

# **The Governing Board**

## **Terms of Reference for the Board and its committees**

**Agreed by the Board at the FGB on 3<sup>rd</sup> September 2020, with committee membership and responsibilities updated as necessary**

The Governing Board needs to take a strategic role and has a vital role to play in making sure every child gets the best possible education. The Headteacher is responsible for the educational performance of the schools and for the internal organisation, management and control of the schools, which includes the performance management of staff.

The Governing Board has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the schools and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the schools and making sure its money is well spent.

Having advised the Governing Board, the Headteacher must comply with any reasonable direction given by it.

### **Terms of Reference:**

- **To agree constitutional matters**, including procedures where the Governing Board has discretion.
- To recruit new members as vacancies arise and to **appoint new governors where appropriate.**
- **To hold at least three Governing Board meetings a year**
- **To elect and/or remove the Chair and Vice Chair**
- **To appoint and/or remove a Clerk to the Governing Board**
- **To establish the committees of the Governing Board and their terms of reference**
- **To suspend or disqualify a governor**
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals**
- To appoint the Chair of a Committee or Working Group
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary**
- To approve the first formal budgets of the financial year and revised October budgets
- **To review the delegation arrangements annually**

*Items in bold type cannot be delegated to either a committee or an individual.*

## Governing Board Membership 2020-2021

Name of Governor	Representation	Term of Office	Committee	Responsibility
Blake Stephenson	LA Governor	01/08/2019 – 31/07/2023	R&P, HTPM	
Sarah Woodham	Headteacher	n/a	All	
Donna Jones	Staff Governor	01/01/2019 – 31/12/2022	ST&L	Looked after Children, Emotional Well-Being
Peter Morrison	Parent Governor	29/11/2019 – 28/11/2023	ST&L	
Blair Austin	Parent Governor	14/02/2020 – 13/02/2024	R&P, Pay	Health and Safety, Change of Use: Lower to Primary (Shillington)
Alex Ford	Co-opted Governor	03/01/2019 – 02/01/2023	R&P, Pay	Finance
Carol Summerfield	Co-opted Governor	03/01/2019 – 02/01/2023	R&P (Chair), Pay (Chair), HTPM	Pupil Premium
Jeanette Mills	Co-opted Governor	03/01/2019 – 02/01/2023	R&P, ST&L, HTPM	Chair of Governors
Katie Brettell	Co-opted Governor	03/01/2019 – 02/01/2023	ST&L (Chair)	Vice-Chair of Governors, Safeguarding
Kirsty Whitehead	Co-opted Governor	03/01/2019 – 02/01/2023	R&P	Equality
Louise Reece-Jones	Co-opted Governor	03/01/2019 – 02/01/2023	R&P, Pay, ST&L	SEND
Sue Young	Co-opted Governor	03/01/2019 – 02/01/2023	ST&L	
<i>Lee Fitzpatrick</i>	<i>Co-opted Governor</i>	<i>03/01/2019 – changed 02/09/2020</i>		
<i>Steve Bishop</i>	<i>Co-opted Governor</i>	<i>03/01/2019 – resigned 17/10/2020</i>	<i>R&amp;P</i>	<i>Health and Safety</i>
<i>Vacancy</i>	<i>Co-opted Governor</i>			
<i>Vacancy</i>	<i>Co-opted Governor</i>			
Ciara Dumbleton	Associate Member*	03/01/2019 – 02/01/2023	R&P, ST&L	
Kerry Young	Associate Member*	03/01/2019 – 02/01/2023	R&P, ST&L	
Angela Phillips	Associate Member*	03/01/2019 – 02/01/2023	R&P	
Lee Fitzpatrick	Associate Member*	03/09/2020 – 02/09/2024	R&P	Change of Use: Lower to Primary, Land Swap (both Stondon)

\*no voting rights

R&P – Resources and Planning Committee

ST&L – Standards, Teaching and Learning Committee

Pay – Pay Committee

HTPM – Headteachers Performance Management Committee

# Resources and Planning Committee

## Terms of Reference:

- In consultation with the Headteacher, to draft the first formal budget plans of the financial year
- To establish and maintain up-to-date 2 year financial plans
- To consider budget position statements including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To manage the capital expenditure budgets
- To ensure that the schools operate within the Financial Regulations of Central Bedfordshire
- To make regular reports to the Governing Board
- To review, monitor and update the policies assigned to the Committee, and approve those where the Governing Board has delegated approval
- To make decisions in respect of changes to service agreements (including insurance)
- To review the schools' Finance Manuals, associated procedures and the bank mandates and adopt on behalf of the Governing Board.
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that issues are appropriately prioritised
- To determine whether sufficient funds are available for discretionary pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for discretionary increments
- To keep under review and agree the staffing structures in consultation with the Headteacher
- To review and administer a Pay Policy for all categories of staff, ensuring it complies with the most recent School Teachers' Pay & Conditions Document, and to be responsible for its administration and review, including the appointment of a pay committee
- To ensure that there are clear job descriptions for each post at the schools, so that additional allowances can be awarded in a fair, equitable and consistent manner
- To keep abreast of developments influencing pay considerations and to advise the Governing Board when the pay policy needs to be reviewed
- To oversee the appointment procedure for staff
- To keep under review the Performance Management policy for all staff and monitor its implementation
- To oversee the management of the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay awards
- To advise the Governing Board on environmental welfare, health and safety priorities

- To oversee arrangements for repairs and maintenance and determine premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of premises by outside users, subject to Governing Board Policy
- To keep under review Premises, Maintenance and Development Plans
- To keep under review the Accessibility Plans
- To monitor progress against the priorities of the School Development Plan particularly those related to finance, personnel & premises targets
- To undertake monitoring visits to the schools
- To recommend and review the strategic direction of the schools

<b>Name of Governor/Associate Member</b>	<b>Date appointed to the Committee</b>
Sarah Woodham	3 <sup>rd</sup> January 2019
Carol Summerfield	3 <sup>rd</sup> January 2019
Louise Reece-Jones	3 <sup>rd</sup> January 2019
Kirsty Whitehead	3 <sup>rd</sup> January 2019
Jeanette Mills	3 <sup>rd</sup> September 2020
Alex Ford	3 <sup>rd</sup> January 2019
Steve Bishop	3 <sup>rd</sup> January 2019
Blair Austin	3 <sup>rd</sup> September 2020
Blake Stephenson	3 <sup>rd</sup> September 2020
Angela Phillips <sup>1</sup>	3 <sup>rd</sup> January 2019
Ciara Dumbleton <sup>1 and 2</sup>	Attend as part of CPD
Kerry Young <sup>1 and 2</sup>	Attend as part of CPD

<sup>1</sup> Associate Members, no voting powers

<sup>2</sup> To attend finance and premises discussions, not staff pay matters

**Chair of the Committee:** Carol Summerfield

**Clerk to the Committee:** Laura Forgham (Clerk to the Governors)

# Standards, Teaching and Learning Committee

## Terms of Reference:

- To consider and advise the Governing Board on standards and other matters relating to the schools' curriculum, including statutory requirements and the Curriculum Policy and other policies
- To make regular reports to the Governing Board
- Evaluate the schools' abilities to meet Safeguarding requirements
- Monitor the updating of all policies and statutory documents
- To review, monitor and update the policies assigned to the Committee, and approve those where the Governing Board has delegated approval
- To monitor progress against the priorities of the School Development Plan particularly those related to the curriculum and attainment
- To understand the performance data for the schools and monitor pupil numbers and pupil achievement against published targets
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the Resources and Planning Committee or the Governing Board, as appropriate.
- To ensure the Governing Board is represented at School Improvement discussions with the School Improvement Partner (SIP) and for reports to be received by the Governing Board
- To oversee the arrangements for individual governors to take a leading role in specific areas of provision, such as SEND, Safeguarding and Looked After Children. To receive regular reports from them and advise the Governing Board
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To fulfil statutory duties in relation to all permanent exclusions and fixed term exclusions
- To undertake monitoring visits to the schools

Name of Governor	Date appointed to the Committee
Sarah Woodham	3 <sup>rd</sup> January 2019
Donna Jones	3 <sup>rd</sup> January 2019
Jeanette Mills	3 <sup>rd</sup> January 2019
Sue Young	3 <sup>rd</sup> January 2019
Pete Morrison	3 <sup>rd</sup> September 2020
Katie Brettell	3 <sup>rd</sup> September 2020
Louise Reece-Jones	3 <sup>rd</sup> September 2020
Ciara Dumpleton <sup>1</sup>	Attend as part of CPD
Kerry Young <sup>1</sup>	Attend as part of CPD

<sup>1</sup> Associate members, no voting powers

**Chair of the Committee:** Katie Brettell

**Clerk to the Committee:** Laura Forgham (Clerk to the Governors)

## Pay Committee

The Pay committee of the Governing Board is authorised to decide all pay matters, but decisions will not be notified to staff until the full Governing Board has been notified.

### Membership

- The committee will be elected by the Governing Board
- Where the Headteacher is not a member of the committee, they will be entitled to attend all meetings in an advisory capacity
- The Headteacher will leave the meeting when their own pay is being discussed

The committee will have full powers to make recommendations/decisions within the Pay Policy adopted by the Governing Board.

### Terms of Reference:

- To achieve the aims and objectives of the Pay Policy
- To apply the criteria set by the Pay Policy, including linkages with the appraisal policy, in determining the pay of each member of staff
- To observe all statutory and contractual obligations
- To ensure that all pay decisions have regard to the legislation outlined in Basic Principles
- To recommend the annual pay budgets, including pay progression at all levels. The Governing Board recognises that funding cannot be used as a criterion to decide performance pay progression
- To minute clearly the reasons for all recommendations / decisions and to report these to the full Governing Board
- To ensure that each member of staff receives, by 31<sup>st</sup> October each year, a written statement of the breakdown of pay as at 1<sup>st</sup> September
- To ensure that staff know the procedure for making an appeal against pay decisions

Name of Governor	Date appointed to the Committee
Sarah Woodham	3 <sup>rd</sup> January 2019
Carol Summerfield	3 <sup>rd</sup> January 2019
Louise Reece-Jones	3 <sup>rd</sup> January 2019
Alex Ford	3 <sup>rd</sup> January 2019
Blair Austin	12 <sup>th</sup> November 2020

**Chair of the Committee:** Carol Summerfield

**Clerk to the Committee:** Laura Forgham

## Appeals Panel

The Appeals Panel will deal with appeals that are the outcome of administration policy for example pay, exclusions.

### **Membership – 3 or 5**

The Appeals Panel will be convened as and when is necessary, with membership changing. It will be formed of three or five governors dependent on the nature of the appeal.

If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

**Disqualification:** any governor who has a connection with the pupil or the incident that could affect their ability to act impartially.

## Headteacher's Performance Review Group

### **Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set

<b>Name of Governor</b>	<b>Date appointed to the Committee</b>
Jeanette Mills	3 <sup>rd</sup> January 2019
Carol Summerfield	3 <sup>rd</sup> September 2020
Blake Stephenson	30 <sup>th</sup> September 2020

## **Working Groups**

The Governing Board, or its Committees, may set up a working group (also known as a Task and Finish Group) with a specific remit for a finite period. Terms of Reference and a finish date will be agreed and the Working Group will report to its commissioning body. The Working Group does not have the power to make decisions unless this power is specifically delegated by the Governing Board.

Membership will be drawn from governors, who may also invite specialist advisors to be part of the discussions.



## Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the schools with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the schools
- To regularly report to the Governing Board, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

**Disqualification** – The following functions **CANNOT** be delegated to an individual:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- Schools discipline policies
- Exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Admissions

Name of Governor	Responsibility	Date appointed
Katie Brettell	Safeguarding	3 <sup>rd</sup> January 2019
Donna Jones	Looked After Children	3 <sup>rd</sup> January 2019
Blair Austin	Health & Safety	8 <sup>th</sup> October 2020
Louise Reece-Jones	SEND	3 <sup>rd</sup> September 2020
Carol Summerfield	Pupil Premium	3 <sup>rd</sup> January 2019
Alex Ford	Finance	3 <sup>rd</sup> January 2019
Donna Jones	Emotional Well-Being (staff and pupils)	19 <sup>th</sup> September 2019
Kirsty Whitehead	Equality	3 <sup>rd</sup> December 2020
Blair Austin	Change of Use: Lower to Primary (Shillington)	8 <sup>th</sup> October 2020
Lee Fitzpatrick	Change of Use: Lower to Primary (Stondon)	8 <sup>th</sup> October 2020
Lee Fitzpatrick	Land Swap (Stondon)	3 <sup>rd</sup> September 2020