

SIPS

EDUCATION



Governing Board Membership and Terms of Reference

**Reviewed and Adopted: 25th September
2024**

***Current version as at: 25th September
2024***

Governing Board Membership 2024/2025 Academic Year

LA (1)	End of Office
Vacancy	
Parents (2)	End of Office
Ms N Justice-Dearn	09/10/2026
Mrs L Shergold	14/06/2025
Executive Headteacher (1)	End of Office
Mr C Glasgow	Ex-Officio
Staff Governor (1)	End of Office
Ms A Bryan	26/9/2027
Co-opted (7)	Ed of Office
Mrs N Arkinstall	12/07/2027
Mr G Bloom	12/07/2027
Ms T Whittier	26/09/2027
Mrs S Kenny *STAFF	21/05/2025
Mr M Sadler *STAFF	31/12/2025
Mrs H Birkett	28/09/2026
Mr I Haroon	09/07/2028
Associate Members	End of Office
Mrs A Darby	13/12/2024
Mrs K Welch	13/12/2028
Ms A Pawson	26/09/2027
Mrs C Hafiz	26/09/2027
Mrs L Ryan	09/07/2028

Chair: Mr G Bloom

Vice Chair: Ms L Shergold

FGB Quorate

In maintained schools the quorum for a meeting of the full governing board is 50% (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**, which must be present at a full governing board meeting for official decisions to be made. The instrument of governance at Boldmere Federation is 12 members. The members present at a FGB meeting should equal to, or more than, non-staff compared to staff members.

In the event of equal votes, the 'non-staff governor' chair has the casting vote.

Meeting Dates 2024-2025

	Autumn Term	Spring Term	Summer Term
Full Governing Board	25 th September 2024 11 th December 2024	14 th May 2025	16 th July 2025
Finance, Facilities and Premises, H&S Committee	13 th November 2024	5 th February 2025 19 th March 2025 9 th April 2025	2 nd July 2025
Education & Standards Committee	27 th November 2024	5 th March 2025	18 th June 2025

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest versions are available online below:

[Maintained schools governance guide](#)

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 26th September 2024).

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 governance professional 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 the Maintained Schools Governance Guide, Governance Structures, types of governors 5.3.5).

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.

Terms of Reference for a Finance Committee

1. Membership

The Committee shall consist of at least 5 governors plus the Executive Head Teacher and HOS in his/her voting capacity. The Committee can ask the Governing Body to appoint up to 2 non-voting members with appropriate financial skills.

2. Quorum

The quorum shall be 3 governors who are voting members of the committee, excluding the Executive Head Teacher and HOS.

3. Meetings

3.1 The committee will meet at least 3 times per year.

3.2 Any additional meetings will be called as necessary; at least 7 days' notice must be given when calling a committee meeting.

4. Minutes

The Clerk to the Committee is Cordell O'Neill. In the absence of the Clerk the Committee can appoint a member (but not the Executive 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.

5. Chairing

5.1 The Committee shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year.

5.2 The Chair, in conjunction with the Executive Head Teacher or HoS, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

5.3 In the absence of the appointed Chair the Committee can appoint another member of the Committee to act as Chair for the meeting.

6. Reporting to the Governing Body

6.1 The Chair of the Finance Committee will report to the full Governing Body on the main decisions taken and any recommendations that the Governing Body needs to vote on.

Areas of responsibility

The Committee will be responsible for the preparation and approval of the Annual Budget (Note: The Governing Body can, if they wish, delegate to the Finance Committee the authority to approve the annual budget. If this is the case it should be clearly documented within these Terms of Reference for the Finance Committee). It will establish formal procedures and timetables for planning the budget and will require the EHT or HoS 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 Improvement Plan.

It is the responsibility of the Finance Committee, in preparing 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 Body is fully informed of the final decision.

7.2 The Committee will receive Budget Monitoring Reports, from FMS or other accounting package, from the Head Teacher or School Business Manager/Bursar, for consideration, prior to them being reported to the Governing Body. The Budget Monitoring Reports will include the following system reports

- A Cost Centre Group Report or Account Summary Report (or equivalent)
- A Virement Report,
- A copy of the latest Suspense File (non-cheque book and EPA schools only)
- A system report showing cumulative expenditure of £10,000 or more with an individual supplier. **Note: This is not restricted to an individual financial year and may cross a number of financial years**
- A Bank Reconciliation and Cash Flow Statement (Full Cheque Book schools only)

The Finance Committee will monitor income and expenditure throughout the financial year and provide an overview of the financial position of the school to Governing Body on at least a termly basis.

7.3 The Finance Committee will review virements and budget revisions made by the EHT , as stated on the EHT delegation.

7.4 The Finance Committee will approve requests for virements and budget revisions between as stated on HT Delegation. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Finance Committee meeting under 'Chair's Actions'

7.5 The Finance Committee will give the EHT and HOS responsibility for administration of the budget and its day-to-day control and monitoring.

The Finance 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.

7.7. The Finance Committee, on an annual basis, will adopt and agree to adhere to the Local Authority Financial Regulations and Procedures.

7.8 The Finance Committee, on an annual basis, will prepare and submit for discussion to the Governing Body, 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.

8 Expenditure

8.1 The Finance Committee will review orders placed the figure is stated in EHT Delegation Statement

2. The Finance Committee will approve orders as stated in delegation if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing Orders

8.3. The Finance Committee will ensure that where expenditure is likely to exceed £214,904 (inclusive of VAT), the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders

8.4 The Finance Committee will review all cumulative expenditure with suppliers in excess of £10,000.

8.5 The Finance Committee, on advice from the EHT and HOS, will review the financial implications on the budget of the Teachers Pay and Conditions document.

6. Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

9. Payments

1. The Finance Committee will monitor compliance with the schools' financial procedures, particularly with reference to segregation of duties between purchases and payment

2. Assess the school's insurance cover to ensure that it provides adequate protection against risks.

3. Review and approve the amount of petty cash to be held by the school.

4. Review annually all current school contracts.

9.5 The 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.

10. Assets

1. The approval of the Committee is required for the writing off or disposal of any surplus stock.

11.0 General

11.1 Ensure the withdrawal of an individual if she/he has a pecuniary or personal interest in the business of the Committee.

2. Agree to undertake training to keep up to date with national and local trends and policies.
- 11.3 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.

Finance and Facilities and Premises, H&S Committee

The committee has responsibility delegated by the governing board to:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium/ PE& Sports Premium and COVID19 Catch Up Premium/recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums between £15,000 and £20,000; sums below that amount are delegated to the Executive Head Teacher. Sums over £20,000 will be recommended to the Full Governing Body for approval.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts - including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
 - A full list of reports that should be presented to the committee. Would include:
 - A Cost Centre Group Report.
 - A Virements Report
 - A copy of the latest suspense file.
 - A copy of the latest bank statement reconciliation and cash flow summary.
 - A report showing cumulative expenditure of £10,000 with an individual supplier. Provided termly for the current year and annually across 3/5 years. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. Information on tendering limits can be found under route 5 at [Buying for schools: how to buy what you need - Find the right route to buy - Guidance - GOV.UK \(www.gov.uk\)](#)
- Obtain quotations with a view to placing contracts/orders once the relevant committee has drawn up a specification.

- Three quotes should be sought for all single and cumulative expenditure in excess of £10,000. In the absence of three quotes a written request for exemption from standing orders should be made and the details recorded in the minutes of the relevant meeting.

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). Refer to local policy guidance.
- 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.

Premises Health and Safety:

Review the health and safety policy on an annual basis, amend, develop, and review any other health and safety related policies or procedures.

- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit and monitor any action plans that come out of the audit.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to actions plan which will be monitored by governors to ensure completion.
- Ensure fire logbook is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing - PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment

- Ladder log
- Playground equipment and gym inspection
- Lifting equipment
- Local exhaust ventilation (where applicable)
- Legionella risk assessment and relevant checks
- Ensure premise logbook is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

Any item referred by the full governing board

Membership

1. Mr C Glasgow
2. Mr G Bloom
3. Mrs A Darby (with voting rights) (Associate Governor)
4. Mrs S Kenny
5. Mr M Sadler
6. Mr H Ibrahim
7. Ms Charley Hafiz (With voting rights) (Associate Governor)
8. Mrs Lindsay Ryan (With Voting Rights)
9. Ms N Justice - Dearn
10. LA Governor when appointed

Minimum of three members required for quorum

Chair of Committee

TBC at first meeting

Governance Professional

Cordell O'Neill

FINANCIAL DELEGATION STATEMENT FOR THE HEAD TEACHER

The Governing Board formally delegated the day-to-day financial management of the budget to the Executive Head Teacher of The Federation of Boldmere Schools School on July 2024.

1.0 BUDGET

- 1.1 The Executive Head Teacher will prepare (by reference to the School Improvement Plan) and submit an annual Budget Plan to the Finance & Facilities and Premises, Health & Safety (FFPHS) Committee for approval during the second half of the 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.
- 1.2 The Executive Head Teacher will prepare the end of year accounts and reconcile them to the accounts from the Local Authority
- 1.3 The Executive Head Teacher will prepare Budget Monitoring Reports for the FFPHS Committee to be submitted to the full Governing Board for approval termly. The Budget Monitoring Reports submitted to the FFPHS Committee must include the following system reports.
 - A Cost Centre Group Report or Account Summary Report or equivalent
 - A Virement Report,
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. **Note: This must not be restricted to an individual financial year and may cross a number of financial years**
 - A Bank Reconciliation and Cash Flow Statement (Full Cheque Book schools only)
- 1.4 The Executive Head Teacher will prepare an annual 3 Year Strategic Financial Plan in line with the Schools Improvement Plan and reflecting the financial and resource consequences for each year including options, where appropriate, for consideration by the FFPHS Committee
- 1.5 The Executive Head Teacher may undertake virements and budget revisions up to a value of £15,000 which should be retrospectively reported to the FFPHS Committee
- 1.6 The Executive Head Teacher will recommend virements and associated budget revisions between £15,000 and £20,000 to the FFPHS Committee for approval. Should there be emergency requests relating to staff costs the Executive Head Teacher may obtain the approval of the Chair of Finance until a FFPHS Committee meeting can be arranged.
- 1.7 The Executive Head Teacher will recommend virements and budget revisions above a value of £20,000 to the full Governing Board for approval.
- 1.8 The Executive 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 FFPHS Committee
- 2.0 **EXPENDITURE**
- 2.1 The Executive Head Teacher can authorise orders to a value of £15,000 subject to there being appropriate funding available within the budget, without reference to the FFPHS Committee and subject to obtaining quotations for expenditure over £10,000 in accordance with the Local Authority Financial Regulations and Standing Orders as outlined in the Schools Financial Procedures Manual
- 2.2 The Executive Head Teacher can authorise orders between £15,000 and £20,000 with the prior approval of the FFPHS 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

- 2.3 The Executive Head Teacher can authorise orders above £20,000 if within budget provision with the prior approval of the Governing Board 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
- 2.4 The Executive Head Teacher may incur cumulative expenditure with suppliers, outside of City Council Departments, up to £10,000, subject to there being appropriate funding available within the budget, without prior reference to the FFPHS Committee. This is subject to obtaining quotations for cumulative expenditure of £10,000 or more 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 FFPHS Committee requesting an exemption from Standing Orders which if given should be documented within the minutes of the meeting.
- 2.5 The Executive Head Teacher should provide a system report at each FFPHS Committee meeting to show cumulative expenditure with suppliers in excess of £10,000. Note: This must not be restricted to an individual financial year and may cross a number of financial years.
- 2.6 The Executive Head Teacher will ensure that where expenditure is likely to exceed the tendering levels as per Public Contracts Regulation (PCR) 2015, (“the EU Regulations”) threshold levels (currently £213,477 for supplies and services and £5,336,937 for works), the tendering procedure will be implemented.
- 3.0 **ASSETS**
- 3.1 The Executive Head Teacher will maintain an inventory record in accordance with the current Financial Regulations
- 3.2 The Executive Head Teacher has authority to write off and dispose of assets. All such events must be reported to the FFPHS Committee at the next meeting.
- 4.0 **OTHER**
- 4.1 The Executive Head Teacher will manage and maintain adequate records for unofficial funds and will arrange for annual audited accounts to be submitted to the FFPHS Committee for their approval.
- 4.2 The Executive 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 Executive Head Teacher will make recommendations to the FFPHS Committee for the improvement of financial systems and records where appropriate.
- 4.3 The Executive Head Teacher will report and make recommendations to the FFPHS Committee on any proposed changes which the Local Authority may request to be made to the Financial Regulations and Standing Orders.
- 4.4 The Executive Head Teacher will ensure that the school fulfils the requirements of the Schools Financial Value Standard, on an annual basis, and provides the FFPHS Committee and the Governing Board with regular updates on progress.

NB THIS DELEGATION STATEMENT WILL BE REVIEWED AND UPDATED BY THE FFPHS COMMITTEE ON AN ANNUAL BASIS.

Education and Standards Committee

The committee has responsibility delegated by the governing board to:

- Review/approve all policies relevant to the curriculum and roles of the committee.

Achievement:

- Review information on school performance to include ASP & OFSTED data dashboard.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium/COVID19 catch up recovery premium/school led tutoring).
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium/COVID19 catch up/lowest 20%).
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental, and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Curriculum:

- Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

Behaviour and attendance:

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.
- Estate Strategy and Asset management plan.

Any item referred by the full governing board

Membership

1. Mrs N Arkinstall
2. Mrs H Birkett
3. Mr C Glasgow
4. Ms A Bryan
5. Mrs S Kenny

6. Mrs K Welch (Associate Governor)
7. Mrs L Shergold
8. Mr M Sadler
9. Ms T Whittier
10. Ms A Pawson

Minimum of three members required for quorum

Chair of committee

TBC at first meeting

Governance Professional

Cordell O'Neill

Staffing Committee:

Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:

The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;

- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Staff capability
- Management of absence
- Dignity at work

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

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:	
<ul style="list-style-type: none"> ➤ • it is a permanent exclusion; ➤ • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➤ • it would result in the pupil missing a public examination or national curriculum test ➤ Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded. ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance 	
<i>Any item referred by the full governing board</i>	
Membership	
<ul style="list-style-type: none"> • 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 <i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ At the relevant stage hear any complaint made under the school complaints procedures 	
<i>Any item referred by the full governing board</i>	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original incident and are not known personally to the complainant <i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Appeals Committee

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
- Dignity at Work
- 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 hearing and are not known personally to the appellant

Minimum of three members required

Chair of Committee

To be elected at each meeting

Clerk

Pay Committee <Can be delegated to a relevant committee>

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
- Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.

Chair of Committee

To be elected at the initial meeting

Clerk

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ 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. Mr Greg Bloom 2. Ms Laura Shergold 3. Mrs Anja Pawson	
The EHT and HT appraisals will be taking place on 27 th September 2024. External Adviser Ms N Bell. Minimum of two members required	
Chair of Committee	To be elected at GB
Clerk	External Advisor takes Notes and completed appropriate paperwork

Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> ➤ 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	
To be selected as and when required. 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	

Special Responsibility Governors

Safeguarding/Child Protection Governor *	Miss H Birkett (All governors will be Safeguarding Trained)
SEND Governor and LAC Governor	Mrs N Arkinstall
Health and Safety Governor	Interim Mr G Bloom
Safer Recruitment Governor	Mr C Glasgow; Mrs S Kenny, Ms N Arkinstall, Mr M Sadler
Communications Governor	Mrs L Shergold
EYFS Governor	Ms A Pawson
Wellbeing Governor	Ms T Whittier
Training/Skills Governor	Ms Charley Hafiz
Digital and Technology standards in schools and colleges - filtering and monitoring requirements Link Governor Cyber Security	Ms K Welch
GDPR	All Governors to be GDPR trained
PE/Sports Governor	Ms N Justice-Dearn
Attendance Governor	Mrs H Birkett

**In accordance with Keeping Children Safe in Education 2024 '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.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

The Executive Head Teacher can authorise orders to a value of £15,000 subject to there being appropriate funding available within the budget, without reference to the FFPHS Committee and subject to obtaining quotations for expenditure over £10,000 in accordance with the Local Authority Financial Regulations and Standing Orders as outlined in the Schools Financial Procedures Manual

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 FFPH&S 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)

The board **can't** delegate responsibility for establishing the headteacher or deputy headteacher selection panel or when appointing the panel's recommendation. This decision needs to be ratified by the full governing board.

The board is free to delegate the majority of its staffing functions to either:

- Your headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

Your board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements.

Lunchtime/Cleaning/Administration Support Staff	
Educational Support Staff	
Business Manager	
Teaching Staff	
Senior Management Team <i>excluding the Head Teacher and Deputy Head Teacher.</i>	