**Federated Grove Vale & Holy Trinity CE Primary Schools**

**Governing Board Membership and Terms of Reference**

**Reviewed: September 2016**

**Adopted: 26.9.2016**



### Governing Board Membership – 2016/17 Academic Year

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| LA (1) |  |
| Mrs Pauline Brown | 7th June 2020 |
| Parents (2) |  |
| Mr John Kiguoya Chege | 14th March 2020 |
| Mrs Hina Patel | 22nd March 2020 |
| Executive Headteacher (1) |  |
| Mr Andrew Leivers | Executive Head |
| Staff Governor (1) |  |
| Gary Smith | 25.9.2020 |
| Co-opted (8) |  |
| Mrs Hazel Bloxham | 10th May 2019 |
| Mrs Alison Connop | 10th May 2019 |
| Mrs Joanne Corbett | 10th May 2019 |
| Mrs Parvinder Kaur | 10th May 2019 |
| Mr Ajit Malhi | 10th May 2019 |
| Mr Andrew Partridge | 10th May 2019 |
| Rev Timothy Ward | 10th May 2019 |
| Mrs Karen Williams | 10th May 2019 |
| Associate members (2) |  |
| Amanda Robbie | 26.9.16 to 26.9.2017 |
| Mrs Sharanjit Gosal | 10th May 2019 |
| Mrs Parbjit Sidhu | 10th May 2019 |
| Stephen Shuker | 24.3.2020 |
| Foundation (2) |  |
| Mrs Christine Pegler | 25th March 2020 |
| Rev Neil Robbie | 25th March 2020 |
| Observers (2) |  |
| Michelle Bunch (Deputy Head Grove Vale) |  |
| Jayne O’Neill (Deputy Head Holy Trinity) |  |

**Chair:** Pauline Brown **Vice Chairs:** Chris Pegler and Tim Ward

**Meeting Dates 2016-2017**

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| **Committee** | **Location** | **Date** | **Time** |
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| **Autumn Term 1** |  |  |  |
| Governing Body | Grove Vale | Monday 26th September 2016 | 6.00pm |
| Staffing Committee | Holy Trinity | Monday 3rd October 2016 | 5.00pm |
| HT Premises, H&S | Holy Trinity | Monday 3rd October 2016 | 6.00pm |
| **Half Term:** Monday 24 October to Friday 28 October 2016 | | | |

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| **Autumn Term 2** | | | |
| Finance Committee | Grove Vale | Tuesday 8th November 2016 | 8.00am |
| GV Premises, H&S | Grove Vale | Tuesday 8th November 2016 | 10.00am |
| GV Curriculum | Grove Vale | Thursday 8th December 2016 | 6.00pm |
| HT Curriculum | Holy Trinity | Monday 12th December 2016 | 6.00pm |
| **Christmas Holidays:** Monday 19 December 2016 to Monday 2 January 2017 | | | |

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| **Spring Term 1** | | | |
| Governing Body | Holy Trinity | Monday 23rd January 2017 | 6.00pm |
| Finance Committee | Grove Vale | Tuesday 7th February 2017 | 8.00am |
| GV Premises | Grove Vale | Tuesday 7th February 2017 | 10.00 am |
| Staffing Committee | Holy Trinity | Thursday 16th February 2017 | 5.00pm |
| HT Premises, H&S | Holy Trinity | Thursday 16th February 2017 | 2pm-changed from 6pm at last meeting. |
| **Half Term:** Monday 20th February to Friday 24th February 2017 | | | |

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| **Spring Term 2** | | | |
| GV Curriculum | Grove Vale | Wednesday 8th March 2017 | 6.00pm |
| HT Curriculum | Holy Trinity | Thursday 16th March 2017 | 6.00pm |
| **Easter Holiday:** Monday 10th April to Friday 21st April 2017  **Good Friday:** 14th April and Easter Sunday 16th April | | | |

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| **Summer Term 1** | | | |
| Finance Committee | Grove Vale | Tuesday 2nd May 2017 (budget approval) | 8.00am |
| GV Premises, H&S | Grove Vale | Tuesday 2nd May 2017 | 10.00am |
| Governing Body | Grove Vale | Monday 15th May 2017 | 6.00pm |
| **Half Term:** Monday 29th May to Friday 2nd June 2017 | | | |

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| **Summer Term 2** | | | |
| Staffing Committee | Holy Trinity | Monday 12th June 2017 | 5.00pm |
| Premises H&S (all governors) | Holy Trinity | Monday 12th June 2017 | 6.00pm |
| Finance | Grove Vale | Tuesday 4th July 2017 | 8.00am |
| Curriculum (all governors) | Grove Vale | Monday 10th July 2017 | 6.00pm |
| **Last day of term:** Tuesday 25th July 2017 | | | |

**Governors Statutory Responsibilities and Functions**

In all types of schools, governing boards should have a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. 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.

**Curriculum & Standards Committee**

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| The Committee has responsibility delegated by the Governing Board for: | |
| * 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** | |
| **GROVE VALE**   * Susan Ashford * Hazel Bloxham * Pauline Brown * Alison Connop * Sharan Gosal * Lisa Hadley * Andy Leivers * Andrew Partridge * Hina Patel * Chris Pegler * Karen Williams * Staff Governor (Gary Smith)   In attendance:  Michelle Bunch, Deputy Head Teacher | **HOLY TRINITY**   * Pauline Brown * Jo Corbett * Parvinder Kaur * Andy Leivers * Ajit Malhi * Neil Robbie * Parbjit Sidhu * Tim Ward * Chris Pegler * Hazel Bloxham   In attendance:  Jayne O’Neill, Deputy Head |
| \* Minimum of three members required for quorum | |
| **Chair of Committee:** Chris Pegler | **Chair of Committee**: Ajit Malhi |
| **Clerk:** Rita Dhillon | **Clerk**: Rita Dhillon |

**Finance Committee**

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| The committee has responsibility delegated by the governing board for: | |
| * 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 up to **£5,000**, delegated to the Executive Head. * 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.   **Any item referred by the Full Governing Board** | |
| **Membership** | |
| * Hazel Bloxham * Pauline Brown * Jo Corbett * Alison Connop * Andy Leivers * Neil Robbie * Tim Ward * Karen Williams * Chris Pegler     In attendance: Jo Ffrench, Business Manager  \* Minimum of three members required for quorum | |
| **Chair of Committee** | Neil Robbie |
| **Clerk** | Rita Dhillon |

**Premises, Health & Safety Committee**

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| The Committee has responsibility delegated by the Governing Board for: | |
| * 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 | |
| **Membership** | |
| **Grove Vale**   * Pauline Brown * Alison Connop * Parvinder Kaur * Andy Leivers * Ajit Malhi * Karen Williams * Sharanjit Gosal   In attendance: Paul Roberts | **Holy Trinity**   * Hazel Bloxham * Pauline Brown * Jo Corbett * Andy Leivers * Andrew Partridge * Chris Pegler   In attendance: Mark Caddick |
| \* Minimum of three members required for quorum | |
| **Chair of Committee:** vacant | **Chair Of Committee:** Hazel Bloxham |
| **Clerk:** Rita Dhillon | **Clerk:** Rita Dhillon |

**Staffing Committee**

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| The committee has responsibility delegated by the governing board for hearing: | |
| * Staff grievance and discipline (in line with school policies) * Staff dismissal, redundancy and redeployment * 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. | |
| Membership | |
| * Hazel Bloxham * Pauline Brown * Alison Connop * Jo Corbett * Andy Leivers * Ajit Malhi * Chris Pegler * Tim Ward   Minimum of three members required | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Pupil Discipline & Complaints Committee**

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| The committee has responsibility delegated by the governing board for: | |
| * 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 * Any item referred by the full governing board | |
| Membership | |
| * Pauline Brown * Amanda Robbie * Chris Pegler * Tim Ward   Minimum of three members required | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Appeals Committee**

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| 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 | |
| All members that do not serve on the Staffing Committee:   * Parvinder Kaur * Andrew Partridge * Ajit Malhi * Parbjit Sidhu * Sharanjit Gosal   Minimum of three members required | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Pay Committee/Performance Management**

**(Can be delegated to Staffing and Finance/Resources Committee)**

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| The committee has responsibility delegated by the governing board for: | |
| * Review staff pay progression in accordance with the Pay Policy and annual appraisal cycle * Committee to meet once per year in the autumn term. | |
| Membership | |
| 1. Chris Pegler  2. Hazel Bloxham  3. Karen Williams  4. Pauline Brown | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Head Teacher/Principal Appraisal**

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| The committee has responsibility delegated by the governing board for: | |
| * Set and review the Head Teacher’s/Principal’s appraisal targets, review annually and recommend pay progression to the Staffing and Finance committee.   Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives. | |
| Membership | |
| 1. Pauline Brown  2. Chris Pegler  3.Hazel Bloxham  4 Karen Williams | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Selection Panel**

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| 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 The appointment must always be ratified by the full governing board | |
| Membership | |
| * Hazel Bloxham * Pauline Brown * Alison Connop * Jo Corbett * Andy Leivers * Ajit Malhi * Chris Pegler * Neil Robbie * Karen Williams   All members must be available at all stages of the process | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | Rita Dhillon |

**Special Responsibility Governors**

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| **Subject** | **Governor** | **Subject Leader** | |
| **Grove Vale** | **Holy Trinity** |
| Business Manager | Neil Robbie | Jo Ffrench | Jo Ffrench |
| Maths | Tim Ward | Gary Smith | Sam Crisp |
| English | Hina Patel/Sharan Gosal | Natalie Howell | Jayne O’Neill |
| Science | Ajit Malhi | Nikita Sylvester | Angela Lowe |
| RE | Neil Robbie | Jason Rattue | Rachel Benn |
| EAL/SEN | Parvinder Kaur | Sarah Pickett | Katie Lewis |
| EYFS/Foundation | Sue Ashford  Chris Pegler | Michelle Bunch | Katie Lewis |
| ICT-(computer/Website) | Hazel Bloxham | Amrik Bhamra | Sally Roberts |
| PE | Parbjit Sidhu | Nikita Silvester | Sam Crisp |
| Music/ Expressive Arts | Sharan Gosal | Charlene Dubidat | Sarah Davies |
| MFL | Chris Pegler | Charlene Dubidat | Jayne O’Neill |
| Extended Schools | Pauline Brown | Gary Smith | Jo Corbett |
| Community Links/SMSC | Pauline Brown | Alex Cotterill | Rachel Benn |
| Thematic Curriculum (HT)  Knowledge and Understanding of the World (GV) | Sharan Gosal | Jason Rattue | Sarah Davies |
| Health & Safety of Education Visits | Ajit Malhi | Natalie Howell | Angela Lowe |
| Health & Safety | Ajit Malhi | Andy Leivers  Paul Roberts | Andy Leivers  Mark Caddick |
| SEN | Amanda Robbie | Emma Cross | Sally Roberts |
| Gifted and Talented | Amanda Robbie | Natalie Howell  Sarah Pickett | Sally Roberts |
| PSHE | Parbjit Sidhu | Nikita Sylvester | Sally Roberts |
| Sex and Drugs Education | Karen Williams | Nikita Sylvester | Andy Leivers |
| Assessment and Target Setting | Ajit Malhi | Alison Connop  Michelle Bunch | Jo Corbett  Jayne O’Neill |
| Newly Qualified Teacher | Tim Ward | Michelle Bunch | Jayne O’Neill |
| Child Protection | Pauline Brown | Alison Connop  Andy Leivers | Jo Corbett  Andy Leivers |
| Performance /Appraisal Panel | Pauline Brown  Hazel Bloxham  Chris Pegler  Karen Williams |  |  |
| Pupil and sports premium | Jayne O’Neill |  |  |
| Federation Governor | Karen Williams |  |  |
| Hazel Bloxham | Pupil Premium Governor |  |  |

\**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 £­­­10,000/£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)

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| --- | --- |
| Lunchtime / Cleaning / Administration Support Staff | * Head Teacher/Principal or Deputy Head Teacher/ Vice Principal * Post Line Manager |
| Educational Support Staff | * Head Teacher/Principal * 1 Governor |
| Business Manager | * Head Teacher/Principal * 2 Governors |
| Teaching Staff | * Head Teacher/Principal * 1 Governor |
| Senior Management Team | * Head Teacher/Principal * 2 Governors |