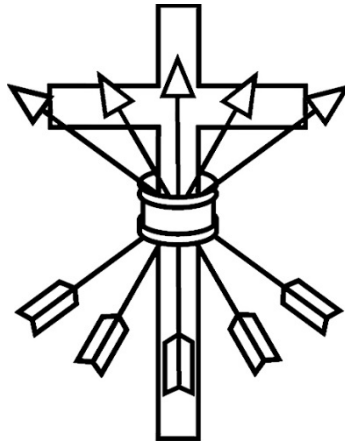


Waddesdon
Church of England School
(An academy trust)



GOVERNING BOARD OPERATING FRAMEWORK

Approved by the Governing Board – September 2025
(Committees' Terms of Reference reviewed Autumn 2025 (Admissions – January 2026))
Reviewed annually

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SCHOOL VISION STATEMENT

We believe that the purpose of education is to enable all people to flourish individually and collectively so that they live a life of value. As a community, we strive to achieve these aims, believing genuinely and unequivocally in the capacity and potential of every child.

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School. Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are a dedicated and motivated staff who enable our students to work hard and achieve highly. However, our school cannot simply be measured by our outstanding outcomes alone; it is also measured by the development and character of our young people.

ACADEMY STATUS

Waddesdon Church of England School became an academy (as a type 2 academy) on 1 September 2011.

All Governors are also directors of the Academy and academy trustees, which means they are trustees of an exempt charity. Governors are registered at Companies House as directors.

The appointed Chair of Governors is also a member of the Academy Trust by virtue of their office.

ROLES OF GOVERNING BOARD, HEADTEACHER AND GOVERNANCE PROFESSIONAL

THE ROLE OF GOVERNING BOARD

The Board **must** have robust strategic oversight of the operations and performance of the trust including:

- holding the senior executive leader to account for improving pupil and staff performance by asking the right questions, informed by data
- having a regular cycle of meetings and appropriate processes to support business and financial planning
- managing the trust within the available resources and ensuring regularity, propriety and value for money

More detail can be found in academy trust guidance published by the Department for Education.

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THE ROLE OF THE HEAD

The Head is responsible for the internal organisation, management and control of the school.

The detailed responsibilities of the Head are set down in the School Teachers' Pay and Conditions Document and in the job description.

THE ROLE OF THE GOVERNANCE PROFESSIONAL

The Governance Professional is appointed to:

- Provide effective administrative support to the Governing Board and its committees.
- Ensure the Governing Board is properly constituted
- Manage information effectively

The detailed responsibilities can be found in the job description.

STANDING ORDERS

These Standing Orders are designed to establish clear procedures for the operation of the Governing Board. They should be read in conjunction with the Articles of Association.

They cover the following issues:

- Meetings of the Governing Board
- Terms of office for Chair and Vice Chair
- Procedures for the election of Chair and Vice Chair
- Procedures for the operation of Committees
- Observers
- Delegation of powers to the Chair

MEETINGS OF THE GOVERNING BOARD

The full Governing Board is required to meet at least three times a year. The Governing Board of Waddesdon School meets twice a term and on additional occasions as required.

TERM OF OFFICE FOR CHAIR AND VICE CHAIR OF GOVERNING BOARD

The Chair and Vice Chair will be elected at the first meeting of the academic year. Their term of office as Chair and Vice Chair will be for one year, although they may be re-appointed for successive years. In the event of a vacancy in either post becoming vacant during the year, an appointment will be made for the remainder of that year.

ELECTION OF CHAIR AND VICE CHAIR OF GOVERNING BOARD

Nominations for the position of Chair and Vice Chair will usually be sought in advance of the meeting. Nominations must be by another governor on the Governing Board. It is possible to take additional names at the meeting. Governors who are paid to work at the school are not eligible for the office of Chair or Vice Chair. Such Governors are eligible to chair a Committee.

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If the posts are uncontested, a vote will still be required and in order to be appointed, the Chair or Vice Chair will need to gain a number of votes in excess of 50% of Governors present. In the event of a contested election, a secret ballot will be held and a simple majority will suffice. In the event of a tie, the vote will be re-run. During the period of any vote, nominee(s) will leave the room.

PROCEDURES FOR THE OPERATION OF COMMITTEES

Each committee will elect its Chair in accordance with its terms of reference. Terms of office for these posts will be for one year, although governors may be appointed for successive terms. Nominations can be sought at the meetings and voting for uncontested nominations will be by a show of hands and a simple majority. In the event of contested nominations, voting will be by ballot with the person gaining the highest number of votes being appointed.

Committees will normally be clerked by the Governance Professional. Membership will be as determined by the Governing Board from time to time and will be reviewed at the first meeting of the Governing Board each academic year. The frequency of meetings and the quorum will be as determined within the terms of reference for each committee.

Associate Governors

The Governing Board may appoint Associate Governors who can attend nominated Committees and/or the governing Board meetings as specified on appointment. Associate Governors do not have voting rights.

Associate Governors may be made a member of a nominated Committee for a specified period and will count towards the quorum. They are bound by the Governors' Code of Conduct below.

OBSERVERS

From time to time the Governing Board will agree that the constitution of the Governing Board is augmented by Observers. Observers do not participate in meetings unless asked to do so and do not have voting rights.

Senior Staff:

The Governing Board can determine that meetings be attended occasionally or on a regular basis by senior members of staff, including the Business Manager and the Deputy Headteacher. Although classified as Observers, they will be able to participate in meetings but will not have voting rights.

Students:

Students may be invited by the Governing Board to attend meetings (usually for specific items of business) as part of a commitment to ensuring there is meaningful dialogue with Governors.

DELEGATION OF EMERGENCY POWERS

The Chair of the Governing Board has authority to make decisions on behalf of the Governing Board if there is insufficient time to convene a quorate meeting of the Full Governing Board.

If the Chair should be unavailable or incapacitated, the above authority may be exercised by the Vice Chair(s) acting jointly or individually (if more than one). If the Committee Chairs are elected as joint Vice Chairs, the order of precedence is the Chair of the Curriculum & Student Wellbeing Committee,

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Chair of the Finance & Property Committee, Chair of the Personnel & Staff Wellbeing Committee, Chair of the Audit & Risk Committee, then Chair of the Admissions Committee. If any such Committee Chair is a Governor paid to work in the school, they are unable to act as a Vice Chair and will be omitted from the order of precedence.

Any decision taken in accordance with this authority will be communicated to the Full Governing Board as soon as practicable.

DELEGATION OF POWERS TO THE CHAIR OF GOVERNORS

The following responsibilities will be delegated to the Chair of Governors:

- Approval of INSET days
- Approval of leave of absence as required by the Leave of Absence Policy
- Correspondence on behalf of the Governing Board

DELEGATION OF POWERS TO THE HEADTEACHER RELATING TO APPOINTMENTS AND DISMISSAL

The power of appointment of staff are delegated to the Headteacher (recognising their ability in turn to delegate that to their colleagues) whilst retaining Governor involvement in all appointments. This means that a Governor will be one of the members of the panel taking decisions about all staff appointments.

Disciplinary decisions that fall short of dismissal will be delegated to the Headteacher unless they indicate their wish to refer an individual case to a Standing Committee of the Governing Board. Decisions about dismissal will be a decision of the Governing Board.

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CODE OF CONDUCT (Reviewed December 2025)

1. THE WADDESDON WAY

The Governing Board will ensure that the twin values of 'Dignity' and 'Respect' which are the foundations of the 'Waddesdon Way' are enshrined in everything it does.

Governors must, at all times, act with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

2. CORPORATE OF NATURE OF GOVERNING BOARD

Governors are members of a corporate Board, which has a number of important statutory duties to carry out, as well as being the employer of the staff of the school. These duties are reinforced by a range of responsibilities, including the stewardship of public funds.

Individual Governors contribute their experience and knowledge through meetings of the Governing Board and any of its committees of which they are members. Governors will need to recognise that they cannot act individually in a matter, as it would be contrary to the corporate responsibilities and/or decisions of the Governing Board. Likewise, in academies, personal liability will not arise if members and trustees carry out their duties acting in good faith.

Governors may come under pressure to act individually because of their Governor role. This may particularly apply to parent or staff Governors. It is important to resist such pressure because it undermines the corporate nature of the Governing Board.

3. CONCERNS AND COMPLAINTS

The number of parental concerns and complaints received are very few in number. Notwithstanding this, any Governor becoming aware of such a concern/complaint should arrange to speak to the Head or (if the complaint is about the Head) to the Chair of Governors. Parents bringing concerns/complaints directly to an individual Governor should be advised to contact the Head or Chair (as relevant). The parent should be referred to the formal Complaints Procedure.

4. CODE OF CONDUCT FOR GOVERNORS

All Governors agree to abide by this code of conduct.

We agree to uphold the school's Object:

*to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school with a designated Church of England religious character offering a broad and balanced curriculum conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education **and daily acts of worship** (as required by the Funding Agreement), and in having regard to the advice of the Diocesan Board of Education*

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We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will apply the highest standards and will:

1. act within our powers
2. promote the success of the trust
3. exercise independent judgement
4. exercise reasonable care, skill and diligence
5. avoid conflicts of interest
6. not accept benefits from third parties
7. declare interest in proposed transactions or arrangements

We will focus on our core purpose:

1. strategic leadership: defining a vision, fostering a culture and ethos, and championing the strategy
2. accountability and assurance: providing robust and effective oversight of operations and performance
3. engagement: strategic oversight of relationships with stakeholders

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As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our Operating Framework.
3. We will develop, share and live the ethos and values of our school, including maintaining and upholding the school's religious ethos.
4. We agree to adhere to school policies and procedures
5. We will fully cooperate with requests that are necessary to ensure organizational compliance, including disclosure and barring or right to work checks.
6. We will work collectively for the benefit of the school.
7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the school and local community.
9. We will stand by the decisions that we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We will only speak or act on behalf of the board if we have the authority to do so.
12. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
13. When making or responding to complaints we will follow the established procedures.
14. We will strive to uphold the school's reputation in our private communications (including on social media).
15. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.

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3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will practice good ICT security, keep personal data safe and support GDPR compliance.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including removal from the Board as a last resort.

EMAIL COMMUNICATION

- All minutes, agendas, policies and most other documents are sent by email to Governors unless impractical.
- Governors should use their school email address for all governance matters.
- All documentation will also be available on Governor Teams and GovernorHub.
- All Governors receiving communications by email must ensure they keep their computer access secure.

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- As a general rule when replying to an individual e.g. Head, Governance Professional, or Chair it will be the practice not to copy replies to all Governors. Documents for possible circulation to all Governors should be forwarded to the Governance Professional for distribution.

TRAINING

The Governing Board recognises that effective training is necessary to provide the Governors with the skills and knowledge required to support the Headteacher and staff in ensuring that the school is run efficiently and achieves its aims and objectives. For this reason, training will be a standing item on the agenda for full Governing Board meetings and at least one whole Governing Board training session will be arranged each year.

It is the responsibility of individual Governors to ensure that they access appropriate training to facilitate the effective undertaking of their duties. This will mainly involve attending any whole Governing Board training sessions and working through appropriate online modules provided. Governors may also have the opportunity to access other training sessions, and where these would involve additional cost, Governors should approach the Chair with details of the session and its cost and expected benefits for agreement that the cost will be borne by the school.

The Governing Board have a suggested approach to induction for new Governors, which is a mixture of NGA online modules, documents which should be read and other suggested activities.

Governors should be prepared to report back to the Governing Board on training they have undertaken, either in writing to all Governors or by a short summary at a full Governing Board meeting, highlighting any learning points they feel should be discussed.

COMMITTEE STRUCTURE – STANDING COMMITTEES

The following Standing Committees/Panels will be convened as required in accordance with the relevant school policies:

- **Pupil Discipline**
- **Complaints**
- **Staff Dismissal**
- **Staff Appeals (Conduct)**
- **Staff Pay Appeals**
- **Staff Grievance**

Membership of Standing Committees/Panels

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The Standing Committees/ Panels will be convened as necessary by the Governance Professional and will operate in accordance with the relevant Policy and any toolkit.

Each Standing Committee/Panel will comprise of a minimum of three members. The Chair of Governors, Headteacher and staff Governors will not usually be eligible to be members.

Governors will annually appoint members of the Standing Committees/Panels:

- Two governors will be identified as Chairs (only one of which may be a parent of a child at the school)
- Four additional members will be appointed
- The Governance Professional will be able to seek guidance from the appointed Chair/members as necessary prior to a hearing
- In the event that the required number of members are not available, any Governor may be appointed to a Standing Committee.

Minutes of the meeting will be taken and remain confidential to members, unless there is a right of appeal in which case they will be made available to the parties and the appeal hearing.

Standing Committees/Panels will normally be clerked by the Governance Professional.

COMMITTEES OF THE GOVERNING BOARD

In addition to the Standing Committees the Governing Board will operate the following committees:

- Curriculum & Student Wellbeing Committee
- Personnel & Staff Wellbeing Committee
- Finance & Property Committee
- Audit & Risk Committee
- Admissions Committee

These Committees will usually meet at least once a term and at other times as required and will normally be clerked by the Governance Professional. Membership will be as decided and reviewed by the Governing Board from time to time. The Committees will operate in accordance with the Terms of Reference outlined on the following pages.

The Governing Board may additionally convene working groups to focus on specific issues at the school. They will not be empowered to take decisions.

TERMS OF REFERENCE FOR THE ADMISSIONS COMMITTEE

Membership of this Committee will be as appointed by the full Governing Board, and a quorum for any meeting will be three governors. Minutes will be taken and circulated to the full Governing Board. Any confidential items will be minuted separately and will not be made available for public inspection.

The Committee will meet as required to carry out its responsibilities. A Committee Chair will be appointed at the first meeting of the Committee in the academic year, unless already appointed by the Full Governing Board.

Where there are in-year or late applications to be considered, the Governance Professional, in consultation with the Chair of this Committee, will convene a meeting (either in person or online) to decide whether to accept or refuse an application.

Terms of Reference:

1. To consider all applications for admission to the school in accordance with the published admissions criteria previously adopted by the Governing Board. This will include applications for the intake year as well as for places in other years and applications for the sixth form.
2. To take decisions about the order of the waiting list.
3. To review any cases referred back to the Committee by the Governance Professional, Chair or Headteacher.
4. To provide a member of this Committee to attend appeal hearings as necessary
5. To keep under review the documentation to be provided for parents in connection with the admissions and appeal process.
6. To keep under review the published admissions criteria and make recommendations to the full Governing Board where change is considered desirable, including determining how individual criteria are assessed and whether consultation on admission arrangements is required.
7. The Committee will have careful regard to relevant legislation and to the relevant Codes on Admissions and Appeals in all their deliberations and decisions.

Reviewed January 2026

TERMS OF REFERENCE FOR THE AUDIT AND RISK COMMITTEE

Membership of this Committee will include:

- *The Chair of Governors*
- *Other school governors as may be appointed by the Governing Board*
- *A governor or associate member with recent or relevant accountancy or audit assurance experience*

School employees cannot be audit and risk committee members, but the accounting officer and chief financial officer should attend to provide information and participate in discussions. Other members of the senior leadership team may attend meetings as required, in the capacity of Observers.

The Committee will usually meet once a term, and at other times as required. At the first meeting of the Autumn Term a Chair will be appointed by the Committee. Neither the chair of trustees, nor the chair of the Finance & Property Committee can chair the audit and risk committee. Meetings will be clerked by the Governance Professional.

A quorum for any meeting of this Committee will be two governors. Minutes will be taken and will generally be available for public inspection (with the exception of any confidential items which will be minuted separately). Minutes will be circulated to the full Governing Board.

AUTHORITY

The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the board and may request any information it requires from any employee, external audit, internal scrutiny, or other assurance provider, and obtain such legal or independent professional advice it considers necessary, normally in consultation with the accounting officer and/or the trust board.

RESPONSIBILITIES

- to maintain an oversight of the academy trust's financial, governance, risk management and internal control systems
- to report findings regularly and annually to the trust board and the accounting officer as a critical element of the trust's annual reporting requirements.

External Audit

1. Receive the external auditors' annual plan, annual report and accounts and recommend appropriate actions to the Governing Board in response to the findings

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2. Assess the effectiveness and resources of the external auditor – section 4.17 of Academy Trust Handbook
3. Recommend to Members the appointment of an external auditor (in accordance with the school's articles of association)
4. Review findings from other assurance activities by third parties including financial management and governance reviews, funding audits and investigations

Risk

5. Approve and keep under review the school's Risk Management Policy, setting out the framework adopted for risk management.
6. Maintain and review the school's Risk Register, ensuring risks and control measures are adequately identified and modified as appropriate
7. Annually review the approach to, and re-setting of, key risk priorities
8. Report to the Governing Board, highlighting emerging risks or significant anomalies at the earliest opportunity

Internal Scrutiny

9. Set and direct a programme of internal scrutiny to ensure that risks are being addressed appropriately
10. Consider reports at each meeting from the scrutineers
11. Consider progress in addressing the recommendations of the scrutineers
12. Report annually on internal audit as part of the trustees' annual report
13. Evaluate the adequacy, effectiveness and efficiency of the school's internal control framework, including financial and non-financial controls and management of risks and report to the Governing Board

Reviewed November 2025

TERMS OF REFERENCE FOR THE CURRICULUM & STUDENT WELLBEING COMMITTEE

Organisation

Membership of this Committee will be as follows:

- *The Chair of Governors*
- *The Headteacher*
- *The Deputy Headteacher*
- *Safeguarding and Child Protection Governor or Deputy Safeguarding and Child Protection Governor*
- *SEND Governor*
- *Careers Governor*
- *Other school governors as may be appointed by the Governing Board*

Other members of the senior leadership team may attend meetings as required, in the capacity of observers and without voting rights.

A quorum for any meeting will be four governors. Minutes will be taken and circulated to the full Governing Board. Any confidential items will be minuted separately and will not be made available for public inspection. The Committee will be clerked by the Governance Professional.

The Committee will usually meet once a term, and at other times as required. At the first meeting of the academic year, a Chair will be appointed by the Committee.

Main Purpose of Committee

The main purposes of this committee are to ensure that:

- the attainment and achievement of all pupils at the school is monitored and that the quality of education provided maximises the opportunities of all groups of students.
- the well-being of all students is fully taken into account in all decisions taken by the committee and that provision is in line with the core standards of Dignity and Respect.

Terms of Reference:

1. To review, monitor and evaluate the curriculum offer to ensure that it is in line with national developments and remains balanced and broad, meeting all students' needs.
2. To hold the school to account for the standards of attainment and achievement across the whole student body and the impact and effectiveness of intervention for all, including subgroups.
3. To identify and celebrate pupil achievements.

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4. To ensure that statutory responsibilities with regard to the requirements of children with SEN are fully met, as laid out in the Code of Practice.
5. To review and agree the setting of targets for pupil attainment.
6. To review and agree priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
7. To ensure that all school activities comply with equal opportunities legislation.
8. To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
9. To monitor and evaluate the effectiveness of leadership and management at all levels, the impact of the quality of teaching on student outcomes.
10. To monitor and evaluate the impact of continuing professional development on improving student outcomes.
11. To consider recommendations from external reviews of the school (e.g. Ofsted, SIAMS or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
12. To monitor the impact of any partnership arrangement in which the school is engaged.
13. To keep under review the school's arrangements for providing careers advice and guidance to students.
14. To monitor, evaluate and review all aspects relating to the pastoral care of students including those at Alternative Provision; attendance; fixed term and permanent exclusions; complaints; the risk register relating to the work of this committee.

Reviewed October 2025

TERMS OF REFERENCE FOR THE FINANCE AND PROPERTY COMMITTEE

Membership of this Committee will be as follows:

- *The Chair of Governors*
- *Health & Safety Governor*
- *Other school governors as may be appointed by the Governing Board including a designated Property Issues Governor*

Members of the senior leadership team may attend meetings as required, in the capacity of Observers.

A quorum for any meeting of this Committee will be four governors. Minutes will be taken and will generally be available for public inspection (with the exception of any confidential items which will be minuted separately). Minutes will be circulated to the full Governing Board.

The Committee will usually meet once a term, and at other times as required. At the first meeting of the Autumn Term a Chair will be appointed by the Committee. Meetings will be clerked by the Governance Professional.

Any member can request an extraordinary meeting through the Committee Chair or the Chair of Governors.

A notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be forwarded to each member of the Committee prior to the date of the meeting on a timely manner.

AUTHORITY

The Committee shall have the power to make or commission such inquiries, reports or investigations as it considers necessary in respect of any transactions made or proposed by the Academy, or any of its subsidiaries, in relation to finance and property.

PARTICULARS – FINANCE

To keep under review and advise the Headteacher and Governing Board of:

- a. The application of funding in accordance with current legislation, regulations and administrative arrangements.
- b. Financial strategy and policy within available resources including consideration of long term planning and resourcing.
- c. On the preparation of an Annual Budget

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- d. The appointment of key financial services including; bankers, payroll, auditors and insurance companies.
- e. The financial limits for salaries, wages and consultancy services within the school's overall budget.

To ensure:

- f. All financial policy statements are regularly reviewed with any recommendations for change made to the Governing Board for approval.
- g. All legal and statutory financial requirements are met.
- h. All income and expenditure is monitored against projections in line with the requirements of the Academy Trust Handbook and a report made to each full Governing Board meeting.
- i. The level of 'day to day' financial delegation to the Headteacher is appropriate with any recommendations for change made to the Governing Board for approval.
- j. The school's standard financial operating procedures are robust with appropriate controls in place.
- k. All recommendations made by auditors are taken into account and acted upon.
- l. That best value is considered across all aspects of the school's organisation with a focus on Challenge, Compete, Consult and Compare to ensure that money is well spent.

PARTICULARS – PROPERTY

To keep under review and advise the Headteacher and Governing Board of:

- m. The general condition, usage and development of the school's buildings, their fabric and sites along with a rolling plan for maintenance.
- n. The future accommodation needs of the school and (subject to the agreement of the full Governing Board and consultation with architects) make applications for capital bids.
- a. The work of the Health & Safety Governor
- b. All matters relating to Security & Equality of access.
- o. Any matters relating to the setting up of contracts for services as determined by the Governing Board and in accordance with the Financial Procedures agreed.
- p. Any proposals for the acquisition or disposal of buildings, significant assets or sites.
- q. Any proposed changes to letting and charges policies.

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To ensure:

- a. Through the Health & Safety Governor that all legal and statutory Health and Safety requirements are met.
- r. Compliance with the Equality Act 2010 and other relevant associated legislation.
- c. Through the Property Governor that the premises and grounds of the school are inspected annually and that the recommendations arising from that inspection are reviewed and incorporated within any maintenance plan.
- s. Monitoring of the planned programme for maintenance and refurbishment.
- t. The use of the school's budget is monitored in relation to property and maintenance.

Reviewed November 2025

TERMS OF REFERENCE FOR THE PERSONNEL & STAFF WELLBEING COMMITTEE

Membership of this Committee will be as follows:

- *The Chair of Governors*
- *The Headteacher*
- *The Deputy Headteacher*
- *The Business Manager*
- *The Safeguarding and Child Protection Governor or Deputy Safeguarding and Child Protection Governor*
- *Equalities and Diversity Governor*
- *Other school governors as may be appointed by the Governing Board*

Other members of the senior leadership team may attend meetings as required, in the capacity of observers and without voting rights.

A quorum for any meeting will be four governors. Minutes will be taken and circulated to the full Governing Board. Any confidential items will be minuted separately and will not be made available for public inspection.

The Committee will usually meet once a term, and at other times as required. At the first meeting of the academic year a Chair will be appointed by the Committee. Meetings will be clerked by the Governance Professional.

Waddesdon Church of England School (An academy trust)

Main Purposes of the Committee

- To ensure the school is well staffed with appropriately experienced and qualified staff to deliver high quality education and pastoral care for students.
- To ensure that the employer functions (including statutory obligations) are properly fulfilled to provide a good environment in which staff can thrive.
- To promote the well-being of all staff

Terms of Reference:

1. To establish and oversee policies relating to the employment, recruitment, selection, appointment, promotion, review, grievance, discipline, remuneration and terms and conditions of the employment of all staff, including taking steps to ensure staff have a reasonable work life balance. This will include ensuring the government's Workforce Reforms are maintained and also determining the Leave of Absence policy.
2. To ensure that the well-being of all staff is fully taken into account in all decisions taken by the committee.
3. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
4. To establish and oversee a Safer Recruitment Policy which is monitored regularly.
5. To keep the Staff Code of Conduct regularly reviewed.
6. To receive an annual report from the designated Equalities and Diversity governor.
7. To establish, monitor and review the Pay Policy for all categories of Staff.
8. To establish and oversee the operation of the school's Appraisal Policy and performance management policies, including the arrangements and operation of the school's appraisal procedures for the Headteacher.
9. To inform the Governing Board of the implications of any changes in employment legislation affecting the school.
10. To receive, consider and make recommendations to the Governing Board on the overall staffing structure of the school, including the management structure.
11. To receive, consider and respond to issues emerging from any staff consultation which has taken place.
12. To ensure that all aspects of the risk register relating to the work of this committee are regularly reviewed to minimise risk to the school, its staff and students.
13. To ensure that all staff and Governors are aware of the school's Whistleblowing Policy.

Reviewed October 2025

Waddesdon Church of England School (An academy trust)

DELEGATED ROLES WITHIN THE GOVERNING BOARD

In addition to the positions of Chair and Vice Chair, the Governing Board will appoint governors to have oversight of the following areas:

SEND

SAFEGUARDING & CHILD PROTECTION

HEALTH & SAFETY

IT

EQUALITY & DIVERSITY

PUPIL PREMIUM

LOOKED AFTER/POST LOOKED AFTER CHILDREN

GOVERNOR TRAINING

PERFORMANCE MANAGEMENT /PAY REVIEW (Responsibilities will include making recommendations on the pay of the Head)

WADDESDON CHURCH OF ENGLAND SCHOOL GOVERNORS' PRAYER

Almighty God,
Who has led and guided your people in times past
be with us today as we meet to do your work.
We look to your son Jesus Christ for his example and
to your Holy Spirit for his inspiration.
We bring the gifts and talents you have given to us that we
may use them to enable the development of the gifts and
talents of the young people in this school.

We ask for your wisdom;
That we may be wise in our decision making.
We ask for your understanding;
That we may be understanding when confronted with difficulties.
We ask for your grace:
That we may be gracious in all our conversations.
May our decisions reflect your love and mercy.

Finally Father, we pray that when we depart
We may go with the gift of your peace.

Amen

