

**SIPS**

**EDUCATION**



# **Governing Body Membership and Terms of Reference**

**Reviewed and Adopted: 27.09.22**

***Current version as at: 10.10.22***

## Governing Body Membership 2022/2023 Academic Year

<b>LA (1)</b>	<b>Start date</b>	<b>End of Office</b>
Hilary Veasey-Pugh	07.01.15	06.01.23
<b>Parents (2)</b>		<b>End of Office</b>
Joanna Muyoti	08.11.21	07.11.25
Victoria Jones	08.11.21	07.11.25
<b>Headteacher (1)</b>		<b>End of Office</b>
Amy Findlay (Maternity Leave)	01.01.21	Ex-Officio
Kate Hazelwood EHT (Interim)	14.02.22	
<b>Staff Governor (1)</b>		<b>End of Office</b>
Leigh Noons	06.05.22	05.05.26
<b>Co-opted (7)</b>		<b>End of Office</b>
Helen Grindulis	06.02.03	16.11.26
Jessica Patel	21.06.16	16.07.23
Susan Nicholls	13.07.22	12.07.26
Pat Evans	29.09.15	28.09.23
Paul Glover	06.12.18	04.12.26
Kelly Heeley	25.7.17	28.9.25
Vacancy		
<b>Associate members</b>		<b>End of Office</b>

**Chair:** Helen Grindulis

**Vice Chair:** Jessica Patel

## Meeting Dates 2022/2023

	Autumn Term	Spring Term	Summer Term
<b>Full Governing Body</b>	Tuesday 27th September 2022 10.30am  Wednesday 7 <sup>th</sup> December 2022 at 10.30 a.m.	Wednesday 22nd March 2023 10.30am	Wednesday 12 <sup>th</sup> July 2023 10.30am
<b>Pay Committee</b>	Friday 11 <sup>th</sup> November 2022 9.30a.m.		
<b>Resources Committee</b>	Friday 11 <sup>th</sup> November 2022 10.30am	Friday 17 <sup>th</sup> March 2023 10.30am	Friday 23 <sup>rd</sup> June 2023 10.30a.m.
<b>Curriculum Working Group</b>	Week beginning 14th November 2022 Time to be arranged as and when available	Week beginning 6th March 2023 Time to be arranged as and when available	Week beginning 19th June 2023 Time to be arranged as and when available
<b>Premises, Health &amp; Safety Working group</b>	Week beginning 21st November 2022 Time to be arranged as and when available	Week beginning 13th February 2023 Time to be arranged as and when available	Week beginning 8th May 2023 Time to be arranged as and when available

## **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 groups would not delegate decisions or have responsibilities. Their remit is shown below and any decision based on the results of the working group's efforts/discussions would be reported to FGB for action / 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 27<sup>th</sup> September 2022).

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 (Staffing and Finance)

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 minimum of six tenders must be invited.
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The limits at which an order would be required to be tendered are £213,477 for goods/services and £5,336,937 for building works (The new threshold is inclusive of VAT). **NB. These figures can change in year.**
- 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

1. Kate Hazelwood (EHT)
2. Helen Grindulis
3. Kelly Heeley
4. Pat Evans
5. Hilary Veasey Pugh
6. Helen Grindulis
7. Jessica Patel

*Kate Carr (Total Finance) and Nina Jackson (Finance manager) to be invited*

### Minimum of three members required

<b>Chair of Committee</b>	TBC at first meeting
<b>Clerk</b>	Cordell O'Neill

## Pay Committee

The committee has responsibility delegated by the governing body to:

- Undertake functions in relation to appraisal and pay progression as determined in the pay policy

### Committee to meet once per year in the autumn term

#### Membership

Determine annually at time of committee

**Minimum of three members required. Cannot be HT or governor employed by the school**

<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	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 has to have the Safer Recruitment training.**

<b>Head Teacher and Deputy Head Teacher.</b>	➤ <b>A selected Committee from the full Governing Body</b>
<b>Senior Management Team</b>	➤ <b>Head Teacher</b> ➤ <b>2 Governors</b>
<b>Teaching Staff</b>	➤ <b>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></b> ➤ <b>1 Governor</b>
<b>Support Staff</b>	➤ <b>Head Teacher</b> <b>OR</b> ➤ <b>A member of the Senior Management Team</b> ➤ <b>1 Governor</b>
<b>Midday Supervisors</b>	➤ <b>A member of the Senior Management Team</b> ➤ <b>Play Leader</b>
<b>Cleaning Staff</b>	➤ <b>Member of the Senior Management Team</b> <b>Or Office Manager</b> ➤ <b>Site Manager</b>

## 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 group'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 an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book 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 log book 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 group'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 schools 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 schools 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. Kate Hazelwood (EHT)
2. Pat Evans
3. Victoria Jones
4. Hilary Veasey-Pugh

*Laura Valentine invited as a school curriculum lead*

# 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;	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies)</li> <li>➤ Staff dismissal, redundancy and redeployment</li> <li>➤ Staff capability</li> <li>➤ Management of absence</li> <li>➤ Dignity at work</li> </ul>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. EHT/HT</li> <li>2. Helen Grindulis</li> <li>3. Hilary Veasey-Pugh</li> <li>4. Jessica Patel</li> </ol>	
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	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	School

## Complaints Committee

The committee has responsibility delegated by the governing Body to:	
<ul style="list-style-type: none"> <li>➤ At the relevant stage hear any complaint made under the school complaints procedures</li> </ul>	
<b>Any item referred by the full governing Body</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the complainant</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	School

## Pupil Discipline Committee

The committee has responsibility delegated by the governing Body to:	
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently</li> <li>➤ Comply with exclusion procedures in accordance with the LA &amp; DfE guidance</li> </ul>	
<b>Any item referred by the full governing Body</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	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"> <li>➤ Pay</li> <li>➤ Redundancy</li> <li>➤ Staff grievance</li> <li>➤ Leave of absence – if appropriate</li> <li>➤ Staff dismissal</li> <li>➤ Dignity at Work</li> <li>➤ Any Item referred by the full governing Body</li> </ul>	
<b>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original hearing and are not known personally to the appellant</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Clerk/School/TBC

# Head Teacher Appraisal

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

# Selection Panel

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



## Special Responsibility Governors

Safeguarding/Child Protection Governor *	Helen Grindulis
SEND Governor	N/A (Within School)
Health and Safety Governor	Leigh Noons / Helen Grindulis
Safer Recruitment Governors	Helen Grindulis: Pat Evans: Jessica Patel: Hilary Veasey-Pugh: Kelly Heeley
Pupil Premium	Pat Evans
LAC (Looked after Children)	Pat Evans
Sports Premium Governor	Hilary Veasey-Pugh

	School Link	Governor Link
Website	Mark Ridgway	Helen Grindulis
Parent Liaison	Louisa Stevens	Kelly Heeley
Home Learning	Laura Valentine	Jessica Patel
Pupil Attendance	Barbara Ackerley Louisa Stevens	Kelly Heeley
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	Kelly Heeley

*\*In accordance with Keeping Children Safe in Education 2022 – ‘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