

01/10/2018

WILLOW FIELDS COMMUNITY PRIMARY SCHOOL

Headteacher: Mrs L Robertson

Chair: Cllr P Stewart appointed 10.5.2018 at the meeting (to review at the first meeting of the Autumn Term)

Vice-chair: Mr B Brammer appointed on 25.9.2018 at the meeting (to review at the first meeting of the Autumn Term)

CONSTITUTION OF GOVERNING BOARD (2012 Regulation) – 10 Members (term of office 4 years)

LEA – 1	PARENT – 2	STAFF – 2	CO-OPTED – 5
Mr I Kay	Mrs M Thompson Mrs N Curtis	Mrs L Robertson Mrs S Mason	Mr P Stewart (Chair) Mr B Brammer Ms Z Hepplewhite Cllr R Davison Vacancy

LINK GOVERNORS – based on school priorities:

1. Continue to develop Leadership and Governance so that governors systematically self-evaluate effectiveness and demonstrate deep knowledge and challenge, including provision for vulnerable groups.	Cllr Paul Stewart Bob Brammer
2. Raise attainment and progress rates in English.	Iain Kay
3. Raise attainment and progress rates in Maths.	Zoe Hepplewhite Iain Kay
4. Improve EYFS provision and raise the percentage of children achieving exceeding judgements through the effective use of data and development of the learning environment to engage and inspire both indoor and outdoor learning.	Megan Thompson Zoe Hepplewhite
5. Undertake proactive and enhanced self-evaluation, leading to continued active promotion of pupil welfare, behaviour and safety as well as attendance throughout school.	Bob Brammer Cllr Paul Stewart
6. Enhance parental engagement.	Suzie Mason Iain Kay Naomi Curtis

Safeguarding Link Governor: Mr P Stewart
SEND Link Governor: Megan Thompson

AD HOC COMMITTEES/WORKING PARTIES

Committee Governance & Terms of Reference Working Party

Named Governors: Paul Stewart – Invitation open to all governors

LIST OF COMMITTEES

a) Resources Committee

Chair: Mr B Brammer	Clerk: Together for Children
Membership: Mr B Brammer, Headteacher (where appropriate), Mr P Stewart, Ms M Thompson (VACANCY) <ul style="list-style-type: none"> • Committee supported by the School Business Manager except for Personnel issues • Headteacher will not form part of the quorum on staffing issues such as flexible working requests, salaries, disciplinary etc... 	Quorum: 3 Governors
	Frequency: November, January, March, June (with elements to meet as required)
<p>The Resources Committee will work closely with the Headteacher to discuss the following elements of governance:</p> <ul style="list-style-type: none"> - Finance and Audits - including SFVS - Premises, including; Lettings, Risk Assessment, Health & Safety and Accessibility Plan - Personnel, including Employment and Staff Discipline - Policy Reviews (Statutory Policies will be ratified by Board) - Equality <p>The following will meet as required:</p> <ul style="list-style-type: none"> - Headteacher Performance Management (Quorum 2 governors – Mr P Stewart and Mr Brammer) - Complaints - Selection Panel (HT/DHT Appointments) (including 1 governor with Safer Recruitment) - Selection Panel (Teaching Staff) (Headteacher + 1 governor with Safer Recruitment) 	

(b) Standards Committee

Chair: Mr Kay	Clerk: Together for Children
Membership: Mr B Brammer, Miss Z Hepplewhite, Mr P Stewart, Mr I Kay, Cllr R Davison Headteacher (where appropriate) <ul style="list-style-type: none"> • Mr Brammer and Mr Stewart are not eligible for appeals unless they took no part in original proceedings 	Quorum: 3 Governors
	Frequency: Twice per term (with elements to meet as required)
<p>The Standards Committee will work closely with the School Leadership Team and Curriculum coordinators to discuss the following elements of governance:</p> <ul style="list-style-type: none"> - School Improvement Plan / SEF - Curriculum - Standards (including Data and Attendance) - Ofsted - Pupil Discipline 	

The following will meet as required:

- Appeals from Resource Committee - (Quorum to match Resources Committee. Staff would be excluded from attending along with anyone present at the initial Resources Committee hearing and would not receive any paperwork)
- Headteacher Performance Management Appeals (Mr Kay - Review Officer)

The Governor Support Team will act as Clerk to the Governing Board and its committees.

The Governing Board subscribe to the Governor Training Programme.

Voting by proxy as granted within the Procedures Roles and Allowances Regulations 2013 at point 14 (8) has been agreed

The Governing Board has adopted Terms of Reference for committees as attached.

TRAVEL & SUBSISTENCE ALLOWANCE (as agreed Spring term 2018)

Governors reaffirmed that a moratorium remained in place relating to the paying of governor expenses. **Governors agreed a policy not to pay expenses.**

Powers of Delegation

Both Committees have delegated powers therefore feedback from the committees must be shared with the Governing Board at a subsequent Termly meeting.

Headteacher Performance Management

There will be two governors who are responsible for setting and reviewing performance management objectives for the Headteacher. These governors will then make a recommendation to the Resources Committee regarding the annual pay award. The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the Resources Committee regarding salary progression.

The Governing Board will also appoint a Review Officer responsible for hearing any complaints about the performance management process. This will be the **Chair of Governors** unless the Chair has been involved in the Headteacher's performance management review at an earlier stage. In these cases the Governing Board shall appoint another representative with no prior involvement in the process. **The Review Officer for this school is Mr I Kay.**

The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor

Other than the Headteacher, governors who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.

Appeals

It is important to note that members of any appeal process must not have had any involvement in any matter connected to the original case considered. Any appeal must be heard by at least the same number of governors as the committee which originally considered the case. Appeals will be heard by members of the Standards Committee.

WILLOW FIELDS COMMUNITY PRIMARY SCHOOL

Committee Terms of Reference

Financial & Risk Management Responsibilities Chart

Task	Responsibility of				Standards Committee
	Board	Resources Committee	Head teacher	Admin. Staff/ Business Manager	
<u>Budget management</u>					
Draft initial school budget			X	X	
Approve first budget plan		X			
Ratify annual budget	X				
Monitor staffing budget		X	X	X	
Monitor other budgets		X		X	
Report on budget to Board (on a Termly basis)		X	X		
Report on deficit balances to LA via licensed deficit application			X		
Report on surplus balances to the LA above the threshold, via a licensed surplus application			X		
Report on variation of budget (Fortnightly)				X	
SFVS		X		Prepare initial draft	
Authorise virements up to a limit of £5,000			X		
Authorise virements up to a limit of £15,000		X			
Authorise virements in excess of £15,000	X				
Review financial management arrangements and delegation of powers at least annually	X				
Exercise powers of the Headteacher where the Headteacher is absent	Assistant Headteacher				
Provide update to Finance Committee on income from external funding streams			X	X	
<u>Risk Management</u>					
Formally review risks on a Termly basis		X	X	X	
Prepare risk management action plan		X	X		
Consider risk management plans from time to time		X			
Provide update to governors on progress of risk management action plan			X		
Monitor progress of actions in risk management action plan	X	X			
<u>Purchasing goods or services</u>					
Determine the internal distribution of capitation between departments within school			X		
Generate orders				X	
Authorise orders up to a limit of £1,000				X	
Authorise orders up to a limit of £5,000			X		

	Board	Resources	Head teacher	Admin. Staff/ Business Manager	Standards Committee
Authorise orders up to a limit of £15,000		x			
Authorise orders in excess of £15,000	x				
Obtain quotations for expenditure				x	
Arrange Tenders				x	
Open Tenders		x			
Take initial delivery of goods				X	
Check goods against orders				x	
Process invoices for payment				x	
<u>Income</u>					
Collection of income				x	
Banking of income				x	
Verification of banking			x	x	
<u>Payroll & Personnel</u>					
Approve appointments (in writing) using appropriate documentation			x		
Verification of availability of finance for supply cover				x	
Approve supply cover (in writing)			x		
Notify Education Personnel of starters, leavers, changes				x	
<u>Bank Account</u>					
Sign cheques		Chair and Vice Chair	x	x	
Retain cheque book safely				x	
Reconcile funds and submit regular reimbursement claims				x	
<u>School Fund</u>					
Appoint Treasurer (Needs to be minuted)		x			
Arrange annual audit				x	
Report audit findings to governors			x	x	
Sign cheques			x	x	
<u>Security of Assets</u>					
Maintain inventory				x	
Carry out checks against inventory at least annually				x	
<u>Miscellaneous</u>					
Maintain up to date data protection notification				x	
Maintain software inventory showing licence details (ICT Co-ordinator)			x	x	
Ensure that all governors complete Pecuniary Interests forms annually	x				
Purchase Card Authority up to £1,000 per month (£200 per day)			X		

Personnel Responsibilities chart

Task	Responsibility of				
	Board	Resources	Standards Committee	Head teacher	
<u>Appointment of Headteacher and Deputy Headteacher</u>					
Accept the resignation of Headteacher/Deputy Headteacher	x				
Set Headteacher/Deputy Headteacher salary	x				
Determine advertisement/job spec./person spec/timetable for interview		x			
Select governors to serve on Appointments Panel (from Resource Committee)	x				
Shortlist and interview for Headteacher and Deputy Headteacher		x			
Ratify Appointments of Headteacher and Deputy Headteacher	x				
<u>Appointment of Teaching and Non-Teaching Staff</u>					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				x	
Determine all matters relating to the appointment of Assistant Headteacher		x			
Determine all matters relating to the appointment of permanent teaching staff		x			
Determine all matters relating to the appointment of permanent support staff		x			
Appointment of temporary staff				x	
Appoint all support staff with contracts under 10 hrs				x	
<u>Staff Disciplinary/Dismissal/Grievance/Capability</u>					
Adopt discipline, Grievance and Capability procedures	x				
Issue verbal warnings to staff				x	
Issue first written warnings to staff				x	
Issue final written warnings to staff				x	
Suspend teaching and non-teaching staff				x & Chair	
Suspend the Headteacher	Chair or Vice chair in absence of Chair				
Consider cases of staff discipline/capability referred by the Headteacher		x			
Consider cases of discipline or capability against the Headteacher		x			
Consider grievances against staff initially investigated by the Headteacher		x			
Consider termination of contract on grounds of medical capability		x			
Consider appeals against the Resource Committee's decision			x		
<u>Salary issues</u>					
Adopt pay policy	x				

	Board	Resource	Standards Committee	Head teacher	
Hear recommendation from performance management governors re. salary of Headteacher		X			
Make pay recommendations to the Resources Committee re: other teaching staff				X	
Take decisions on teaching staff salaries each Autumn term		X			
Consider Teaching Staff appeals against the Resources Committee's decision on pay issues			X		
<u>Redundancy issues</u>					
Adopt redundancy policy/procedure	X				
Determine the number and category of staff to be reduced	X				
Determine the criteria to be used in making a selection				X	
Initial consultation with trade unions				X	
Consider applications for voluntary redundancy		X			
Select staff for redundancy according to agreed criteria		X			
Consider representations from staff selected for redundancy		X			
Hear appeals from staff affected by decision to reduce staff			X		
<u>General</u>					
Consider requests for flexible working				X	
Consider requests for career break				X	
Determine membership of Committees	X				
Review delegation of powers at least annually	X				
Code of Conduct declarations/disclosures				X	
Approval and Monitoring External (Educational Visits) depending on the nature of the visit				X	