

SIPS

EDUCATION



Governing Body Membership and Terms of Reference

Reviewed and Adopted: 25.09.23.

Governing Body Membership 2023/2024 Academic Year

LA (1)	Start date	End of Office
Hilary Veasey-Pugh	07.01.15	05.01.27
Parents (2)		End of Office
Joanna Muyoti	08.11.21	07.11.25
Vacancy		
Headteacher (1)		End of Office
Elizabeth Hopewell	05.09.23	Ex-Officio
Staff Governor (1)		End of Office
Leigh Noons	06.05.22	05.05.26
Co-opted (7)		End of Office
Rachel Kelly	27.03.23	26.03.27
Helen Grindulis	06.02.03	16.11.26
Jessica Patel	21.06.16	15.07.27
Susan Nicholls	13.07.22	12.07.26
Pat Evans	29.09.15	27.09.27
Paul Glover	06.12.18	04.12.26
Kelly Heeley	25.7.17	28.9.25
Associate members		End of Office
Kiran Chaudhry	27.03.23	26.03.27

Chair: Helen Grindulis

Vice Chair: Jessica Patel

Meeting Dates 2023/2024

	Autumn Term	Spring Term	Summer Term
Full Governing Body	Monday 25th September 2023 10.30am	Monday 18th March 2024 10.30am	Monday 8 th July 2024 10.30am
	Monday 4 th December 2023 10.30am		
Pay Committee	Friday 17 th November 2023 9.30am		
Resources Committee	Friday 17th November 2023 10.30am	Friday 15th March 2024 10.30am	Friday 21 st June 2024 10.30am
Curriculum Working Group	Date to be booked by the working group	Date to be booked by the working group	Date to be booked by the working group
Premises, Health & Safety Working Group	Date to be booked by the working group	Date to be booked by the working group	Date to be booked by the working group
HT Appraisal	23 rd October 2023 1.30pm		
Ofsted Working Group	26 th October 2023 1.00pm		

Governors Statutory Responsibilities and Functions

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos, and strategic direction,**
- b) Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and**
- c) Overseeing the financial performance of the organisation and making sure its money is well spent.** (Extract from Governance Handbook October 2021)

Governance Handbook/Competency Framework for Governance

Please refer to the Governance Handbook and Competency Framework for Governance published by the Department for Education. The latest versions are available online below:

[Governance Handbook October 2021](#)

[Competency Framework for Governance January 2017](#)

Review of committees and delegation

The governing Body must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Working Groups

The working group would not delegate decisions or have responsibilities; however, it would be less formal, and any decision based on the results of the working party's efforts/discussions would be reported to FGB for approval.

Terms of Reference

The following committees established by the governing Body comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing Body but in some instances, this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing Body and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing Body at the time of the meeting **not including any vacant positions**. In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Body has approved the use of "virtual attendance" at meetings (approved at FGB meeting on 25th September 2023).

For full details, please refer to the Virtual Meeting Attendance Policy.

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given - as they aren't considered to be members of the governing Body.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing Body where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing Body. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing Body/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing Body cannot delegate any functions relating to:

- The constitution of the governing Body (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools the governing Body can appoint associate members to serve on one or more committees of the Body. Associate members can attend full Body meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from Governance Handbook October 2021 – Page 64, paragraph 53).*

NB: Associate members are not governors and therefore do not have a vote in full governing Body decisions but may be given a vote on decisions made by committees to which they are appointed.

Resources Committee

The committee has responsibility delegated by the governing body to:

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). Refer to local policy guidance.
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Review Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle. NB. delete if GB have a pay committee.
- Undertake functions in relation to appraisal and pay progression as determined in the pay policy. (Reviewed annually in the autumn term)

The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to.

- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy, and redeployment
- Staff capability
- Management of absence
- Dignity at work

Extraordinary committees / panels related to specific staffing incidents such as

Disciplinary/Grievance/Capability/Dismissal should be made up of members who have no awareness of the original incident and are not known personally to the member of staff.

Finance:

- Review/approve all policies relevant to finance and roles of the committee. (Including annual review of the Lettings Policy)
- Approve the annual budget and present it to the full governing Body for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium / PE & Sports Premium / COVID19 Catch Up Premium / recovery premium / school led tutoring grant and ensure impact statements are published on the school's website.
- Review the financial implications on the budget of the Teachers pay and conditions document.

- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review and approve the Fair Funding Document and Best Value Statement annually.
- Ensure the Schools Financial Value Standards (SFVS) document is completed annually and presented to the LA and Governing Body.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Review and approve the petty cash held by the school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures annually.
- Ensure LA financial procedures are complied with. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent) and a Virement Report. (at least termly)
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. *Note: This must not be restricted to an individual financial year and may cross a number of financial years*
- Approve virements over £5,000. Sums under these amounts are delegated to the Head Teacher.
- Review and approve quotations acquired for services and equipment over the sum of £1,000.
 - £1,000 –£10,000 three quotations must be obtained. These can either be by email or letter and a full tender exercise does not have to be carried out.
 - £10,000–£50,000 four formal written quotations must be obtained.
- £50,000 – EU Procurement threshold including tender limits for supplies and services and works.
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. For information, as of the 1st of January 2022, the Public Contract Regulations tender limits are £213,477 (inclusive of VAT) for supplies and services and £5,336,937 for works (inclusive of VAT).
- Respond to any item referred by the full Governing Body.

Delegated powers to the Head Teacher

- The Head Teacher has been given the following delegated powers:
- The Head Teacher is authorised to spend to the amount of £5,000 on a single item.
- The Head Teacher is authorised to make virements of no more than £5,000 between codes in the budget without the prior approval of the Finance Committee.
 - The Head Teacher will report on all virements made to the next Finance Committee meeting.
- The Head Teacher is authorised to dispose of all surplus stock, which should be duly recorded in the school inventory if required.

Resources Membership	
<ol style="list-style-type: none"> 1. Elizabeth Hopewell 2. Helen Grindulis 3. Kelly Heeley 4. Pat Evans 5. Hilary Veasey Pugh 6. Helen Grindulis 7. Jessica Patel 8. Kiran Chaudhry (Voting Rights agreed at 25.9.23) <p><i>Kate Carr (Total Finance) and Nina Jackson (Finance manager) to be invited.</i></p> <p>Minimum of three members required</p>	
Chair of Committee	TBC at first meeting
Clerk	Cordell O'Neill

Pay Committee

The committee has responsibility delegated by the governing body to:	
<ul style="list-style-type: none"> ➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy. <p>Committee to meet once per year in the autumn term</p>	
Membership	
Determine annually at time of committee. Minimum of three members required. Cannot be HT or governor employed by the school	
Chair of Committee	To be elected at each meeting
Clerk	Cordell O'Neill

The GB **can't** delegate responsibility for the headteacher or deputy headteacher selection panel or appointing the panel's recommendation, page 89 Governance Handbook.

The GB is free to delegate the majority of its staffing functions to either:

- The headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

The GB is still responsible for making sure any delegated responsibilities are carried out.

Appointment of staff following the requirements below:

One person of the appointment panel must have the Safer Recruitment training.

Head Teacher and Deputy Head Teacher.	➤ A selected Committee from the full Governing Body
Senior Management Team	➤ Head Teacher ➤ 2 Governors
Teaching Staff	➤ Head Teacher OR in exceptional circumstances a member of SMT. <i>Chair of Governors to be advised if not the Head Teacher on interview panel.</i> ➤ 1 Governor
Support Staff	➤ Head Teacher OR ➤ A member of the Senior Management Team ➤ 1 Governor
Midday Supervisors	➤ A member of the Senior Management Team ➤ Play Leader
Cleaning Staff	➤ Member of the Senior Management Team Or Office Manager ➤ Site Manager

Premises, Health & Safety working group.

The working group would not delegate decisions or have responsibilities; however, it would be less formal, and any decision based on the results of the working party's efforts/discussions would be reported to FGB for approval.

Premises Health and Safety:

- Review the health and safety policy on an annual basis, amend, develop, and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit and monitor any action plans that come out of the audit.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to actions plan which will be monitored by governors to ensure completion.
- Ensure fire logbook is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing – PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment
 - Ladder log
 - Playground equipment and gym inspection
 - Lifting equipment
 - Local exhaust ventilation (where applicable)
 - Legionella risk assessment and relevant checks
- Ensure premise logbook is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.

- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.
- To review annually the Emergency and Business Continuity Plan.

Working Group Members

1. Leigh Noons
2. Helen Grindulis
3. Sue Nicholls
4. Site Manager

Curriculum Working Group

The working group would not delegate decisions or have responsibilities; however, it would be less formal, and any decision based on the results of the working party's efforts/discussions would be reported to FGB for approval.

- Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs and provides a broad and balanced curriculum.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.
- Prepare, review, and make the necessary recommendations to the full Governing Body regarding the following: -
 - The school's curricular statement

- The school's policy and provision for Relationships and Health Education
- The school's policy and provision for R.E and Collective worship.
- Prepare and oversee the school policy for Offsite education ensuring procedures for taking pupils off site are followed.
- Oversee the production of the School Development Plan and its impact.
- Review and approve curriculum and assessment policies and report to the full Governing body.
- Monitor the school's assessment arrangements ensuring that all National Curriculum assessments are carried out and reporting the findings to the full governing body.
- Review The LAC (Looked After Children) Policy.
- Review the use of Pupil Premium, PPG and Sports Premium with reports showing the impact.
- The member of the Senior Leadership Team responsible for curriculum development will attend the meetings to advise governors appropriately.
- Review/approve all policies relevant to the curriculum and roles of the committee.

Achievement:

- Review information on school performance to include ASP & OFSTED data.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium/COVID19 catch up etc).
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium/COVID19 catch up).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental, and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Behaviour and attendance:

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.

Working group Members

1. Elizabeth Hopewell
2. Pat Evans
3. Joanna Muyoti
4. Hilary Veasey-Pugh
5. Sue Nicholls

Laura Valentine to be invited as a school member

Ofsted Working Group

The working group would not delegate decisions or have responsibilities; however, it would be less formal, and any decision based on the results of the working party's efforts/discussions would be reported to FGB for approval.

- Oversee the improvements required following the School's recent Ofsted Inspection (December 2022)
 - Consistent implementation of an appropriately challenging curriculum
 - Consistent use of communication systems for pupils across the School
 - Further development of Reading and Phonics teaching within the School
- There will be one working group meeting per term, and there will be an additional review later in each term by the Curriculum Working Group.
- Reports will be presented to the FGB meetings on a termly basis.

Membership

1. Elizabeth Hopewell
2. Helen Grindulis
3. Pat Evans
4. Jessica Patel
5. Kelly Heeley
6. Laura Valentine (Curriculum Lead)
7. Susan Lowry (School Improvement Advisor)

Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing Body for hearing:

The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to.

- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy, and redeployment
- Staff capability
- Management of absence
- Dignity at work

Membership

1. Elizabeth Hopewell
2. Helen Grindulis
3. Hilary Veasey-Pugh
4. Jessica Patel

Or to be made up of members who have no awareness of the original incident and are not known personally to the member of staff.

Minimum of three members required

Chair of Committee	To be elected at each meeting
Clerk	School

Complaints Committee

The committee has responsibility delegated by the governing Body to:

- At the relevant stage hear any complaint made under the school complaints procedures

Any item referred by the full governing Body

Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the complainant.

Minimum of three members required

Chair of Committee	To be elected at each meeting
Clerk	School

Pupil Discipline Committee

The committee has responsibility delegated by the governing Body to:	
<ul style="list-style-type: none"> ➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam. ➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently. ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance. 	
Any item referred by the full governing Body	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils. 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting
Clerk	School/Clerk/TBC

Appeals Committee

The committee has responsibility delegated by the governing Body for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal ➤ Dignity at Work ➤ Any Item referred by the full governing Body. 	
When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original hearing and are not known personally to the appellant. 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting
Clerk	Clerk/School/TBC

Head Teacher Appraisal

The committee has responsibility delegated by the governing Body to:	
<ul style="list-style-type: none"> ➤ Meet the external advisor to discuss the Head Teacher's performance targets. ➤ Decide whether targets have been met and set new targets annually. ➤ Recommend pay progression to the relevant committee and in accordance with the pay policy. ➤ Undertake mid-year monitoring of the Head Teacher's performance against targets 	
Membership	
<ol style="list-style-type: none"> 1. Helen Grindulis 2. Kelly Heeley 3. Jessica Patel 4. External Advisor 	
Minimum of two members required, first date set for 23rd October 1.30pm	
Chair of Committee	Helen Grindulis
Clerk	School/External Advisor

Selection Panel

The panel has responsibility delegated by the governing Body for the:	
<ul style="list-style-type: none"> ➤ Selection of the head teacher and deputy head teacher (Guidance on this process will be provided by your school improvement partner) 	
The appointment must always be ratified by the full governing Body	
Membership	
<ol style="list-style-type: none"> 1. Helen Grindulis 2. Pat Evans 3. Jessica Patel 	
Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process	
Chair of Committee	To be elected at each meeting
Clerk	School

Special Responsibility Governors

Safeguarding/Child Protection Governor * Online Safety/ Digital and Technology standards in schools and colleges – filtering and monitoring requirements Link Governor	Helen Grindulis
SEND Governor	Pat Evans - Internal Rep - Charlene Degg
Health and Safety Governor	Susan Nicholls
Safer Recruitment Governors	Helen Grindulis: Pat Evans: Jessica Patel, Hilary Veasey-Pugh: Kelly Heeley
Pupil Premium/Sports Premium Governor	Pat Evans
LAC (Looked after Children)	Pat Evans
Training/Skills Governor	Helen Grindulis

	School Link	Governor Link
Website	Mark Ridgway	Helen Grindulis
Parent Liaison	Louisa Stevens	Kelly Heeley
Home Learning	Laura Valentine	Jessica Patel
Pupil Attendance	Lauren Petrie Louisa Stevens	Helen Grindulis
Behaviour	Lisa Ashton	Jessica Patel
Staff and Governor Continuing Development (incl. Staff Induction)	Allison Shepherd	Helen Grindulis
ECT Link Governor	Allison Shepherd	Hilary Veasey-Pugh
EYFS Link Governor	Emma Bowers	Joanna Muyoti

**In accordance with Keeping Children Safe in Education 2023 – ‘Governing bodies and proprietors should have a senior Body level (or equivalent) lead to take leadership responsibility for their schools or college’s safeguarding arrangements.’ The DfE have confirmed that this can be a member of staff, but that person must be a member of the Body as well (for example, the headteacher or a staff*

governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below £5,000 be delegated to the head teacher.

Disposal of surplus stock

Delegated to Head Teacher with the approval of the chair of the governing Body.

Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure

The chair of governors or chair of Resources Committee be given approval for expenditure above the set limit prior to the committee meeting – only in cases of emergency