

**SIPS**

**EDUCATION**



# **Moat Farm Infants Governing Board Membership & Terms of Reference**

**Reviewed & Adopted: 16 September 2021**

*Current version as at: 16 September 2021*

## Governing Board Membership 2021/2022 Academic Year

<b>LA (1)</b>	<b>End of Office</b>
Beverley Leese	
<b>Parents (2)</b>	<b>End of Office</b>
Vacant	
Sim Sharda	10 July 2022
<b>Headteacher (1)</b>	<b>End of Office</b>
Deborah Walker	Ex-Officio
<b>Staff Governor (1)</b>	<b>End of Office</b>
Sian Stevens	25 June 2022
<b>Co-opted (8)</b>	<b>End of Office</b>
Lara Stone	30 April 2023
Hannah Massey	10 September 2024
Alice Gregory	10 September 2022
Jackie L'Herroux	22 October 2022
Helen Denton	10 December 2023
Chelsea Dutton-Small	9 December 2024
Vacant	
Vacant	

**Chair:** Hannah Massey

**Vice Chair:** Chelsea Dutton-Small

## Meeting Dates 2021-2022

Full Governing Board	Thursday 16 September 2021 at 11am
Health & Safety Committee	Thursday 14 October 2021 at 10.30am
Pay Committee	Thursday 14 October 2021 at 11.30am
Full Governing Board	Thursday 14 October 2021 at 12:30pm
Full Governing Board	Thursday 9 December 2021 at 11.30am

Full Governing Board	Thursday 10 February 2022 at 11am
Health & Safety	Thursday 28 April 2022 at 10.30am
Full Governing Board	Thursday 28 April 2022 at 11.30am
Full Governing Board	Thursday 16 June 2022 at 11.30am
Health & Safety Committee	Thursday 7 July 2022 at 11.30am
Full Governing Board	Thursday 7 July 2022 at 12.30pm

## **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](#)

## **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 16 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.

Wherever possible Governors will receive appropriate reports well in advance of meetings. In order to get the most out of the meetings there will be an expectation that Governors will have familiarised themselves with the reports before the meeting. Wherever possible reports will include a summary of decisions required from Governors. Governors will be able to raise questions regarding a report or summary but Officers will not be expected to go through reports 'word for word'. This will allow for time in the meeting to thoroughly consider any tabled reports not available prior to the meeting.

## **Attendance**

All Governors will be expected to attend scheduled meetings except the meeting to consider staff performance. Governors will need to be selected to consider staff performance therefore allowing none selected governors to be available for an Appeals Committee, should it be required.

## **Staff Performance Review Committee**

Governors will be appointed to sit on this meeting according to the Terms of Reference within this booklet

If the following Committee meetings are required Governors will be appointed according to the Terms of Reference within this booklet:

- Pupil Discipline and Complaints Committee
- Staffing Committee: Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work
- Appeals Committee
- Head Teacher Appraisal Committee
- Selection Panel

**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/deputy.

## **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.*

## **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.

## **Full Governing Board**

The Full Governing Board has responsibility for:

**Finance:**

- Review/approve all policies relevant to finance
- Produce and approve the annual budget
- Review the actual expenditure and monitoring statements at least once a term.
- Receive and 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 £3,000 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 & 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 outturn statement - (when published by LA).
- 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 the petty cash to be held by the school
- Review and approve internal financial procedures and controls
- Ensure LA financial procedures are complied with review annually the Fair Funding document.
- 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 relevant policies.
- 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.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle

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

<b>Membership</b>	
<b>All Governors</b> 50% of governing body to be present at the time of the meeting not including any vacant positions in order to be quorate.	
<b>Chair of Committee</b>	Hannah Massey
<b>Clerk</b>	Sheila Patel

## Health & Safety Committee

The committee has responsibility delegated by the governing board to:

- Review the schools 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 and incidents of violence or aggression and any RIDDAR 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: '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). The inspection to be documented and any actions monitored.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments 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:
- Ensure fire log book is maintained and updated
- 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.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards
- Receive minutes of school central safety committee

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

<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Hannah Massey</li> <li>2. Sim Sharda</li> <li>3. Deb Walker</li> <li>4. Helen Denton</li> </ol>	
<b>Chair of Committee</b>	To be appointed at the first meeting
<b>Clerk</b>	Sheila Patel

## Staffing Committee: Grievance/Disciplinary/Dismissal/Redundancy and Redeployment /Capability/Management of Absence/Dignity at Work

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>	Sheila Patel

## 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>	Sheila Patel

## 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>	
<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> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Sheila Patel

## 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> <p><i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</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 hearing and are not known personally to the appellant</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>	Sheila Patel

## Pay Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy.</li> </ul> <p><i>Committee to meet once per year in the autumn term</i></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• Minimum of three members required. Cannot be HT or governor employed by the school</li> <li>• 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.</li> </ul> <ol style="list-style-type: none"> <li>1. Hannah Massey</li> <li>2. Sim Shardra</li> <li>3. Jackie L'Herroux</li> </ol>	
<b>Chair of Committee</b>	To be appointed at the first meeting
<b>Clerk</b>	Sheila Patel

## Head Teacher 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. Hannah Massey</li> <li>2. Sim Shardra</li> <li>3. Lara Stone</li> </ol> <p><i>Minimum of two members required</i></p>	
<b>Chair of Committee</b>	To be elected at the meeting

## 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 and deputy head teacher (Guidance on this process will be provided by your school improvement partner)</li> </ul> <p><i>The appointment must always be ratified by the full governing board</i></p>
<b>Membership</b>
<ol style="list-style-type: none"> <li>1. At least 4 governors</li> <li>2. Deb Walker for Deputy Head Teacher</li> </ol> <p><i>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</i></p>

## Governor nominated areas of responsibility

Area	Governor	Staff Contact
Safeguarding/Child Protection Governor *	Hannah Massey	
SEND Governor	Lara Stone	Natalie Skidmore
Health & Safety Governor	Hannah Massey	Oxana Morgan
Safer Recruitment Governor	Sian Stevens	
Literacy	Chelsea Dutton-Small	Karen Spencer
Numeracy	Helen Denton	Nisha Mulkit
Science/SMSC/British Values	Hannah Massey	Manjit Bhandal
Target Setting Governor	Hannah Massey	Deb Walker
Pupil Premium Governor	Jackie L'Herroux	
Early Career Teacher (NQT)	Sian Stevens	
Art & D.T.	Jackie L'Herroux	Jasmin Nagra
Computing	Sim Sharda	Beth Macdonald
P.E.	Hannah Massey	Alice Gregory
PSED/PSHE	Chelsea Dutton-Small	Caroline Cadman

Geography/History/EVC leader	Helen Denton	Lucy Taylor
Music	Sim Shardra	Beth Macdonald
R.E.	Sim Shardra	Jessica O'Gara
Attendance	Lara Stone	
Governor Sandwell (ASGB) Representative	minutes from meeting are circulated to governors	

*\*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 £3,000 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 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"> <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> </ul>

	<ul style="list-style-type: none"> <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>
<p>Senior Management Team*</p> <p><i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i></p>	<ul style="list-style-type: none"> <li>• Head Teacher</li> <li>• 2 Governors</li> </ul>