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# **St John's CE Primary School Governing Board Membership and Terms of Reference**

**Reviewed and Adopted: 23 September 2019**  
***Current version as at: 10 October 2019***

# Governing Board Membership

## 2019/2020 Academic Year

<b>LA (1)</b>	<b>End of Office</b>
Mrs Jane Clark	30 October 2020
<b>Parents (2)</b>	<b>End of Office</b>
Mr David Morgan	26 September 2023
Mrs Lucy Pountain	26 September 2023
<b>Headteacher (1)</b>	<b>End of Office</b>
Mr Andy Mills	Ex officio
<b>Staff Governor (1)</b>	<b>End of Office</b>
Mr Nick Judd	1 October 2022
<b>Foundation (4)</b>	<b>End of Office</b>
Rev'd David Babbington	Ex officio
Mrs Anita Clarke	3 July 2021
Mrs Alison Edwards	31 August 2021
Mr Bob Grainger	9 October 2023
<b>Co-opted (8)</b>	<b>End of Office</b>
Mrs Elizabeth Clayton	26 September 2021
Mr Neal Critchley	31 October 2022
Mrs Helen Dimmock	22 September 2023
Mrs Helen Harris	31 October 2022
Mrs Julie Harris-Tighe	31 October 2022
Mr Rob Hodges	31 October 2022
Mr Stuart Lilley	23 May 2020
Mrs Laura Neal	19 May 2023

**Chair:** Mrs Jane Clark

**Vice Chair:** Mr Neal Critchley

## Meeting Dates 2019–2020

	Autumn Term	Spring Term	Summer Term
<b>Full Governing Board 5:30pm</b>	23 September	10 February	11 May
<b>Staffing &amp; Finance 5:30pm</b>	14 October	27 January	27 April
<b>Behaviour, Safety, and School Improvement 5:30pm</b>	18 November	23 March	22 June
<b>Pay Committee &amp; Head Teacher's Appraisal, 4:30pm</b>	18 November		

# **Governors Statutory Responsibilities and Functions**

In all types of schools, governing boards 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 March 2019)

## **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 March 2019](#)

[Competency Framework for Governance January 2017](#)

## **Academies Financial Handbook**

The Academies Financial Handbook sets out the financial management, control and reporting requirements that apply to all academy trusts.

[Academies Financial Handbook 2019](#)

*NB: Academy trusts completing financial statements for the period ending 31 August 2019 should refer to the [2018 edition](#) of the handbook.*

## **Review of committees and delegation**

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

## **Terms of Reference**

The following committees established by the governing board 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 board 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 board 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 board at the time of the meeting **not including any vacant positions.** For

academies and free schools refer to their articles of association for the quorum. In the event of equal votes the chair has the casting vote.

## **Committees**

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will only include associate members where a voting right has been granted by the governing board.

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board 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 March 2019 – Page 53, paragraph 45)*.

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

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

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 board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. 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 board/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 board cannot delegate any functions relating to:**

- The constitution of the governing board (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.

# Behaviour, Safety, & School Improvement Committee

The committee has responsibility delegated by the governing board to:

## **Behaviour and attendance:**

- Review behaviour and attendance policies.
- Review and monitor school behaviour.
- Review and monitor attendance data against school and national targets.

## **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.
- 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 and the premise manager and deputy have attended relevant 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.
- Monitor all safeguarding procedures.
- 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.

#### **Achievement:**

- Monitor and review information on school performance to include ASP & Data Dashboard.
- 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 – see gov.uk for annual performance tables.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium).
- 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 targeted support and 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).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.

#### **Curriculum:**

- Review/approve all policies relevant to the curriculum and roles of the committee.
- Ensure the school is meeting national curriculum requirements and review the Curriculum Policy statement ensuring it meets pupils' needs.
- 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.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.
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**Any item referred by the full governing board**

### Membership

1. Rev'd David Babbington	7. Mrs Julie Harris-Tighe
2. Mrs Jane Clark	8. Mr Rob Hodges
3. Mrs Anita Clarke	9. Mr Nick Judd
4. Mrs Elizabeth Clayton	10. Mr Andy Mills
5. Mrs Helen Dimmock	11. Mrs Laura Neal
6. Mr Bob Grainger	

**Minimum of three members required**

### Chair of Committee

(to be appointed at first meeting)

### Clerk

Mr Andrew Williams

## Staffing & Finance Committee

The committee has responsibility delegated by the governing board to:

### Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£10,000**, sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools..
- 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 the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure LA/academy financial procedures are complied with, including a Cost Centre Group Report or Account Summary Report or equivalent and a Virement Report.

- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The tender limit for the European Threshold currently being £181,302 for supplies and services, and £4,551,413 for works.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

**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).
- 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.
- Staff training and CPD.

***Any item referred by the full governing board***

**Membership**

- |                       |                   |
|-----------------------|-------------------|
| 1. Mrs Jane Clark     | 5. Mr Rob Hodges  |
| 2. Mr Neal Critchley  | 6. Mr Andy Mills  |
| 3. Mrs Alison Edwards | 7. Mrs Laura Neal |
| 4. Mr Bob Grainger    |                   |

***Minimum of three members required***

**Chair of Committee**

(to be appointed at first meeting)

**Clerk**

Mr Andrew Williams

## Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<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/management of absence</li> </ul>	
<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 member of staff</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Mr Andrew Williams

## Pupil Discipline Committee

The committee has responsibility delegated by the governing board 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 board</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>	Mr Andrew Williams

## Complaints Committee

The committee has responsibility delegated by the governing board 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 board</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>	Mr Andrew Williams

## Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:

- Pay
- Redundancy
- Staff grievance
- Leave of absence – if appropriate
- Staff dismissal
- Any Item referred by the full governing board

***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision***

### Membership

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

***Minimum of three members required***

<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Mr Andrew Williams

## Pay Committee (can be delegated to a relevant committee)

The committee has responsibility delegated by the governing board 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

1. Mrs Jane Clark
2. Mr Bob Grainger
3. Mr Rob Hodges

***Cannot be a governor employed by the school***

<b>Chair of Committee</b>	(to be appointed at first meeting)
<b>Clerk</b>	Mr Andrew Williams

# Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board 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. Mrs Jane Clark</li> <li>2. Mr Bob Grainger</li> <li>3. Mr Rob Hodges</li> </ol>	
<b>Chair of Committee</b>	(to be appointed at first meeting)
<b>Clerk</b>	Mr Andrew Williams

# Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> <li>➤ Selection of the head teacher/principal and deputy head teacher/vice principal (Guidance on this process will be provided by your school improvement partner)</li> </ul>	
<b><i>The appointment must always be ratified by the full governing board</i></b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	
<b><i>All members must be available at all stages of the process</i></b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Mr Andrew Williams

## Special Responsibility Governors

Safeguarding/Child Protection Governor *	Mrs Julie Harris-Tighe
SEND and Pupil Premium	Mrs Jane Clark
Health and Safety Governor	Mrs Julie Harris Tighe
Safer Recruitment Governor	Mrs Jane Clark, Mr Neal Critchley, Mr Andy Mills
Training and Development	Mr Neal Critchley, Mr Andy Mills
LAC	Mrs Elizabeth Clayton
E-Safety	Mr David Morgan
Teaching School Link	Mrs Jane Clark
Curriculum	Mr Nick Judd, Mrs Laura Neal
Maths	Mrs Helen Dimmock
English	Mr Bob Grainger

*\*In accordance with Keeping Children Safe in Education 2019 and Working together to safeguard children 'Governing bodies and proprietors should have a senior board 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 board 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 £10,000 be delegated to the head teacher.

## Disposal of surplus stock

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

## 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 finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

## Appointment of Staff (ensure no appointment is carried out by one person alone)

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none"><li>• Head Teacher or Deputy Head Teacher</li><li>• Post Line Manager</li></ul>
Educational Support Staff	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• 1 Governor</li></ul>
Business Manager	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• 2 Governors</li></ul>
Teaching Staff	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• 1 Governor</li></ul>
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"><li>• Head Teacher</li><li>• 2 Governors</li></ul>