



Old Park Primary School ~ Committee/Terms of Reference/Named Responsibilities/ Membership

(Reviewed 19 September/14 November)

FGB meetings arranged for:
Mon, 14 November @ 6pm with "Adopt a Governor" @ 5.00pm
Mon, 16 January 2017 @ 6.30pm
Mon, 20 March @ 6.30pm
Mon, 15 May @ 6.30pm
Mon, 17 July @ 6.30pm



Governor
Services



Governing Board Membership – 2016/17 Academic Year

Chair: Mr O Knight

Vice Chair: Mrs T Wallis

Clerk to Governors: SLA Clerk – Trudi Gagliarde

Name	Governor Type	End Date
Mr O Knight	Authority Governor	26 Oct 2019
Vacancy	Co-Opted	11 May 2018
Mr David Giles	Co-Opted	13 Nov 2020
Ms N Hunt (<i>Staff</i>)	Co-Opted	11 May 2018
Mrs S Pearce (<i>Staff</i>)	Co-Opted	11 May 2018
PCSO S Price-Hunt	Co-Opted	13 Nov 2020
Mrs S Trotman	Foundation	5 April 2019
Mrs T Wallis	Foundation	29 June 2019
Ms C Boddington	Head	~
Mr M Asad	Parent	18 Oct 2020
Ms K Harding	Parent	29 Oct 2019
Mrs R Piatt	Parent	14 July 2019
Mrs L Stephens	Parent	29 Oct 2019
Vacancy	Parent	<i>Lost with revised lofG</i>
Vacancy	Parent	<i>Lost with revised lofG</i>
Mr D Ellis	Staff	31 Dec 2016

Term of office due to end this year.

As per Instrument of Government 1 November 2015: 16-place with 1 AG/5 COP/2 FOU/1 Head/6 PAR/1 STA.
Revised Instrument (*FGB 14 Nov*) effective 1 Jan 2017: 14-place with 1 AG/5 COP/2 FOU/1 Head/4 PAR/1 STA.

SPECIAL RESPONSIBILITY GOVERNORS - 2016/17	
Chair	Oliver Knight
Vice-Chair	Tracy Wallis
ASGB Representative	Chair - named contact (could be shared with Vice)
Child Protection Governor	Chair of Governors
Health & Safety Governor	Matt Clarke (tbc)
Head's Appraisal Governors <i>Date for Head's PM to be agreed</i>	1. O Knight 2. Kelly Harding Susan Lowry - External Adviser 3. Tracy Wallis
Special Needs Governor	Kelly Harding
Target Setting Governor <i>SIA autumn term core visit - date to be agreed</i>	Member of Governors with named responsibility for L&M: OK/ST/TW
Richard Trained Governor(s) <i>Accredited training life cycle 5 years</i>	Sue Trotman - expires 5 Dec 2016 O Knight - expires 28 Nov 2019 T Wallis/K Harding - to apply L Stephens - NSPCC accredited

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 Head to account for the educational performance of the school and its pupils, and 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/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 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.

Appeals/Complaints/Pupil Discipline Committee

The Committee has responsibility delegated by the Governing Board for Hearing with regard to:

- Pay
- Redundancy
- Staff Grievance
- Contractual variation requests
- Staff Dismissal

- Stage 2 complaints received under the School Compliments and Complaints Procedure
- Review the use of exclusions within school, including exclusions of more than 15 schools 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

In each instance, any Item referred by the full Governing Body

Membership ~ quorum 3

- Taken from the whole Governing Body, mindful of declarations of interest: not known personally by the appellant/complainant/pupil/family, not previously party to the original decision, no previous knowledge/awareness of the matter of business

When dealing with an Appeal the Committee should be equal to/greater than the original Committee that made the decision

Chair of Committee

To be elected at each meeting

Clerk

Outcomes committee (*Curriculum & Standards*)

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 & 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 (including 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 (including 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

Behaviour & attendance:

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

Any item referred by the full governing board

Membership ~ quorum 3

1. Ms C Boddington (Head)
2. Mr M Clarke
3. Ms K Harding
4. Ms N Hunt
5. Mr O Knight
6. Mrs S Pearce
7. Mrs R Piatt
8. Mrs S Trotman
9. Mrs T Wallis

Chair of Committee	To be elected at first meeting
Clerk	Fi Douglas (OP)

Meeting dates arranged (Monday @ 5.15pm):
28 November
16 January 2017
15 May

Resources/Provision committee

(Finance/Staffing/H&S and incorporating Pay committee remit)

The Committee has responsibility delegated by the Governing Board for:

Finance:

- Review/approve all policies relevant to Finance and roles of the Committee.
- Produce & approve the annual budget and present it to the full Governing Board for information.
- 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** (*review 19 Sept 2016*), 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 & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive LA Budget and Out turn Statement (when published by the LA)
- 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.
- 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 annually the staffing structure of the school 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 & maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD
 - Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Staff capability/management of absence

Premises Health & Safety:

- Review the schools Health & Safety Policy on an annual basis.
- Receive a regular report on accident statistics, near misses and incidents of violence or aggression.
- Comply with current fire safety legislation & 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.

Premises Health & Safety cont ...

- 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)
- Ensure staff & Governors undertake appropriate Health & Safety Training.
- Monitor all safeguarding procedures.
- Ensure that Health & Safety documents and records are up to date:
 - Fire log book
 - Asbestos on site
 - Premise log book (PAT Testing, Glazing Inspections, annual check of PE/Playground Equipment)
- Establish & 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

Pay:

- Review Staff Pay Progression in accordance with the Governing Body Pay Policy and Annual Appraisal Cycle.

Any item referred by the Full Governing Board**Membership ~ quorum 3**

1. Ms C Boddington (Head) *Advisory only in some instances – Staffing*
2. Mr M Clarke
3. Mr D Ellis
4. Ms K Harding
5. Mr O Knight
6. Mrs S Pearce
7. Mrs L Stephens
8. Mrs S Trotman

*In attendance:**Jan Ellis: School Strategic Business Director**Budget Officer: Sandra Farquharson (Shireland Collegiate Academy Trust)*

Chair of Committee	Kelly Harding
Vice Chair	Lisa Stephens
Clerk	SLA

Meetings dates arranged (Monday):

17 October

30 January 2017 @ 5.30pm

20 March @ 5.15pm (FGB following)

17 July @ 5.30pm

Selection Panel

<p>The Committee has responsibility delegated by the Governing Board for:</p>	
<ul style="list-style-type: none"> • Selection of the Head Teacher and Deputy Head Teacher <p>Guidance on this process will be provided by your School Improvement Partner <i>The appointment must always be ratified by the Full Governing Body</i></p>	
<p>Membership</p>	
<ul style="list-style-type: none"> • C Boddington (Head) <i>With the appointment of Deputy Head</i> • *S Trotman • <i>Vacancy.....)</i> • <i>Vacancy.....) the panel will be agreed</i> • <i>Vacancy.....) when appropriate (agreed FGB 14 Nov)</i> • <i>Vacancy.....)</i> <p><i>(*Bichard Trained)</i></p> <p><i>All members must be available at all stages of the process and at least 1 member should be Safer Recruitment (Bichard) trained</i></p>	
<p>Chair</p>	<p><i>To be elected</i></p>
<p>Clerk</p>	

Items Delegated to an Individual(s)

➤ Delegation of expenditure and virements

Agreement made that sums below £10,000 was 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 is delegated to the Chair in instances where the Head Teacher is the person in question or involved in the case. That the Chair is given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing this 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

School Staff:	
Lunchtime / Cleaning / Administration Support Staff/Apprentices	<ul style="list-style-type: none"> ➤ Head Teacher / Deputy Head Teacher/Member of SLT ➤ Post Line Manager ➤ Governor
Educational Support Staff	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ Line Manager ➤ 1 Governor
Business Manager	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ 2 Governors
Teaching Staff	<ul style="list-style-type: none"> ➤ Head Teacher ➤ Deputy Head/Member SLT ➤ 1 Governor
Senior Management Team	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ 2 Governors
The Patch Day Nursery Staff:	
Manager	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ 2 Governors
Nursery Staff	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ Line Manager ➤ 1 Governor
<p>NOTE: Should it occur at short notice/for whatever reason a Governor, independent to the School, is unable to make the arranged interviews as previously agreed, Chair's Action would be required to proceed and/use of a Staff Governor - to delay the process could be detrimental to the continued provision of the curriculum. Subsequently, the Chair's Action would need to be reported at the next meeting.</p>	

ADOPT A GOVERNOR ~ 2016/17

AREA	GOVERNOR	TEACHER
Achievement English Maths Data	Oliver Knight Tracy Wallis	Helen Fry (SLT , AH) Mark Evans (AH) Michelle Batty (AH) L Mills (Maths) Natalie Hunt (English) Cody Boddington (SLT)
Humanities & MFL History Geography MFL	Becky Piatt	Christine Billings (His) Michelle Batty (His) Maddie Smith (Geo) Amy Judd (MFL)
Social, Moral, Spiritual and Cultural RE / School Council / House System / SEMH / PSHE / Pupil and Parent liaison / Community	Kelly Harding Vacancy	Sunita Sahota (RE) Chris Seale (SEMH) Eve Taylor (Parent Liaison) Zoe Reed (HLTA) Therapeutic Mentoring Mel Osell (HLTA) Nurture
IT & Science Computing	Vacancy Natalie Hunt	Mark Evans (AH Computing) Paul Kerton (E-Mentor) Jenny Wyre (Sci)
EYFS	Vacancy Lisa Edwards	Michelle Batty (SLT, AH) Davinder Kaur (HLTA) Key worker Nicola Johnson
PE, Forest Schools & outdoor learning	David Ellis Sue Trotman	Nicola Johnson (PE co-ord) David Ellis (Site Man & Forest Lead) Christopher Light (Sports Coach and first aid)
Inclusion SEN/Safeguarding	Kelly Harding Oliver Knight Sam Pearce	Samantha Pearce (Dep H & SENco) Laura Payne (Dep SENco) Eve Taylor (Parent Liaison)
The Arts, Art and Design Art Design technology Music Drama	Becky Piatt Sue Trotman	Vicky Truran (Art) Sarah Jarass (D & T) Rachel Warner (The Arts)
Teaching & Learning Assessment for Learning	Matt Clarke Lisa Stephens	Katie Cooper-Sayer (SLT) Natalie Hunt (English) Luke Mills (Maths)
Leadership and Management Data / Target Setting Performance Management / CPD Monitoring Cycle	Oliver Knight Sue Trotman Tracy Wallis	Cody Boddington (HT) Sam Pearce (DH) Mark Evans (AH) Helen Fry (AH) Michelle Batty (AH)
Patch Day Nursery	Lisa Stephens	Emma Pate (Patch Nursery Manager)
Business/Facility Management/Site/Health	Kelly Harding	Jan Ellis (Business Director) David Ellis (H&S) Chris Light (First Aid/Medical)



Note to Governors – please update with changes mid-year.