Public Life

(Originally published by the Nolan Committee)

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

Title: Full Governing Body

Membership: Up to 17 governors appointed by the full governing body including up to 4 members of school staff as detailed in the school's instrument of government (p3). The chair and vice-chair person to be appointed by the Governing Body. Membership of the governing body's committees is reviewed annually. Co-opted members may join the committee during the year if authorised by the Governing Body. These may be appointed to provide specific skills or services.

Quorum: Half the number of members rounded up, excluding vacancies.

Meetings: Up to 6 times a year spread over every half term, but at least termly

Overarching purpose – To support all aspects of school life and uphold the following core functions:

- Strategic Leadership
- Accountability
- Critical Friend
- Financial Management

Terms of Reference:

1. To uphold the core functions.
2. To define the School Improvement Plan and monitor progress made against its objectives.
3. To approve the governor approved budget annually and consider implications on a 3-year (medium plan) budget with the support of the LMFS officer.
4. To consider the reports and recommendations from the various sub-committees (and any ongoing projects) and consider whether any further action is necessary.
5. To review the Headteacher's report, School Improvement Partner's (former challenge adviser) input and any matters arising.
6. To discuss and agree matters considered statutory.
7. To appoint a Chairperson and Vice-Chairperson.
8. To appoint Clerk to the Governing Body.
9. To establish the committees of the Governing Body and their terms of reference.
10. To recruit new members as vacancies arise and appoint new governors.
11. To approve spending in excess of £10000 in line with financial regulations
12. To approve selection and appointment of the Headteacher or Deputy Headteacher.
13. To consider recommendations from the Headteacher Performance Management panel and approve Headteacher's pay.
14. To ensure that all members of the governing body abide by the code of conduct as set out by governor services.
15. To ensure the school conveys the expectations of the Education Workforce Council (EWC) code of conduct to all staff.
16. To review any policies requiring approval by the Full Governing Body (see Policy Cycle in headteacher's report).

The committee has responsibility for the keeping under review the following school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Finance & Staffing/Pay

Membership: Up to 6 governors appointed by the full governing body plus up to 2 members of school staff. School staff must withdraw when discussions take place about pay or performance. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body.

Quorum: Half the number of members rounded up, excluding vacancies.

Meetings: 3 times a year at the start of each academic term reporting to the full Governing Body.

Overarching purpose – To support the School Improvement Plan (SIP) objectives for the academic year:

Terms of Reference

Finance

1. To regularly monitor, scrutinise and review financial matters relating to the school, and to report findings, outcomes and recommendations to the full governing body.
2. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
3. To approve spending in excess of £5000 in line with financial regulations and to support the full governing body in consideration of any expenditure above £10000
4. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
5. To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and the LA regarding future years' budgets, within the constraints of available information from Welsh Government.
6. To draft and propose to the Full Governing Body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
7. To make decisions in respect of service level agreements.
8. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher in consultation with LMFS.
9. To monitor the income and expenditure throughout the year of all delegated funds against the annual budget plan; including any grant expenditure
10. To receive at least termly budget monitoring reports from the Headteacher.

Staffing

1. To review staffing structures and levels and make recommendations to the Governing Body
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
3. To review staff salaries and terms of conditions and make recommendations to the Governing Body.
4. To appoint from its membership a recruitment panel when necessary and recommend appointments to LA.
5. Recruitment panels will normally include three members in the case of appointment of senior management positions and one member of the Committee for all other posts.

Pay Review

1. Achieve the aims of the whole School Pay Policy in a fair and equal manner
2. Apply the criteria set by the whole School Pay Policy in determining the pay of each member of staff at the annual review
3. Ensure that the whole School Pay Policy is reviewed annually and is fit for purpose, consulting with staff and trade union representatives where any changes are deemed necessary
4. Observe all statutory and contractual obligations

5. Minute clearly the reasons for all decisions and report the fact of these decisions (maintaining confidentiality) to the next meeting of the full Governing Body
6. Recommend to the Governing Body the likely annual budget needed for pay, bearing in mind the need to ensure the availability of sufficient monies to support any pay progression for all eligible teachers and to exercise any determinations of pay discretion
7. Keep abreast of relevant developments and advise the Governing Body when the school's pay policy needs to be revised
8. To work with the Headteacher in ensuring the Governing Body complies with the Appraisal Regulations 2011.

The committee has responsibility for the keeping under review the following school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

- Assessment, Recording and Reporting (including assessment of, and assessment for, learning)
- Curriculum
- Cwricwlwm Cymreig
- ESDGC
- Homework
- MAT
- Sex and relationships education
- Implementation of the New Curriculum for Wales including the Digital Competence Framework
- Readiness for ALN reform

Title: Curriculum & Buildings

Membership: Up to 6 governors appointed by the full governing body plus up to 2 members of school staff. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body.

Quorum: Half the number of members rounded up;

Meetings: 3 times a year per academic term reporting to the full Governing Body.

Overarching purpose – To implement financial regulations in support of achieving best-value for the school.

Terms of Reference**Curriculum**

1. To monitor progress on improving the quality of whole school learning and teaching. To act on matters delegated by the full governing body.
2. To consider safeguarding and equalities implications when undertaking committee functions
3. To monitor progression of pupils with reference to maximising pupil outcomes including the attainment of pupils in receipt of free school meals
4. To consider delivery and development of the curriculum so as to meet changing pupils needs including implementation of the new curriculum and digital competency framework
5. To examine achievement targets and assessment results
6. To monitor progress in improving pupil outcomes in literacy and numeracy
7. To contribute to development and monitoring of the SIP
8. To ensure that the requirements of children with ALN are met and receive termly reports from the Headteacher/ALNCo
9. To co-ordinate link governor activities and ensure periodic visits take place to monitor in line with the school's monitoring format
10. To review feedback from the Improvement Partner on curriculum issues, monitor and evaluate resulting actions.
11. To advise the Full Governing Body on the school's curriculum statement and their statutory obligations. (The Full Governing Body has the duty to see that the school's curriculum satisfies statutory requirements)

Buildings/Health and Safety

1. To provide support and guidance for the governing body and the Headteacher on all matters relating to Health and Safety, Safeguarding, security, the school premises and grounds.
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To arrange professional surveys and emergency work as necessary.
5. The Headteacher is authorised to commit expenditure without the prior approval of the committee up to £5000 and in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.
6. To review, adopt and monitor compliance with the school's Health and Safety policy.
7. Ensure the school's Safeguarding Policy is up to date and that governors understand their roles and responsibilities with regard to keeping children safe.
8. To report back to each meeting of the Full Governing Body and to alert them of progress, issues, concerns or areas to celebrate.

9. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Staff Disciplinary and Dismissal

Membership: Up to three (3) named governors (one reserve) appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable ii) not 'tainted' in respect of the case being determined. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body and Governor Services. No school employees will be able to be a member of this committee. Anyone involved in the preliminary or investigatory stage may not be involved in making decisions at any subsequent disciplinary hearing.

Quorum: Three panel members.

Overarching purpose & meetings – To promote orderly employment relations, achieving fairness and consistency in the treatment of individuals. To deal with staff disciplinary and dismissal matters in accordance with the school and LA's (adopted policy) relevant procedures. The panel shall meet on an 'as required' basis.

Decisions – To be made by a simple majority. All hearings shall be confidential and minuted.

Terms of Reference

1. To adhere to LA policy on Managing Staff in Schools Staff Disciplinary procedures. The governing body is responsible for the conduct and discipline of school staff and is required to have a procedure in place for dealing with staff disciplinary matters.
2. To review the staff disciplinary and dismissal policy to ensure it is relevant and complies with statutory requirements and guidance from the Welsh Government.
3. To consider all staff disciplinary matters that could result in dismissal or cannot be otherwise delegated to the Headteacher, following the School Discipline Policy and Procedure adopted by the Governing Body. This could include cases involving child protection allegations or a referral at Stage 3 of the capability procedure.
4. To consider and make decisions about matters relating to redundancy, in accordance with the school's Redeployment and Redundancy Policy and Procedure.
5. To consider all the evidence presented including the investigation report and any evidence from witnesses and reach balanced decisions based on evidence;
6. To adhere to the legal framework of all related matters.
7. To ensure that all proceedings under this procedure shall be held in private and shall be confidential.
8. To hear representations from an employee on any matter relating matters relating to discipline.
9. The employee(s) shall be given the appropriate notice in writing of the hearing.
10. To determine whether or not (no further action) that an employee should cease to work at the school or a lesser sanction should be imposed. The outcome from the committee hearing may be:
 - the allegation is unproven and no action is taken; or
 - the misconduct constitutes lesser misconduct and an appropriate sanction is given; or
 - the misconduct constitutes gross misconduct and an appropriate sanction is given which may be dismissal;
11. The employee(s) shall be entitled to attend the hearing, to be accompanied by a work colleague or representative if he/she wishes; to call witnesses where appropriate.
12. All relevant papers must be circulated in advance of the hearing.
13. The Committee shall consider its decision in private except for the presence of the Clerk.
14. The decision of the committee may be communicated verbally at the end of the hearing, but in any case the decision shall be confirmed in writing to the employee within an agreed timescale of the hearing, this being 5 days.
15. The employee shall have the right of appeal.

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Staff Disciplinary and Dismissal Appeals

Membership: Up to three (3) named governors appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable ii) not 'tainted' in respect of the case being determined (iii) not part of any previous committees/panels associated with the case being determined. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body and Governor Services. No school employees will be able to be a member of this committee. Anyone involved in the preliminary or investigatory stage may not be involved in making decisions at any subsequent disciplinary hearing.

Quorum: Three panel members.

Overarching purpose & meetings – To promote orderly employment relations, achieving fairness and consistency in the treatment of individuals. The committee is established to consider any appeals in respect of:

- (i) decisions taken by the staff disciplinary and dismissal committee, in accordance with the school's procedure
- (ii) appeals against sanctions imposed by the headteacher through lesser misconduct procedures
- (iii) appeals against sanctions imposed at Stages 1 and 2 of the capability procedure.
- (iv) appeals against selection for redundancy or grievance procedures.

The panel shall meet on an 'as required' basis following an appeal.

Terms of Reference

1. To adhere to LA policy on Managing Staff in Schools Staff Disciplinary procedures. The governing body is responsible for the conduct and discipline of school staff and is required to have a procedure in place for dealing with staff disciplinary matters.
2. To consider any appeals against decisions made and sanctions imposed by the headteacher through the lesser misconduct procedure;
3. To consider any appeal against a decision to dismiss a member of staff made by the Staff Dismissal & Discipline committee. The appeal committee may:
 - o accept the appeal and remove the sanction imposed;
 - o accept the appeal and impose a lesser sanction; or
 - o reject the appeal and confirm the sanction imposed;
4. To consider any appeals against selection for redundancy.
5. To consider appeals against disciplinary hearing outcomes (lesser, gross misconduct and dismissal)
6. The decision of the committee may be communicated verbally at the end of the hearing, but in any case the decision shall be confirmed in writing to the employee within an agreed timescale of the hearing, this being 5 days.
7. The employee is entitled to appeal against any disciplinary sanction.
8. The decision of the appeal committee will be final;

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Staff Resolution/Grievance Committee

Membership: Up to three (3) named governors (one reserve) appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable ii) not 'tainted' in respect of the case being considered. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body and Governor Services. No school employees will be able to be a member of this committee.

Quorum: Three panel members

Overarching purpose and meetings – To consider and make decisions relating to staff grievances received, in accordance with the school's resolution/grievance procedures

The panel to meet on an 'as required' basis.

Terms of reference

1. To agree and review the resolution/grievance policy;
2. To consider any issues of grievance in line with the school's procedure and where a concern has not been resolved informally by the Headteacher;
3. To consider and deal with concerns promptly, fairly and consistently in accordance with the procedure and detailed timescales of the resolution/grievance policy;
4. Obtain copies of all documentation;
5. Meet with the employee (their companion as appropriate)/witnesses and give consideration to the issues raised. If necessary investigate the issues raised which may require further meetings
6. Communicate the decision in writing to the employee within 14 calendar days of the meeting
7. Approve the record of its hearings
8. To seek professional advice from the Local Authority, or others, as necessary;

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Staff Resolution/Grievance (Appeal) Committee

Membership: Up to three (3) named governors (one reserve) appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable ii) not 'tainted' in respect of the case being considered. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body and Governor Services. No school employees will be able to be a member of this committee.

Quorum: Three panel members

Overarching purpose and meetings – To consider any appeals relating to staff grievances received, in accordance with the school's resolution/grievance procedures

The panel to meet on an 'as required' basis.

Terms of reference

1. To consider any appeals against decisions made by the resolution/grievance committee in line with the school's procedure and where a concern has not been resolved informally by the Headteacher;
2. To consider and deal with appeals promptly, fairly and consistently in accordance with the procedure and detailed timescales of the resolution/grievance policy;
3. Obtain copies of all documentation;
4. Meet with the employee (their companion as appropriate)/witnesses and give consideration to the issues raised. If necessary investigate the issues raised which may require further meetings
5. Communicate the decision in writing to the employee within 14 calendar days of the meeting
6. The decision of the Resolution/Grievance (Appeal) Committee will be final
7. Approve the record of its hearings
8. To seek professional advice from the Local Authority, or others, as necessary;

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Title: Pupil Discipline & Exclusion

Membership: Up to three (3) named governors appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. No school employees will be able to be a member of this committee.

Quorum: Three panel members

Overarching purpose and meetings – To review the use of exclusion within the school and consider representations in respect of exclusions, in accordance with the school's procedure.

The Headteacher, or in her/his absence the Deputy Headteacher, is the only person with the authority to exclude a pupil from the school.

The panel shall meet on an 'as required' basis following an appeal.

Terms of Reference

1. To carry out the procedures required in respect of pupil exclusion legislation and best practice.
2. To adhere to LA policy on exclusions and protocols
3. To consider the decision of the headteacher to exclude a pupil, in line with the school procedures and Welsh Government guidance
4. To consider reports from the headteacher and parents on matters relating to pupils' behaviour and discipline
5. To consider representations from parents or pupils, in case of exclusions of five school days or less, and record their considerations on the pupil's record. The committee cannot direct reinstatement
6. To consider representations from parents in case of exclusions totalling more than five but not more than 15 school days in one term (meeting to be held between the 6th and 50th school day after receiving the notice of exclusion, if the parents or pupil requests it). The meeting may direct reinstatement
7. To consider cases of exclusions totalling more than 15 school days in one term OR a permanent exclusion (meeting to be held between the 6th and 15th school day after receiving the notice of exclusion). The meeting may direct reinstatement
8. To seek professional advice from the Local Authority officers as necessary
9. To review the pupil discipline policy as appropriate and make recommendations to the governing body for discussion and ratification

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

NB: Not applicable at this time in primary schools. To consider cases of exclusions where a pupil is to miss a public examination through exclusion. If the committee are unable to meet before the date of the examination, the chair of the committee alone may consider the exclusion and decide whether or not to reinstate the pupil;

Title: Complaints

Membership: Up to three (3) named governors appointed by the full governing body, or drawn from the full governing body and asked in turn if panel members are i) unavailable ii) not 'tainted' in respect of the case being determined. The chair of the Committee to be appointed by the Governing Body. Membership of the Committee is established annually. Co-opted members may join the committee during the year if authorised by the Governing Body and Governor Services. No school employees will be able to be a member of this committee.

Quorum: Three panel members.

Overarching purpose & meetings – Is responsible for hearing and resolving (where possible) complaints at a formal stage, which have not been dealt with to the satisfaction of the complainant at the earlier, and informal, stages of the adopted complaints procedure. It will only be able to hear complaints that are within the remit of the Governing Body.

The panel shall meet on an 'as required' basis following an appeal.

Terms of Reference

1. To arrange for a hearing to take place at the earliest opportunity, following the receipt, in writing, of the details of the complaint, and the reasons why the complainant was dissatisfied with previous responses to their complaint (as outlined in the complaints procedure).
2. To ensure that any hearings are administered justly, without prejudice, and in accordance with the principles of natural justice.
3. To formally hear the case for the complaint against the school, and the case, in response, that is put forward by the school, in accordance with the formally adopted Complaints Policy.
4. To decide whether to uphold, or dismiss, the complaint.
5. To instruct, or to make the appropriate recommendations, if any, to the Headteacher and Governing Body at the earliest opportunity following the hearing.
6. To convey the decision to all parties concerned in the timescales noted and agreed at the hearing and/or as laid down in the complaints procedures adopted by the Governing Body.
7. To contribute any recommendations to the school improvement plan as appropriate

The committee has responsibility for the keeping under review any relevant school policies and considering proposed revisions before they are submitted to the GB for approval. To attend relevant training as appropriate.

Complaints Procedure

The Governing Body of Oakfield Primary School has approved the document setting out the arrangements for Cardiff County Council in respect of the County Complaints Procedure. It is summarised below as follows:-

Stage 1

Informal complaint to the Headteacher and staff of the school.

Stage 2

Written complaint to the Headteacher when an informal complaint has not been satisfactorily resolved.]

Stage 3

Written complaint to the Governing Body stating that the complaint has not been satisfied at stages one and two.

Stage 4

County Council Review, if the outcome of stage three has not secured a resolution of the problem.

Stage 5

National Assembly Review.

DECLARATION OF INTERESTS	
Enw'r Llywodraethwr / aelod o staff Name of Governor / member of staff	
Enw'r Ysgol Name of School	
Math o Lywodraethwr / swyddogaeth ar staff yr ysgol Type of Governor / position on school staff	
Date appointed (if governor)	
Do you consider you have any personal interests to declare which could compromise your independence when undertaking your role at the school?	YES ☐ (please detail below) NO ☐
Examples of personal interests can include: - Related to an employee at the school - Personal business with external contractors or suppliers - Engaging in a private company (such as director or shareholder) - Land or property interests - Membership of any other full or temporary governing bodies	Buddiannau Busnes a Ddatgelir: Declared Business Interests:

Rwy'n ardystio fy mod wedi darllen y nodiadau atodedig ac yn cadarnhau bod unrhyw fuddiannau sy'n effeithio ar fy annibyniaeth a/neu swyddogaeth wedi'u rhestru uchod.

I certify that I have read the attached notes and confirm that interests which may compromise my independence and/or position are listed above. I agree that, in the event of any interest(s) arising after making this declaration, I will declare to the Governing Body any such interest(s) and will complete and submit a further Declaration of Interests form

Enw / Name: Swydd / Position:
Llofnod / Signature: Dyddiad / Date:

Dychwelwch i Glerc y Corff Llywodraethu i'w ffeilio.
Please return to the Clerk to the Governing Body for filing.

Llofnod Clerc y Corff Llywodraethu i gydnabod derbyn y datganiad:
Signature of Clerk to the Governing Body to acknowledge receipt of declaration:

Enw / Name: Swydd / Position: *Clerc / Clerk*
Llofnod / Signature: Dyddiad / Date:

Os yw'n gyflogai yn yr ysgol, dychwelwch i'r Pennaeth i'w ffeilio.
If an employee at the school, please return to the Headteacher for filing.

Llofnod y Pennaeth i gydnabod derbyn y datganiad:
Signature of Headteacher to acknowledge receipt of declaration:

Enw / Name: Swydd / Position: *Pennaeth Ysgol / Headteacher*
Llofnod / Signature: Dyddiad / Date:

GWEITHDREFN I SEFYDLU COFRESTR O FUDDIANNAU BUSNES

Creu Cofrestr o Fuddiannau Busnes

Yng nghyfarfod cyntaf y flwyddyn academaidd, dylai Clerc y Corff Llywodraethu ofyn i holl aelodau'r Corff Llywodraethu lenwi ffurflen yn datgan eu buddiannau busnes. Angen ffurflenni dyddiedig heb drafodion busnes hefyd.

Dylid hefyd gofyn i unrhyw lywodraethwyr newydd a benodir yn ystod y flwyddyn academaidd ddatgan eu buddiannau busnes.

Dylai'r Pennaeth ofyn i staff a allai fod yn gysylltiedig â chaffael, contractau neu unrhyw weithgarwch arall yn yr ysgol a allai greu gwrthdaro buddiannau gwblhau ffurflen yn datgan eu buddiannau busnes. Angen ffurflenni dyddiedig heb drafodion busnes hefyd.

Cadw'r Gofrestr

Dylid cadw'r ffurflenni mewn ffolder dalennau rhydd a dylai fod ar gael yn yr ysgol i lywodraethwyr, staff, rhieni a'r AAL eu harchwilio.

Yng nghyfarfodydd y Corff Llywodraethu

Pan drafodir materion a ddatganwyd gan lywodraethwr, dylai'r llywodraethwr hwnnw adael y cyfarfod oni bai bod y Corff Llywodraethu llawn yn penderfynu fel arall.

Os yw'r llywodraethwr yn aros yn y cyfarfod ni ddylent gymryd rhan mewn unrhyw drafodaethau na phleidleisio.

Adolygiad Blynyddol

Dylid gwirio cynnwys y Gofrestr yn flynyddol. Byddai'n fwy na thebyg yn gwneud synnwyr i gynnal yr adolygiad hwn ar ddechrau'r flwyddyn academaidd.

Datganiadau Newydd

Os bydd gan Lywodraethwyr ragor o fuddiannau busnes i'w datgan yn ystod y flwyddyn academaidd, dylent eu datgan i'r Clerc a fydd yn eu nodi ar y Gofrestr ac yng nghofnodion cyfarfod nesaf y corff llywodraethu.

PROCEDURE TO ESTABLISH A REGISTER OF BUSINESS INTERESTS

Creating a Register of Business Interests

At the first meeting of the academic year, the Clerk to the Governing Body should ask all members of the Governing Body to fill in a form declaring their business interests. Dated nil returns are also required.

Any new governors appointed during the academic year should also be asked to declare their business interests.

The Headteacher should ask school staff who may be involved in procurement, contracts or any other school activity that could create a conflict of interest to complete a form declaring their business interests. Dated nil returns are also required.

Keeping the Register

The forms should be kept in a loose leaf binder and should be made available at the school for inspection by governors, staff, parents and the LEA.

At Governing Body meetings

When issues declared by governors are being discussed then that governor should withdraw from the meeting unless the full Governing Body decides otherwise.

If the governor remains in the meeting they should not take part in any discussions or voting.

Annual Review

The contents of the Register should be checked on an annual basis. It would probably make sense to undertake this review at the beginning of the academic year.

New Declarations

Governors who have further business interests to declare during the academic year should do so to the Clerk, who will enter them into the Register and in the next governing body minutes.
