

SIPS

EDUCATION

Lightwoods Primary Governing Board Membership and Terms of Reference

**Reviewed and Adopted: 23rd September
2020**

***Current version as at: 23rd September
2020***

**Governing Board Membership
2020/2021 Academic Year**

LA	End of Office
Lisa Bradbury	06/05/2024
Parents (2)	End of Office
Elizabeth Warwick	13/03/2023
Vacant	
Headteacher (1)	
Geri Pugliese – Interim Head Teacher	Ex officio
Staff Governor (1)	End of Office
Vacant	
Co-opted (5)	End of Office
Liz Regan	06/05/2024
Steve Lilley	06/05/2024
Tony James	06/05/2024
Vacant	
Vacant	

Chair: Liz Regan

Vice Chair:

Meeting Dates 2020-2021

	Autumn Term	Spring Term	Summer Term
Full Governing Board	Wednesday 23 rd September 2020 5pm – Set up meeting Monday 23 rd November 2020 5pm – FGB	Tuesday 23 rd March 2021 5pm – FGB & Budget setting	Monday 5 th July 2021 – 5pm FGB

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)

In the absence of standing committees, all functions of the board are managed through full governing board meetings. Governing boards have a duty and obligation to fulfil the strategic role that all school governors have responsibility for. These duties include, but are not limited to:

- **agreeing the staffing structure**
- **agreeing the governing board constitution**
- **agreeing and managing the school budget**
- **the appointment of staff**
- **monitoring and reviewing policies and documents**
- **supporting the school to raise standards**
- **setting targets for and monitoring pupil achievement**
- **ensuring the curriculum is balanced and broadly based**
- **regulating staff conduct and discipline**
- **monitoring the outcome of inspections and audits and action plan progress**

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

Review of terms of reference, committees and delegation

The governing board must review the terms of reference and governor delegations on an annual basis.

Terms of Reference

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**. In the event of equal votes the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings (approved at FGB meeting on 23rd September 2020).

For full details, please refer to the Virtual Governance Policy.

Function of the governing board

The Governing Board will undertake the following duties, in line with statutory guidance:

Pupils, Curriculum and Outcomes

- Review/approve all relevant policies.
- Review published information and data against school targets and national standards.
- Monitor and review school targets and in-year progress for all groups of pupils.
- Reporting to parents according to statutory requirements.
- Monitor achievement for disadvantaged and vulnerable pupil groups.
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.
- 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.

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

Staffing

- Review/approve all relevant policies.
- 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.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

Finance

- Review/approve all relevant policies.
- Approve the annual budget.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over £5,000, sums below that amount are delegated to the Head Teacher/Principal.
- 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 schools 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. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report
 - A copy of the latest Suspense File (non-cheque book and EPA schools only)
 - 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

- 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 governing board has drawn up a specification.

Premises/Health and Safety

- Review/approve all relevant policies.
- 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, and 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 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.

Individual delegations

The task of monitoring specific areas usually assigned to committees is delegated to individuals or pairs of governors instead. It is the responsibility of these governors to have a detailed understanding of their specific area to feedback to the governing board.

Where appropriate, the governing board may utilise governor working groups. In these instances, the outcomes and recommendations of such groups will be reported back to the full governing board for noting or approval and recorded in the minutes.

In order to fulfil certain functions there are occasions on which committees of a set number of governors are required. For these functions, committee terms of reference are outlined and will be utilised as and when required.

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.

Associate Members

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.

Pay Committee

The committee has responsibility delegated by the governing board 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
<p>Liz Regan, Geri Pugliese, Steve Lilley and Liz Warwick</p> <ul style="list-style-type: none"> • Minimum of three members required. Cannot be HT or governor employed by the school • Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.

Chair of Committee	To be elected at each meeting
Clerk	C Evans

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board 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	
After discussion, governors confirmed this was not needed at the moment due to the current interim head teacher being appraised by her own school governors.	
Chair of Committee	
Clerk	

Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies) ➤ Staff dismissal, redundancy and redeployment ➤ Staff capability/management of absence ➤ Any other staffing item referred by the full governing board 	
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 member of staff <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting

Clerk	
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Pupil Discipline Committee

The committee has responsibility delegated by the governing board 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 <p><i>Any item referred by the full governing board</i></p>	
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 <p><i>Minimum of three members required</i></p>	
Chair of Committee	To be elected at each meeting
Clerk	

Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ At the relevant stage hear any complaint made under the school complaints procedures <p><i>Any item referred by the full governing board</i></p>	
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 complainant <p><i>Minimum of three members required</i></p>	
Chair of Committee	To be elected at each meeting
Clerk	

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

Chair of Committee

To be elected at each meeting

Clerk

Selection Panel

The panel has responsibility delegated by the governing board for the:

- Selection of the head teacher/principal and deputy head teacher/vice principal (Guidance on this process will be provided by your school improvement partner)

The appointment must always be ratified by the full governing board

Membership

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

Governor nominated areas of responsibility

Safeguarding/Child Protection*	Liz Regan
SEND	Liz Regan
Curriculum	Tony James/Liz Warwick
Looked after children	Liz Regan

Middle leaders and leadership	Lisa Brdbury
Health & Safety	Vacant

**In accordance with Keeping Children Safe in Education 2020 '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 £5,000 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 be given approval for expenditure above the set limit prior to the next governing board 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* * Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.	<ul style="list-style-type: none"> • Head Teacher/Principal • 2 Governors