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# St. James' CE Primary School Governing Board Membership and Terms of Reference

**Reviewed and Adopted: September 2021**

*Current version as at: 14<sup>th</sup> September 2021*

## Governing Board Membership 2021/2022 Academic Year

<b>LA (1)</b>	<b>End of Office</b>
Vacancy	
<b>Parents (2)</b>	<b>End of Office</b>
Amy Jordan	13 <sup>th</sup> October 2024
Dawn McNeill	13 <sup>th</sup> October 2024
<b>Head Teacher (1)</b>	<b>End of Office</b>
Camilla McGregor	Ex-Officio

<b>Staff Governor (1)</b>	<b>End of Office</b>
Daniel Heather	23 <sup>rd</sup> September 2023
<b>Co-opted (3)</b>	<b>End of Office</b>
Sharon Offley	14 <sup>th</sup> September 2024
Felicity Somervell	14 <sup>th</sup> December 2025
Vacancy	
<b>Foundation (2)</b>	<b>End of Office</b>
Chris Sale	Ex-Officio
Vacancy	

**Chair:** Chris Sale

**Vice Chair:** Amy Jordan

## Meeting Dates 2021/22

Full Governing Body	Tuesday 14 <sup>th</sup> September 2021 at 4pm ( <i>set-up meeting</i> ) Tuesday 14 <sup>th</sup> December 2021 at 4pm Tuesday 5 <sup>th</sup> April 2022 at 4pm Tuesday 12 <sup>th</sup> July 2022 at 4pm
Curriculum Committee	Tuesday 12 <sup>th</sup> October 2021 at 4pm ( <i>summer term data</i> ) Tuesday 18 <sup>th</sup> January 2022 at 4pm ( <i>autumn term data</i> ) Tuesday 3 <sup>rd</sup> May 2022 at 4pm ( <i>spring term data</i> )
Resources Committee (inc. Premises, Health & Safety)	Tuesday 23 <sup>rd</sup> November 2021 at 9.00am Wednesday 16 <sup>th</sup> March 2022 at 9.00am Tuesday 21 <sup>st</sup> June 2022 at 9.00am
Pay Committee	Tuesday 14 <sup>th</sup> September 2021 ( <i>following FGB</i> )

# 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 October 2020)*

## 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 2020](#)

[Competency Framework for Governance January 2017](#)

## 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**. 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 14<sup>th</sup> September 2021).

For full details, please refer to the Virtual Governance 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 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.

## **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 October 2020 – Page 64, paragraph 53).

*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.*

## **Resources 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.
- Review Pupil Premium/ PE& Sports Premium and COVID19 Catch Up Premium and ensure impact statements are published on the school's website.
- 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 and controls.
- 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 £189,330 for supplies and services, and £4,733,252 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). 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.
- Staff training and CPD.

### **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 action 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.

- 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.

*Any item referred by the full governing board*

**Membership**

1. Amy Jordan
2. Camilla McGregor
3. Dawn McNeill
4. Sharon Offley
5. Chris Sale

*Minimum of three members required*

<b>Chair of Committee</b>	Chris Sale
<b>Clerk</b>	Geeta Thabal

# Curriculum & Standards Committee

The committee has responsibility delegated by the governing board to:

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

## **Achievement:**

- Review information on school performance to include ASP & OFSTED 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.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. Pupil Premium/COVID19 catch up).
- 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.

## **Curriculum:**

- 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.
- 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.

## **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.

*Any item referred by the full governing board*

**Membership**

1. Daniel Heather
2. Amy Jordan
3. Camilla McGregor
4. Dawn McNeill
5. Chris Sale

*Minimum of three members required for quorum*

**Chair of Committee**

Chris Sale

**Clerk**

Geeta Thabal



## Staffing Committee

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

## 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> <p><i>Any item referred by the full governing board</i></p>	
<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> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## 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> <p><i>Any item referred by the full governing board</i></p>	

<b>Membership</b>	
➤ To be made up of members who have no awareness of the original incident and are not known personally to the complainant	
<i>Minimum of three members required</i>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Appeals Committee

The committee has responsibility delegated by the governing board 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 board</li> </ul>	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.</i>	
<b>Membership</b>	
➤ To be made up of members who have no awareness of the original hearing and are not known personally to the appellant	
<i>Minimum of three members required</i>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Pay 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.	
<i>Committee to meet once per year in the autumn term</i>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• Amy Jordan</li> <li>• Sharon Offley</li> <li>• Chris Sale</li> </ul>	
<i>Minimum of three members required. Cannot be Head Teacher or a 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.</i>	

<b>Chair of Committee</b>	Chris Sale
<b>Clerk</b>	Geeta Thabal

## Head Teacher's 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. Amy Jordan</li> <li>2. Sharon Offley</li> <li>3. Chris Sale</li> </ol>	
<i>Minimum of two members required</i>	
<b>Chair of Committee</b>	
<b>Clerk</b>	

## 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>	
<i>The appointment must always be ratified by the full governing board</i>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	
<i>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</i>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Special Responsibility Governors

Safeguarding / Child Protection Governor *	Chair of Governors
Art Governor	Amy Jordan
Attendance Governor	Sharon Offley
Computing Governor	Chris Sale
DT Governor	Sharon Offley
English Governor	Dawn McNeill
Geography Governor	Amy Jordan
GovernSandwell Rep	Chris Sale
Health and Safety Governor	Chris Sale
History Governor	Amy Jordan
Maths Governor	Chris Sale
MFL Governor	Dawn McNeill
Music Governor	Amy Jordan
PE Governor	Amy Jordan
PSHE Governor	Sharon Offley
RE Governor	Chris Sale
Safer Recruitment Governors	Camilla McGregor Chris Sale
Science Governor	Chris Sale
SEND / Inclusion Governors	Amy Jordan
Vision, values, distinctiveness	Chris Sale Amy Jordan

*\*In accordance with Keeping Children Safe in Education 2021 '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/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 the Resources Committee be given approval for expenditure above the set limit prior to the 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 / Deputy Head</li><li>• Post Line Manager</li></ul>
Educational Support Staff	<ul style="list-style-type: none"><li>• Head Teacher or Deputy Head</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 / Deputy Head</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 / Deputy Head</li><li>• 2 Governors</li></ul>