



GOVERNORS MANUAL 2020-2021

LEARN, ACHIEVE, RESPECT

CONTENTS

LOCAL BOARD OF GOVERNORS	3
Scheme of Delegation & Organisation of Responsibility and Accountability	4
Local Governing Body	5
Committees	6
Code of Conduct and Terms of Reference.....	6
Governing Body Meetings	7
Hearings and/or Appeals Committee	15
Pupil Discipline Committee	16
Headteacher’s Performance Management Committee	17
Pay Committee	18
LINK GOVERNORS	19
Curriculum Teams	19
Governor Calender 2020- 2021	20

LOCAL BOARD OF GOVERNORS

Governor	Type of Governor
Mrs Joanne Hewson	Headteacher
Mrs Rachel Prescott	Staff Governor
Mr Charlie Woan	Parent Governor
Mrs Heather Da Luz Viera	Parent Governor
Mr Steve Tottie	Co-opted Governor
Mr Clive Stannard	Co-opted Governor
Mrs Helen Buckley	Co-opted Governor
Mrs Emma Norman	Co-opted Governor
Mr Ian Farrar	Co-opted Governor
Mrs Anne Marie Worrall	Co-opted Governor

Total = 9 Governors

Clerk to Board of Governors: Diane Addison

Below have been members of the Board of Governors in the past 12 months

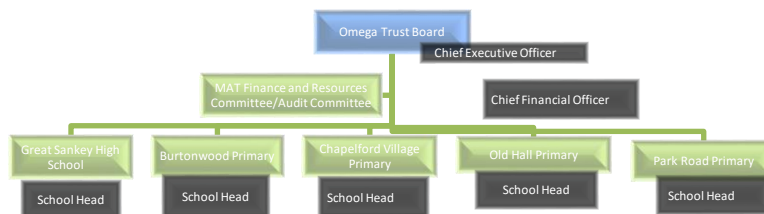
Mrs Kim Rutter	Co-opted Governor – resigned Jan 19
Mr Joe Ashton	Co-opted Governor – resigned Sept 19
Mr John Worrall	Co-opted Governor – resigned Oct 19
Mrs Nicky Parkinson	Co-opted Governor – Sept 2020 removed due to change to MAT terms of reference

SCHEME OF DELEGATION

[MAT Scheme of Delegation](#)

ORGANISATION OF RESPONSIBILITY AND ACCOUNTABILITY

The Trust has defined the responsibilities of each person involved in the administration of Trust finances to avoid the duplication or omission of functions and to provide a framework of accountability for governors and staff. The financial reporting structure is illustrated below:



The Board of Directors of the Multi Academy Trust

The Board of Directors is required to conduct its business in accordance with the following:

- Its Articles of Association and company law
- The requirements of the Department for Education (DFE) as set out in the Funding Agreement and in the Academies Financial Handbook
- The requirements of the Charity Commission including the production of accounts in accordance with the Statement of Recommended Practice (SORP)

The Board of Directors of the Multi Academy Trust have overall responsibility for the administration of the Trust's finances. The main responsibilities of the directors are prescribed in the Funding Agreements between the individual schools within the Trust and the DFE and in the Trust's scheme of government.

Chief Executive Officer

- The Chief Executive Officer will act as the Accounting Officer, as defined in the Academies Financial Handbook.

Chief Financial Officer

- Chief Financial Officer is appointed by the trust's board; The Chief Financial

Officer should play both a technical and leadership role, including ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring of budgets, and ensuring the delivery of annual accounts.

LOCAL GOVERNING BODY

The local governing body (LGB) is the Academy's accountable body responsible to the Trust for the conduct of the Academy and for promoting high standards. The LGB aims to ensure that students and pupils are attending a successful school which provides them with a good education and supports their well-being.

The LGB is responsible to the Trust for its actions and is expected to follow the expectations of governors as laid down by the Trust in the Scheme of Delegation. These expectations mirror those which apply to the board of directors of the Trust as follows:

The Academy:

- Aims to establish a LGB that is competent, accountable, independent and diverse that promotes best practice in governance
- Aims to make sure that its governors promote and uphold high standards of conduct, probity and ethics
- Requires its governors to act in accordance with the Trust's articles of association and associated scheme delegation (the articles) and the code

Application of the code

This code applies to all governors of the LGB when exercising any of the board's powers delegated to them under the articles.

By accepting appointment to the LGB, each governor agrees to accept the provisions of this code.

Governors need a robust process and framework for setting priorities, creating accountability and monitoring progress. This manual aims to set out the remit and approach of the Local Board of Governors of Chapelford Village Primary School so that parents, staff and potential new governors can understand the work we do to support the school. The Local Board of Governors agree the aims, objectives and policies for the school then monitor progress toward the agreed aims.

Governors are asked to act with integrity, honesty and objectivity and give their time voluntarily to work as part of a team. It is important that governors are aware of their roles and responsibilities and act at all times in the best interests of the school. The Local Board of Governors is made up of governors offering different skills and experiences. They all share a common interest in the success of the school.

Links to Documents: -

[LGB Code of Conduct](#)

[LGB Terms of Reference](#)

Support for Governors

Chapelford Primary utilise the External Clerking Service provided by Omega Mat and therefore benefit from the advice and support of The MAT. Governors are able to access National Governors' Association membership and resources as well as a termly Newsletter.

COMMITTEES	
Appeals, Complaints and Hearings Committees	Pupil Discipline Committee
Any Governor subject to availability and impartiality	Any Governor subject to availability and impartiality
Headteachers Performance Management Committee	
Mrs Emma Norman Mrs Heather Da Luz Viera Mr Clive Stannard External Advisor – Mr Jon Wright	
Pay Committee	
Mrs Emma Norman Mrs Heather Da Luz Viera Mrs Anne Marie Worrall Adviser - Headteacher	

Chair to be elected annually by Local Board of Governors

Clerk to be appointed by Omega MAT

Governing Body Meetings

Meeting 1 – Autumn (7th October 2020)

- 1. Governing Body** **Chair of Governors**
 1. Election of Chair
 2. Election of Vice Chair
 3. Appointment of Clerk to Governors
 4. Governor Manual:
 - Ratification of GB structure,
 - Specific governor roles for the year
 - Delegated Powers
 - Code of Conduct (to be signed by all governors)
 - Business Interest Forms (to be signed by all governors)
 5. Governor Safeguarding and Training Update

- 2. Headteacher's Report** **Head**
 1. Update on reopening
 2. Update on Risk assessment
 3. Covid recalibration and sustainability plan
 4. Safeguarding report
 5. Report on exclusions pre covid
 6. Reports on complaints from previous academic year

- 3. School Data** **Head/Deputy**
 1. 2019/20 Data Outcomes

- 4. School Development Plan/SEF** **Head/Deputy**

- 5. Risk Register** **Head**

- 6. Policies** **Head**
 1. Review/Adopt School Policies

- 9. Any Other Business**

Part 2: Confidential

Meeting 2 – Autumn Term (5th November 2020)

- | | |
|--|-------------------------|
| 1. Headteachers Report
Covid update
Include Safeguarding | Head |
| 2. Budget Report
May/Jun/Jul/Aug Year End | Business Manager |
| 3. Pupil Premium and Sports Premium Reports and Impact Statements | Deputy Head |
| 4. Policies | Head |
| 5. Any other Business | Head |

Part 2:

Confidential	Head
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Appraisal Summary from previous year
Review staff/leadership objectives for Current Year

Meeting 3 - Autumn Term (2nd December 2020)

- | | |
|---|------------------------------------|
| 1. Headteacher's Report
Covid updates | Head |
| 2. Budget
Audit Feedback
Statutory Accounts | School Business
Manager |
| 3. Analysis of External Data
Inspection Dashboard
FFT Governors dashboard | Head |
| 4. Headteacher's Report
Update on School
Improvement Plan Progress | Head |
| 5. Grounds & Premises
Site Safety and Security | Business Manager |
| 6. Policies | Head |
| 7. Any Other Business | Head |

Part 2: Confidential

Meeting 4 - Spring Term (13th January 2021)

- 1. Headteacher's Report** **Head**
 1. Covid update
 2. End of Term Outcomes Report
 - Review Pupil Year Group Progress
 - Review progress of Disadvantaged Pupils
 3. Attendance Report
 4. Exclusions Report
 5. Other key achievements/emerging priorities
 6. Year Group Reports – Mid Year review

- 2. Budget** **School Business Manager**

Budget report Nov/Dec
SLAs

- 3. SEND & Disadvantaged update** **SEND Teacher**

- 4. Policies** **Head**

- 5. Any Other Business**

- 6. Part 2: Confidential**

Meeting 5 - Spring Term (11th March 2021)

- 1. Budget** **SBM**
Budget Report Jan/Feb

- 2. Headteacher's Report** **Head**
Covid update

Update on School Improvement Plan Progress
Other key achievements/emerging priorities

Staffing and Leadership Structure proposals for the
new academic year

- 3. Policies** **Chair of Governors**

- 4. Any Other Business**

Part 2: Confidential

Meeting 6 - Summer Term (28th April 2021)

- 1. Headteacher's Report** **Head**
 - End of Term Outcomes Report
 - Review Pupil Year Group Progress
 - Review progress of Disadvantaged Pupils
 - Attendance Report
 - Exclusions Report
 - Other key achievements/emerging priorities
 - Subject Lead Reports
 - Year Group Lead Reports
 - SIP Review Progress

- 2. PE and Sports Premium Update** **PE Lead Governor / PE Lead**

- 3. Grounds & Premises** **Chair of Governors**
 - Governor Health & Safety Walk around the School Site
 - Site Safety and Security
 - Site Maintenance Programme
 - Health and Safety Audit Progress

- 4. Policies** **Chair of Governors**
 - Review/Adopt School Policies

- 5. Any Other Business**

Part 2: Staffing issues

Meeting 7 - Summer Term (24th June 2021)

1. Headteacher's Report

Head

- i. End of Term Outcomes Report
- b. Review Pupil Year Group Progress
- c. Review progress of Disadvantaged Pupils
Attendance Report
 - i. Exclusions Report
 - ii. Other key achievements/emerging priorities
 - iii. Subject Lead Reports
 - iv. Year Group Lead Reports

2. Budget

School Business Manager

- i. Budget Report Mar/April/May

3. Grounds & Premises

Chair of Governors

- i. Governor Health & Safety Walk around the School Site
- ii. Site Safety and Security
- iii. Site Maintenance
Programme Health and
Safety Audit Progress

4. Governor skills audit/self-evaluation of governance

Chair of Governors

1. Evaluate effectiveness – Review of Governance KIPS
2. Skills Audit/Preparation for Autumn 1 Governing Body Structure

5. Policies

- i. Review/Adopt School Policies

6. Any Other Business, and Calendar 2020/21

Part 2: Confidential

Governor Commitment:

- 6 Full Board Meetings (3 x Autumn Term, 1 x Spring Term, 2 x Summer Term) – minimum of 4/6 attended. Expected 2 hrs per meeting 3.45pm start.
- EGMs as required
- Link Governors (SEND, Safeguarding, Health and Safety, Disadvantaged Pupils, Equalities, Standards Lead, Resources Lead, PE Lead) – 3 visits per year/1 per term. Meet with staff member with specific role
- Governor Learning Walks – 3 per year/1 per term (all governors invited, expectation of attendance at minimum of 1). Focus on SIP priorities. Approx. 1-1.5 hrs in classrooms, then summary meeting to agree visit note.
- Chair of Governors – frequent visits to school (at least fortnightly updates), plus half termly meeting re School Improvement Plan/Self Evaluation
- Standards Lead Governor – meet with HT termly re Outcomes (week 1 or 2 of each term)
- Resources Lead – meet termly with Business Manager, Head (as budget planning process)
- Staff/Governor Event – every two years or as required

Management of Meetings/Clerking

- Meetings will all be clerked by the same person (External clerk)
- Within two weeks of the meeting, minutes and action log to be circulated. Governors agree minutes under matters arising at next meeting.
- Governors to decide on paperwork/electronic documentation (NB. school can provide iPads in meetings for governors who do not bring own device)
- Governor secure area on Governor Hub – all meeting papers – Part 1- to be posted here.

ADDITIONAL / SPECIAL COMMITTEES

HEARINGS AND/OR APPEALS COMMITTEE

Terms of reference:

- To make any decisions under the Local Board of Governors' personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any determination or decision under the Local Board of Governors' General Complaints Procedure for Parents and others
- To consider any appeal against a decision to dismiss a member of staff *
- To consider any appeal against a decision short of dismissal under the Local Board of Governors' personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*

*cannot be delegated to an individual

Disqualification – The Headteacher. Members of any Hearing Committee may not sit on any subsequent Appeal Committee.

Membership – not less than 3 Governors

(NB. The number appointed to any Hearing Committee directly affects the number required for an Appeal Committee)

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

Clerking – MAT Clerking Service

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)
- To ensure that the DfE guidance is followed in the school, with specific reference to the role assigned to the Local Board of Governors.
- To review a decision to uphold a permanent exclusion subject to direction or recommendation to do so by an Independent Review Panel.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Local Board of Governors or relevant committee

Membership – 3 Governors

NB: The Local Board of Governors may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve on the Committee.

Disqualification – The Headteacher, Any Governor with prior knowledge of the pupil or the incident.

Clerking –TBA

Terms of reference:

- To arrange to meet with the External Adviser to discuss and agree 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

Membership – 3 Governors

Disqualification – The Headteacher and Staff Governors

Terms of reference:

- To achieve the aims of the whole school, pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- Review salaries of Head, Deputy & Assistant Head annually;
- Review Head's salary to be undertaken by Performance Management Group in accordance with procedures.
- To determine whether sufficient funds are available for pay increments as recommended by the head teacher;
- In the light of the head teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- To keep abreast of relevant development and to advise the governing body when the schools pay policy needs to be revised;

Membership – 3 Governors

Disqualification – Staff Governors

LINK GOVERNORS

LINKED GOVERNOR		MEMBER OF STAFF
Safeguarding Governor Anne Marie Worrall		Joanne Hewson (HT)
SENGovernor Anne Marie Worrall		Lisa McDavid (SENCo)
Disadvantaged Pupils Anne Marie Worrall		Lisa McDavid Laura Tottie – DHT
Health and Safety – Steve Tottie		Clare Earps
Equalities Governor Rachel Prescott		Lauren Stebbings Harriet Gill, Rachel Prescott
Training Link Emma Norman		Clare Earps
PE Governor Ian Farrar		Katie Brennan
Citizenship and British Values Charlie Woan		Lauren Stebbings Harriet Gill
Parent Community Link Heather Da Luz Viera		Nic Stewart and Debbie Whitty
Lead Governors:		
Standards Lead –		
Resources Lead – Emma Norman		
Curriculum Teams 2020-2021		
Curriculum Team A	Curriculum Team B	Curriculum Team C
Helen Buckley and Emma Norman	Heather Da Luz Viera, Ian Farrar and Clive Standard	Charlie Woan, Anne Marie Worrall and Nicky Parkinson
English History Geography MFL Art Music	Maths Science Computing PE DT	PHSCE Citizenship RE

Governors' Calendar for 2020-21

<u>AUTUMN TERM 2020</u>		
Full Board Meeting 1	Wednesday 7th October 2020	
Half Term		
Full Board Meeting 2	Thursday 5th November 2020	
Full Board Meeting 3	Wednesday 2nd December 2020	
<u>SPRING TERM 2021</u>		
Full Board Meeting 4	Wednesday 13th January 2021	
Half Term		
Full Board Meeting 5	Thursday 11th March 2021	
Summer Term 1 2021		
Full Board Meeting 6	Wednesday 28th April 2021	
Summer Term 2 2021		
Full Board Meeting 7	Thursday 24th June 2021	