

**West Heath Primary School**

**Governing Board Membership and Terms of Reference**

**Reviewed and Adopted: 17th September 2020**

***Current version as at: 26th April 2021***

**Governing Board Membership**

**2020/2021 Academic Year**

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| **LA (1)** | **End of Office** |
| Debbie Clancy | 21.03.2022 |
| **Parents (3)** | **End of Office** |
| Tracey Lawton | 24.03.2025 |
| Samantha Marshall | 14.07.2023 |
| Debbie Stamp-Broadway | 15.11.2024 |
| **Headteacher (1)** | **End of Office** |
| Michelle Hooper | Ex-Officio |
| **Staff Governor (1)** | **End of Office** |
| David Kendall | 04.03.2022 |
| **Co-opted (8)** | **End of Office** |
| Frances Millett | 20.01.2022 |
| Randal Brew | 10.01.2022 |
| Barry Hunt | 15.05.2024 |
| Ella Colley | 09.01.2023 |
| Grace Wight | 09.01.2023 |
| Sarah Robbins | 03.04.2023 |
| Barbara Boffey | 17.06.2024 |
| VACANCY (Elizabeth Bakalou) | 16.9.2024 resigned 16.3.2021 |
| **Associate members** | **End of Office** |
| Kerry Barker | 09.01.2023 |
| Lucinda Foster | 11.07.2022 |
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**Chair:** Frances Millett **Vice Chair:** Barry Hunt

**Meeting Dates 2020-2021**

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|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Full Governing Board** | 17.9.2020 | 14.01.2021  25.3.2021 | 08.07.2021 |
| **FFP** | 01.10.2020 | 25.02.2021  18.03.2021 (Budget) | 06.05.2021/changed to 13.5.2021  24.06.2021 |
| **CSTL** | 03.12.2020 | 22.04.2021 | 01.07.2021 |

**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 executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and**
3. **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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf) 2019

[Competency Framework for Governance January 2017](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf)

**Review of committees and delegation**

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

**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.** 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 17.9.2020).

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.

**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.

**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.*

**Governing Body**

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| The purpose of the FGB is to conduct the school with a view to promoting high standards of educational achievement at the school. |
| **Frequency of Meetings**   * FGB – four per year (unless an Extraordinary Meeting is required). * Committee Meetings are three for CSTL and five for FFP one of which will be SVFS/Budget. * A Register of Attendance is kept for every meeting and all governors are required to self-register. * In order for an individual governor to vote they must be in attendance at the meeting. Attendance can be arranged through means such as, but not limited to, Zoom, Skype or teleconferencing.   **Governors should work accordingly:**   * The BCC Code of Conduct for Governors is reviewed annually and agreed by the FGB. * To ensure appropriate membership covers all skills required for the FGB to function effectively in its’ various duties. * To ensure all statutory duties are met. * To ensure the vision includes a long-term strategy that provides a robust framework for setting priorities, creating accountability and monitoring progress. * To ensure the strategy includes targets and key performance indicators which lead to school improvement. * To set and safeguard an ethos of high expectation for everyone in the school community which will include high expectations for the behaviour, progress and attainment of all pupils and for the conduct and professionalism of both staff and governors. * To delegate responsibilities and decision making to Committees as defined in their respective ToR. * To receive Reports from Chairs of Committees and individuals as part of the routine Agenda. * To receive Reports from the Headteacher, and other staff, which outline pupil progress and attainment related to key performance indicators. * To ensure that, through committees any under-performance is challenged in school. * To ensure financial probity at all times. * To support the senior leaders and other staff in the quest towards excellence in all school aspects. * To ensure that NGA recommendations for CoG terms of office are reviewed and that succession planning is considered.   **The Chair of Governors should:**   * Keep the FGB focussed on their strategic role. * Give the FGB a clear lead and direction. * Build an effective team through transparent but focussed recruitment procedures. * Develop a good, professional working relationship with the Headteacher. * Support the improvement of the school ensuring that policy and strategy are followed. * Ensure that statutory regulations are adhered to.   **Recruitment and Election of Governors**  The FGB is a skills based organisation. All Governors are recruited on the basis of the skills they have, which are considered as beneficial to supporting the three aspects of governorship.   * + - Setting the vision/ethos for the school     - Holding the Headteacher and senior leaders to account for standards     - Financial probity.   A bi-annual skills audit and analysis (NGA) is undertaken in order to identify and skills gaps within the FGB and to celebrate the skills which are in place.  **Election/Appointment Procedures for Membership to the FGB:**  *Parent Governors:* The school runs this election by notifying all parents/carers of any vacancies and identifying preferred skills. Parents/carers are invited to nominate or self-nominate. Parents/carers vote accordingly. A majority vote is accepted. The term of office is four years.  *Staff Governor:* Same procedure as above but only for school staff. All staff are eligible to vote. A majority vote is accepted. The term of office is four years.  *LA Governor:* The LA nominates an appropriate person who has the skills set required as identified by the school. The FGB will then consider the nomination and appointment must be confirmed by a majority vote of governors. The term of office is four years which may be extended to another four years upon agreement with the LA. Eight years is the maximum term.  *Co-opted Governors:* The FGB appoints Co-opted governors by a majority vote. The skills set for Co-opted governors is essential as this is the largest group of governors at the school. The term of office is four years. Following this term, the FGB decides whether or not to re-appoint individual governors for another four-year term, and thereafter based on the skills audit. There is no time limit for Co-opted governors, it is the decision of the FGB.  *Associate Members:* The FGB decides whether or not to appoint Associate Members according to a particular need the FGB may have. Their term of office will be decided at the time of appointment but must be between one and four years.  **Principles and Practice – The Strategic Role of the FGB**  There are three core strategic functions which the FGB should focus on. These are:   1. **ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION.**   Through ensuring that the school has a medium to long term vision for the future and a robust strategy in place for achieving this vision.   1. **HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND THE PUPILS, AND THE PERFORMANCE MANAGEMENT OF ALL STAFF.**   Through supporting and strengthening the leadership of the Headteacher, and holding her to account for the day-to-day running of the school, including the effective performance Management of all staff.   1. **ENSURING FINANCIAL PROBITY AT ALL TIMES.**   Through allocating resources in line with strategic priorities and proposed outcomes for pupils, ensuring value for money and compliance with financial regulations.  In addition to the **core functions** outlined above the FGB has responsibility for ensuring that safeguarding procedures and policies are in place in school. At West Heath Primary School the Safeguarding Governor will work with the designated school officers to ensure that the safeguarding arrangements are effective. This is recognised as an important role working alongside the DSL (Designated Safeguarding Lead) and reporting to the FGB on these arrangements. Regard will be taken of the national publication ‘Working Together to Safeguard Children’. The FGB also has a legal duty to ensure that the school actively promotes the fundamental British Values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The CSTL Committee will evaluate this aspect of the wider curriculum and report to the FGB.  At West Heath Primary School the skills and expertise of the FGB are evaluated via the NGA Skills Audit and committee membership is aligned appropriately. Each committee or individual role has ToR which are reviewed biannually. It is expected that all Governors will undertake relevant training in order to keep knowledge and skills in line with current practice.  FGB membership, roles and responsibilities are discussed and agreed annually. At the first committee meeting the Chair (and Vice-Chair) roles are agreed.  The Chair of a committee is responsible for setting the Agendas, leading and coordinating the work of that committee and reporting back the main points of any meeting to the FGB. An agreed format for reporting has been agreed.  The Clerk will support the work of the FGB through efficient organisation and administration and will seek advice (BCC) on any constitutional and procedural matters. The clerk will be expected to:   * Provide efficient clerking services via production of all paperwork as required * Publish information on the school website; * Ensuring the FGB is properly constituted; * Work with the Chair of Governors and committee Chairs as required; this may include researching aspects of governance as requested. * Maintain the Governor Training Log and update termly. * Attend all meetings and take Minutes which reflect the true nature of any meeting and any decisions made by governors.   The Link Governor will oversee the work of the clerking service in particular ensuring all governors are appropriately trained and that in accordance with the SLA, the clerking service provides the professional service expected of the Governing Body.  **TO BE REVIEWED ANNUALLY BY THE FGB** |

**Curriculum and Standards, Teaching and Learning Committee**

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| The committee has responsibility delegated by the governing board to: | |
| The Governing Body and Head Teacher of West Heath Primary School have a responsibility to ensure that the school fulfils its legal and moral duty to promote and safeguard the welfare of children, to provide early intervention and support where concerns about children are identified, to protect children from harm and to respond to abuse and neglect.   * To review and monitor policies assigned by the FGB to the CSTL committee. * The Home School Agreement should be reviewed in line with the statutory policies assigned to the CSTL committee by the FGB * To ensure that the school promotes as part of its ethos, British Values. * To consider, and review the school’s curriculum, including statutory requirements, and to ensure the curriculum is appropriate to meet the needs of all pupils regardless of ability, age, sex or ethnicity. * To consider information from ASP, Data Dashboard and any other national and local with school data and then to assist with an evaluation of standards. This will be scrutinising all documents relating to internal and external moderation. * To review pupil progress, across the whole school, at every committee meeting and to inform the FFP (Finance, Facilities and Personnel) committee regarding budgetary requirements for the curriculum. * To monitor progress and standards of identified groups of pupils e.g. PP, children in care, SEND, Gender, Ethnicity at least termly. All compared with prior attainment groups and benchmark against national attainment and progress for all groups. * To monitor the SDP on a termly basis and review progress towards achieving school improvement priorities and targets. * To receive reports from the HT outlining the impact and relevance of CPD in improving staff performance and its impact on learning. * To receive reports from the HT regarding the quality of teaching and learning across the school, termly. * To ensure that all priorities identified by OFSTED relating to the curriculum, standards, teaching and learning are reviewed and monitored for their impact on standards at every meeting. * To review the impact of the primary school sports funding on whole school improvement. * To monitor the progress and attainment of Pupil Premium children relative to their starting points. * To monitor the diminishing of the difference between PP and their non-PP peers. * To consider the demographics of the school population via Head teacher reports. * To agree the focus of termly visits by CSTL committee members in order to develop a deeper understanding of specific areas of provision and understand how the school makes judgements about teaching, learning and progress. * To report back to the FGB on all actions and decisions made by the committee relevant to curriculum, pupil progress, standards, T&L. * To ensure that the safeguarding governor reports back to the FGB committee at least yearly, the provision in school to meet the welfare needs of all children.   ***Any item referred by the full governing board*** | |
| **Membership** | |
| 1. David Kendall 2. Michelle Hooper 3. **VACANCY** 4. Frances Millett 5. Sarah Robbins 6. Tracey Lawton 7. Samantha Marshall 8. Debbie Stamp-Broadway 9. Barbara Boffey   ***Minimum of three members required for quorum*** | |
| **Chair of Committee** | **Tracey Lawton** |
| **Clerk** | Rhian Thompson |

**Finance, Facilities and Personnel Committee**

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| The committee has responsibility delegated by the governing board to: | |
| **Finance:**  **Membership**   * The Committee shall consist of at least five governors plus the Head Teacher in his/her voting capacity. The Committee can ask the Governing Board to appoint up to two2 non-voting members with appropriate financial skills.   **Quorum**   * The quorum shall be three governors who are voting members of the committee, excluding the Head Teacher.   **Meetings**   * The committee will meet at least 3 times per year. * Any additional meetings will be called as necessary; at least 7 days’ notice must be given when calling a committee meeting.   **Minutes**   * The Clerk to the Committee is Rhian Thompson (SIPs). In the absence of the Clerk the Committee can appoint a member (but not the Head Teacher) to act as Clerk to the meeting. Draft minutes of the previous meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers.   **Chairing**   * The Committee shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year. * The Chair, in conjunction with the Head Teacher, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance. * In the absence of the appointed Chair the Committee can appoint another member of the Committee to act as Chair for the meeting.   **Reporting to the Governing Board**   * The Chair of the Finance Facilities and Personal Committee will report to the full Governing Board on the main decisions taken and any recommendations that the Governing Board needs to vote on.   **Areas of responsibility**   * The Finance Facilities and Personal Committee will be responsible for the oversight and approval of the Annual Budget. The Governing Board delegate to the Finance Committee the authority to approve the annual budget. It will establish formal procedures and timetables for planning the budget and will require the Head Teacher to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School   **Development Plan.**   * It is the responsibility of the Finance Facilities and Personal Committee, in approving the Draft Annual Budget, to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves and any surplus balances carried forward from previous financial years so that where appropriate, the Governing Board is fully informed of the final decision. * The Finance Facilities & Personal Committee will receive Budget Monitoring Reports, from CMIS from the Head Teacher or School Business Manager. The Budget Monitoring Reports will include the following system reports   A Cost Centre Group Report or Account Summary Report  A Virement Report,  A copy of the latest Suspense File  A system report showing cumulative expenditure of £10,000 or more with an individual supplier. This must not be restricted to an individual financial year and may cross a number of financial years.   * The Finance Facilities and Personal Committee will monitor income and expenditure throughout the financial year and provide an overview of the financial position of the school to Governing Board on at least a termly basis. * The Finance Facilities and Personal Committee will approve requests for virements and budget revisions between £10,000.01 and £ 74,999.99 per item. In the event of there being an emergency request the Chair of Finance Facilities and Personal will have the authority to approve such requests and then report back at the next Finance Facilities and Personal Committee meeting under ‘Chair’s Actions’ The Head Teacher will recommend virements and budget revisions above a value of £75,000 to the FGB for approval. * The Finance Facilities and Personal Committee will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring. * The Finance Facilities and Personal Committee, with the Head Teacher, will   assess at least once a year, financial progress towards achieving the objectives in the School Improvement Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Improvement Plan, working wherever possible on a three-year rolling programme.   * The Finance Facilities and Personal Committee, on an annual basis, will adopt and agree to adhere to the Local Authority Financial Regulations and Procedures. * The Finance Facilities and Personal Committee, on an annual basis, will prepare and submit for discussion to the Governing Board, a Statement of Internal Control identifying any key areas of weakness within the financial control systems of the school and propose actions that need to be taken to address issues around financial control and probity. This will be approved by the Full Governing Body.   **Expenditure**   * The Finance Facilities and Personal Committee will review delegate responsibility to the head teacher for orders placed to a value of £10,000 * The Finance Facilities and Personal Committee will approve orders between £10,000.01 and £74,999.99 if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders. Orders over £75,000 will be approved by the Full Governing Board * Where expenditure is likely to exceed £181,302 for supplies and services and £4,551,413 for works the Finance Facilities and Personal Committee will ensure that the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders. * The Finance Facilities and Personal Committee will review all cumulative expenditure with suppliers in excess of £10,000. Ongoing monitoring of expenditure with individual suppliers should take place so that the school is able to identify when expenditure accumulates to or is more than £10,000 (this may cross two financial years). When this is identified then three written quotations should be obtained. * The Finance Facilities and Personal Committee, on advice from the Head Teacher, will review the financial implications on the budget of the Teachers Pay and Conditions document. * Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.   **Payments**   * The Finance Facilities and Personal Committee will monitor compliance with the school’s financial procedures, particularly with reference to segregation of duties between purchases and payment. * Assess the school's insurance cover to ensure that it provides adequate protection against risks. * Review and approve the amount of petty cash to be held by the school. * Review annually all current school contracts. * The Finance Facilities and Personal Committee must ensure that the Local Authority Financial Regulations and Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.   **Assets**   * The approval of the Finance Facilities and Personal Committee is required for the writing off or disposal of any surplus stock.   **General**   * Ensure the withdrawal of an individual if she/he has a pecuniary or personal interest in the business of the Committee. * Agree to undertake training to keep up to date with national and local trends and policies. * The Committee is responsible for ensuring that the school undertakes a self-assessment against the DfE Schools Financial Value Standard on an annual basis with particular reference to the governance arrangements and financial management roles and responsibilities.   **DELEGATION STATEMENT FOR THE HEAD TEACHER**  **BUDGET**   * The Head Teacher will prepare SDP and submit an annual Budget Plan to the Finance, Facilities and Personnel (FFP) Committee for approval during the second half of Spring Term. If final budget settlements by the Local Authority are awaited, a draft budget will be prepared for approval, to be adjusted in the new financial year. * The Head Teacher will prepare the end of year accounts and reconcile them to the accounts from the Local Authority * The Head Teacher will prepare Budget Monitoring Reports for the FFP Committee to be submitted to the Full Governing Body (FGB) for approval annually. The Budget Monitoring Reports submitted to the FFP Committee must include the following system reports:   • A Cost Centre Group Report  • A Virement report  • A copy of the last Suspense File  • A report showing cumulative expenditure over £10, 000K or more with an individual supplier. This must not be restricted to an individual financial year and may cross a number of financial years   * The Head Teacher will prepare an annual 3 Year Strategic Financial Plan in line with the Schools Development Plan and reflecting the financial and resource consequences for each year including options, where appropriate, for consideration by the Finance, Facilities and Personnel FFP Committee. * The Head Teacher may request the School Business Manager to undertake virements and budget revisions up to a value of £10,000 which should be retrospectively reported to the FFP. * The Head Teacher will recommend virements and associated budget revisions between £10,001 and up to £74,999.99 to the FFP Committee for approval. Should there be emergency requests relating to staff costs the Head Teacher may obtain the approval of the Chair of FFP until a FFP Committee meeting can be arranged. * The Head Teacher will recommend virements and budget revisions of £75,000 and above to the full Governing Body FGB for approval. * The Head Teacher may adjust cost centre budgets in response to the receipt of additional funding during the year. These adjustments will be reported back to the FFP Committee.   **EXPENDITURE**   * The Head Teacher can authorise orders to a value of £10,000 within the budget provision without reference to the FFP Committee. For expenditure of £10,000.01 and over, subject to obtaining quotations for expenditure of £10,000.01 and over quotations need to be obtained in accordance with the Local Authority Financial Regulations and Standing Orders, as outlined in the Schools Financial Procedures Manual. The School Business Manager can authorise purchases for supplies and service that were agreed on the cost centre at budget setting, up to a value of £2,000. * The Head Teacher can authorise orders between £10,001 and £74,999.99 with the prior approval of the FFP Committee if within budget provision and subject to the receipt of three quotations and in accordance with the Local Authority Financial Regulations and Standing Orders, as outlined in the Schools Financial Procedures Manual * The Head Teacher can authorise orders of £75,000 and above if within budget provision with the prior approval of the FGB Governing Body and subject to the receipt of three quotations and in accordance with the Local Authority Financial Regulations and Standing Orders as outlined in the Schools Financial Procedures Manual * The Head Teacher may incur cumulative expenditure with suppliers, outside of City Council Departments, up to £10,000 if within budget provision, without prior reference to the FFP Committee. This is subject to obtaining quotations for cumulative expenditure of £10,000.00 and over, in accordance with the Local Authority Financial Regulations and Standing Orders. If the cheapest supplier is not selected a written justification should be presented to the FFP Finance Committee requesting an exemption from Standing Orders which, if given, should be documented within the minutes of the meeting. * The Head Teacher should provide a report at each FFP Committee meeting to show cumulative expenditure with individual suppliers in excess of £10,000.00. (This may cross over two financial years). * The Head Teacher will ensure that where expenditure is likely to exceed £189,330 the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders.   **ASSETS**   * The Head Teacher will maintain an inventory record in accordance with the current Financial Regulations * The Head Teacher has authority to write off and dispose of assets. All events to be reported to the FFP Committee at the next meeting.   **OTHER**   * The Head Teacher will manage and maintain adequate records for unofficial funds and will arrange for annual audited accounts to be submitted to the FFP Committee for their approval * The Head Teacher will maintain and develop adequate financial systems and records to protect the school assets and in accordance with the Local Authority Financial Regulations and Standing Orders as outlined in the Schools Financial Procedures Manual. The Head Teacher will make recommendations to the Finance, Facilities and Personnel Committee for the improvement of financial systems and records where appropriate. * The Head Teacher will report and make recommendations to the FFP Committee on any proposed changes which the Local Authority may request to be made to the Financial Regulations and Standing Orders. * The Head Teacher will ensure that the school fulfils the requirements of the Schools Financial Value Standard, on an annual basis, and provides the Finance Committee and the Governing Board with regular updates on progress.   **Facilities:**   * To annually review building management and maintenance * To annually review the school Health & Safety Policy for the maintenance and development of school’s premises * To biannually review policies relevant to the use of the school premises by outside users, in line with the School Lettings Policy * To review the Accessibility Plan annually * To make annual checks of the school Property Log Book to make sure that the school is compliant with all statutory regulations. * To ensure that all duty holders receive regular training in relation to legal aspects of asbestos management.   **Personnel:**   * 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, flexible working requests 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. * Review staff pay progression in accordance with the pay policy and annual appraisal cycle. * To oversee the appointment procedure for the Senior Leadership Team and internal promotions of staff   ***Any item referred by the full governing board*** | |
| Membership | |
| 1. Frances Millett 2. Michelle Hooper 3. Kerry Barker (Associate Member) 4. Randal Brew 5. Debbie Clancy 6. Ella Colley –Vice Chair 7. Grace Wight 8. Barry Hunt - Chair   ***Minimum of three members required*** | |
| **Chair of Committee** | **Barry Hunt** |
| **Clerk** | Rhian Thompson |

**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 * Staff capability/management of absence | |
| **Membership** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the member of staff   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS |

**Pupil Discipline Committee**

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| The committee has responsibility delegated by the governing board to: | |
| * 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   ***Any item referred by the full governing board*** | |
| **Membership** | |
| * 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   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS |

**Complaints Committee**

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| The committee has responsibility delegated by the governing board to: | |
| * At the relevant stage hear any complaint made under the school complaints procedures   ***Any item referred by the full governing board*** | |
| **Membership** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the complainant   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS |

**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** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the appellant   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS |

**Pay Committee** (within the FFP Committee)

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| The committee has responsibility delegated by the governing board to: | |
| * Undertake functions in relation to appraisal and pay progression as determined in the pay policy   ***Committee to meet once per year in the autumn term*** | |
| **Membership** | |
| ***Minimum of three members required. Cannot be HT or governor employed by the school*** | |
| **Chair of Committee** | To be elected at the meeting |
| **Clerk** | Rhian Thompson |

**Head Teacher/Principal Appraisal**

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| The committee has responsibility delegated by the governing board to: | |
| * Meet the external advisor to discuss the Head Teacher’s performance targets * Decide whether targets have been met and set new targets annually * Recommend pay progression to the relevant committee and in accordance with the pay policy * Undertake mid-year monitoring of the Head Teacher’s performance against targets | |
| **Membership** | |
| 1. Frances Millett 2. Tracey Lawton 3. Randal Brew 4. Debbie Clancy (reserve) 5. Barry Hunt (Appeal Governor)   ***Minimum of two members required*** | |
| **Chair of Committee** | To be elected at the meeting |
| **Clerk** | N/R |

**Selection Panel**

|  |  |
| --- | --- |
| The panel has responsibility delegated by the governing board for the: | |
| * 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** | |
| ***Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** | SIPS |

**Special Responsibility Governors**

|  |  |
| --- | --- |
| Safeguarding/Child Protection Governor \* | Sarah Robbins |
| SEND Governor | Tracey Lawton |
| Health and Safety Governor | Barry Hunt |
| Safer Recruitment Governor | Frances Millett |
| LINK Governor | Debbie Clancey |
| Governor responsible for Pupil Premium | Ella Colley |
| Sports Premium Governor | Grace Wight |
| School Council Link Governor | Randal Brew |
| Wellbeing Governor | Samantha Marshall |

*\*In accordance with Keeping Children Safe in Education 2020 ‘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.*

**Terms of Reference for Special Responsibility Governors**

**Terms of Reference for the Safeguarding Governor**

The safeguarding governor has a delegated role in ensuring oversight and scrutiny of safeguarding policy, procedure and practice on behalf of the FGB.

The safeguarding governor has a responsibility to ensuring that Birmingham City Council Safeguarding training is regularly undertaken.

*Responsibilities of the Safeguarding Governor:*

* The appropriate systems and procedures are in place to cover all aspects of the safeguarding agenda and all statutory governing body responsibilities are met, including annual staff training.
* The school has an up-to-date and effective policy for Safeguarding and Child Protection; and monitor the effectiveness of the policy;
* There is a suitably qualified, trained and supported Designated Senior Lead for safeguarding, who has responsibility for responding to and overseeing safeguarding issues.
* There is a suitably qualified, trained and supported Deputy Designated Lead(s) who has responsibility for responding to and overseeing safeguarding issues as agreed reasonable to be delegated by the DSL.
* There is a robust system for recording, storing and reviewing child welfare concerns, including evidence of effective supervision and oversight by the Head teacher;
* Safer recruitment practices are followed for external recruitment and internal promotion.
* The single central record is up-to-date and maintained in line with guidance at least twice a year
* Ensure that the school follows the procedures agreed by Birmingham Safeguarding Children Board, and any supplementary guidance issued by the Local Authority;
* The school follows the procedures agreed by Birmingham Safeguarding Children Board in relation to safeguarding concerns about staff and other Persons in a Position of Trust, including notifying the Local Authority Designated Officer and taking appropriate disciplinary action where safeguarding concerns about a member of staff are substantiated;
* There is a named Designated Lead for Looked After Children, who receives appropriate training and support to fulfil their responsibilities;
* The school complies with the requirements of the Local Authority to complete an annual safeguarding audit, and that any actions identified by the audit are acted on.

**Terms of Reference for the Pupil Premium Governor**

The Governing Body and Head teacher of West Heath Primary School have a responsibility to ensure that the school fulfils its legal and moral duty to promote and safeguard the welfare of children, to provide early intervention and support where concerns about children are identified, to protect children from harm and to respond to abuse and neglect.

*Responsibilities of the Pupil Premium Governor:*

* To ensure that the school is fulfilling the statutory duty towards effective use of Pupil Premium funding in order to reduce the gaps in attainment and progress as appropriate.
* To make every reasonable effort to allow full access to all areas of the curriculum for all Pupil Premium pupils.
* To liaise with the HT/DHT regarding the application of the Pupil Premium Policy.
* To ensure that the Pupil Premium expenditure document is reviewed annually and is made readily available to parents via the school website.
* To monitor the Pupil Premium Policy and report (annually) to the FFP Committee on its effectiveness.
* To keep under termly review the progress and attainment of Pupil Premium children relative to their starting points via CSTL reports.
* To discuss with the HT/DHT the impact resources have had on raising achievement and attainment for PP pupils.
* To ensure that appropriate training is undertaken in order to fulfil the role.

**Terms of Reference for SEND Governor**

The Governing Body and Head teacher of West Heath Primary School have a responsibility to ensure that the school fulfils its legal and moral duty to promote and safeguard the welfare of children, to provide early intervention and support where concerns about children are identified, to protect children from harm and to respond to abuse and neglect.

*Responsibilities of the SEND Governor:*

* To ensure that the school is fulfilling the statutory duty towards effective Inclusion i.e. making every reasonable effort to allow full access to the curriculum for all pupils.
* To liaise with the school SENCO regarding the SEND Policy and ensure this document is reviewed annually and is made readily available to parents/carers.
* To monitor the effectiveness of this Policy and report (annually) to the CSTL/SG Committee on the effectiveness.
* To monitor the progress and attainment of SEND children relative to their starting points.
* To discuss with the SENCO, the impact resources have had on raising achievement and attainment for SEND pupils.
* To annually review the school Accessibility Plan and ensure that it complies with statutory duties.
* To ensure that SEND information is accurately included on the school website for parents.

**Terms of reference for PE/Sport Governor**

The Governing Body and Headteacher of West Heath Primary School have a responsibility to ensure that the school fulfils its duty to promote sustainable, high quality Physical Education to all pupils. The Sport Premium will be used to support additional and sustainable improvements to the quality of Physical Education, physical activities and sports which the school offers.

*Responsibilities of the PE/Sport Governor:*

* To ensure that the school is fulfilling the statutory duty towards effective use of PE/Sport funding in order to further develop and enhance existing, high quality PE provision for all pupils. This will include – the development of PE activities that the school already offers and building the capacity and capability within the school to ensure that improvements are sustainable for the future.
* To liaise with senior leaders and P.E. and Sport Leaders to ensure that there is clear evidence of increased confidence, knowledge and skills of all staff with the teaching of PE/Sport which will embed top quality physical activity across the school.
* To ensure that the profile of PE/Sport is maintained across the school as a tool for whole-school improvement showing clear evidence of increased confidence, knowledge and skills of all pupils.
* In liaison with school leadership and Sport Leaders, explore any development opportunities for the school to become a Sport Hub with a view to promoting wider participation in sport locally and supporting income generation for the school.
* To encourage the pursuit of collaborative work with other schools or organisations which may include sharing costs while encouraging competitive sports.
* To develop understanding, on behalf of the FGB, of the development of parental/community opportunities which will promote pupils’ participation in regular physical activities.
* To monitor the annual website statement regarding PE/Sport reporting to parents which will include all statutory requirements.
* To report to the FGB twice a year regarding the development of PE/Sport at the school. Reports will be given in January and July at FGB Meetings. These will include the rationale for Sport Premium funding spend and subsequently the impact of the identified PE/Sport Premium spend on standards, staff CPD, swimming standards in KS2, collaboration with other schools, pupil participation including leadership roles for pupils, and community events which extend provision.
* To ensure that the report to the FGB links closely with the current priorities identified in the SDP and the website statement.

**Items Delegated to an Individual(s)**

**Delegation of expenditure and virements**

That sums below £­­­10,001 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 FFP committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

**Appointment of Staff** (ensure no appointment is carried out by one person alone)

|  |  |
| --- | --- |
| 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 and Deputy Head Teacher appointments must be ratified by the relevant body.* | * Head Teacher/Principal * 2 Governors |