

Harvills Hawthorn Primary School Governing Board Membership and Terms of Reference

Reviewed: September 2019



Governor
Services

Governing Board Membership – 2018/19 Academic Year

CO-OPTED GOVERNORS (3)	TERM OF OFFICE
1. Nicola Cooke	8 th July 2019
2. Dr Sabiha Khushnud	23 rd September 2022
3. Maxine Soper (Staff)	8 th July 2019
4. Mrs Pat Burford	8 th November 2021
LA GOVERNORS (1)	
1. Mrs Julie Armstrong	6 th October 2019
PARENT GOVERNORS (2)	
1. Lisa Jukes	15 th October 2021
2. Louise Pearson	15 th October 2021
STAFF GOVERNORS (1)	
1. Mrs Stephanie Shenstone	30 th March 2019
Head (1)	
1. Miss Joanne Sheen	Head
TRUST (2)	
1. Mr Myles Wilson (Vice Chair)	5 th April 2019
2. Mrs Jo Wood (Chair)	5 th April 2019
ASSOCIATE GOVERNORS (1)	
Rev Mark Wilson	23 rd September 2022

Chair: Pat Burford

Vice Chair: Julie Armstrong

Meeting Dates 2018-2019

Full Governing Body	See attached
Behaviour & Safety Committee	
Pupil & Curriculum Committee	
Staffing & Finance Committee	
Pay & Performance Committee	

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 headteacher to account for the educational performance of the school and its pupils, the performance management of staff; and
- c) Overseeing the financial performance of the school and making sure its money is well spent. *(Extract from Governors Handbook November 2015)*

Governors' Handbook

Please refer to the governors' handbook published on the Department for Education website. See web link below:

<https://www.gov.uk/government/publications/governors-handbook--3>

Review of committees and delegation

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

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 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 please refer to their articles of association for 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.

In maintained schools the governing board can appoint associate members to serve on one or more committees. Associate members can attend full governing 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 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 Governors Handbook November 2015 – page 30)*.

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 committee.

The committee minutes shall be included as an agenda item for consideration 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 committee meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

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.

Staffing & Finance Committee

The committee has responsibility delegated by the governing board for:

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 and review financial projections.
- Approve expenditure and virements of sums over **£20,000**, sums below that amount are delegated to the Head Teacher/Principal.
- Complete the Schools Financial Value Standards in Schools to be presented to the full board to ratify.
- Assess the financial progress towards achieving the objectives in the School Improvement Plan.
- Review of leases & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve the petty cash to be held by the school.
- Ensure LA financial procedures are complied with – review the Fair Funding document annually.
- 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

- | | | |
|----------------|--------------|-----------------|
| • Jo Wood | Myles Wilson | Julie Armstrong |
| • Joanne Sheen | Nicola Cooke | Louise Pearson |

Minimum of three members required

Chair of Committee

Clerk

Craig Felton

Pupil & Curriculum Committee

The committee has responsibility delegated by the governing board for:

- Review/approve all policies relevant to the curriculum and roles of the committee.

Achievement:

- Monitor and review information on school performance to include Raise Online & 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 & 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:

- Ensuring the school is meeting national curriculum requirements and to 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.

Any item referred by the full governing board

Membership

- | | |
|----------------|---------------------|
| • Nicola Cooke | Stephanie Shenstone |
| • Joanne Sheen | Maxine Soper |
| • Pat Burford | Lisa Jukes |

Minimum of three members required for quorum

Chair of Committee	
Clerk	Craig Felton

Behaviour & Safety Committee

The committee has responsibility delegated by the governing board for:

Behaviour & attendance:

- Review behaviour policy and monitor school behaviour.

Premises Health & Safety:

- Review the school's health and safety policy on an annual basis.
- Health and safety audit.
- Receive a regular report on accident statistics, near misses and incidents of violence or aggression.
- Comply with current fire safety legislation and regulations: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit).
- Review and authorise upcoming offsite activities, ensuring that health and safety planning and risk assessments that have been undertaken for them.
- Receive reports and audits from Health & Safety representatives (to include Caretaking & Cleaning).
- Health and safety self-monitoring return.
- Ensure staff and governors undertake appropriate health & safety Training.
- Monitor all safeguarding procedures.
- Ensure that health and safety documents and records are up to date:
 - Fire log book
 - Asbestos on site
 - Premise log book (PAT testing, glazing inspections, an annual check of PE equipment/playground equipment)
 - Establish and review an accessibility plan
 - Review e-safety policy & procedures
 - Planned building works/contractors on site
 - Health and safety training
 - Receive minutes of School Central Safety committee – if schools have received this

Any item referred by the full governing board

Membership

- | | | |
|----------------|-------------------------|--------------|
| • Maxine Soper | Mrs Stephanie Shenstone | Joanne Sheen |
| • Jo Wood | Mike Ryan (Co-opted) | Mark Wilson |

Minimum of three members required

Chair of Committee

Clerk

Craig Felton

Pupil Discipline & Complaints Committee

The committee has responsibility delegated by the governing board for:	
<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. ➤ At the relevant stage hear any complaint made under the school Complaints Procedure. 	
<i>Any item referred by the full governing board</i>	
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, pupils and complainant. 	
<i>Minimum of three members required</i>	
Chair of Committee	
Clerk	Craig Felton

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal ➤ Any Item referred by the full governing board 	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.</i>	
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. 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	Craig Felton

Selection Panel

The panel has responsibility delegated by the governing board for:	
➤ Selection of the head teacher/principal and deputy head teacher/vice principal	
Guidance on this process will be provided by your School Improvement Partner.	
<i>The appointment must always be ratified by the full governing board.</i>	
Membership	
<ul style="list-style-type: none"> • Pat Burford • Jo Wood • Mrs Julie Armstrong • Mrs Joanne Sheen • Myles Wilson • 	
<i>All members must be available at all stages of the process.</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Child Protection/Safeguarding, NQT, Standards	Pat Burford
SEN, Teaching School	Nicola Cooke
G&T, PE, Pupil Premium, Sports Premium	Julie Armstrong
English, SMSC	Sabiha Khushnud
Maths, ICT	Jo Wood
Theamatic, RE Science, DT, Music & Arts	Myles Wilson Stephanie Shenstone
EYFS Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Jo Wood Lousie Pearson / Lisa Jukes Myles Wilson / Mark Wilson Julie Armstrong Nicola Cooke Pat Burford Sabiha Khushnud

**The DfE's statutory guidance on Keeping Children Safe in Education requires governing boards to:*

'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'

Items Delegated to an Individual(s)

➤ Delegation of expenditure and virements

That sums below **£20,000** be delegated to the head teacher/principal.

➤ Disposal of surplus stock

Delegated to Head Teacher/Principal 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/principal 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"> • Head Teacher/Principal or Deputy Head Teacher/ Vice Principal • Post Line Manager
Educational Support Staff	<ul style="list-style-type: none"> • Head Teacher/Principal • 1 Governor
Business Manager	<ul style="list-style-type: none"> • Head Teacher/Principal • 2 Governors
Teaching Staff	<ul style="list-style-type: none"> • Head Teacher/Principal • 1 Governor
Senior Management Team	<ul style="list-style-type: none"> • Head Teacher/Principal • 2 Governors