



Chair: Mr G Bloom
Shergold

Vice Chair: Ms Laura

Federation of Boldmere Schools Governing Board Membership and Terms of Reference

Reviewed and Adopted: 25th August 2023
Current version as at: 27th September
2023

Governing Board Membership 2023/2024 Academic Year

LA (1)	End of Office
Mr D Mortiboys	09/02/2027

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 Amy 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 Matt Sadler *STAFF	31/12/2025
Mrs H Birkett	28/09/2026
Vacant	
Associate Members	End of Office
Mrs A Darby	13/12/2024
Mrs K Welch	14/12/2024
Ms Anja Pawson	26/09/2027
Mr Charley Hafiz	26/09/2027

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 2023/2024

	Autumn Term	Spring Term	Summer Term
Full Governing Board	Wednesday 27 th September 2023 4pm <hr/> Wednesday 13 th December 2023 4pm	Wednesday 1 st May 2024 at 4.00pm	Wednesday 10 th July 2024 at 4.00pm
Finance, Facilities and Premises, H&S Committee	Wednesday 15 th November 2023 at 8am	Wednesday 7 th February 2024 at 8am	Wednesday 12 th June 2024 at 8am

Education & Standards Committee	Friday 10 th November 2023 at 8am	Wednesday 6 th March 2024 at 8am	Wednesday 26 th June 2024 at 8am
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Governors Statutory Responsibilities and Functions

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) **Ensuring clarity of vision, ethos, and strategic direction,**
- b) **Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and**
- c) **Overseeing the financial performance of the organisation and making sure its money is well spent.** (Extract from Governance Handbook)

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 October 2020

Competency Framework for Governance January 2017

Please also refer to governors Code of Conduct, which was presented on 27th September 2023

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 Executive Head Teacher 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 Executive Head Teacher 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 27th September 2023). 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, by the Chair, Vice chair, Committee Chairs, Special Responsibility governors, Executive Head, Heads of School, or Finance Officers.

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/Governance Professional,
- 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 Executive Head Teacher, Heads of School and AHT's.

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 October 2020 - Page 64, paragraph 53).

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.

**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 requirements for the tendering process are followed and comply with the EU Procurement Threshold. The limits at which an order would be required to be tendered are £213,477 for goods/services and £5,336,937 for building works (The new threshold is inclusive of VAT). NB. These figures can change in year.
- 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. Mr D Mortiboys
4. Mrs A Darby (with voting rights) (Associate Governor)
5. Mrs S Kenny
6. Mr M Sadler
7. Ms Charley Hafiz (With voting rights) (Associate Governor)
8. Vacant

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 13th July 2023

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.

Any item referred by the full governing board

Membership

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| <ul style="list-style-type: none"> 1. Mrs N Arkinstall 2. Mrs H Birkett 3. Mr C Glasgow 4. Ms A Bryan 5. Mrs S Kenny | <ul style="list-style-type: none"> 6. Mrs K Welch (Associate Governor) 7. Mrs L Shergold 8. Mr M Sadler 9. Ms T Whittier |
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Minimum of three members required for quorum

Chair of committee

Mrs N Arkinstall

Governance Professional

Cordell O'Neill

Staffing Committee:

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.	
<ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies) ➤ Staff dismissal, redundancy, and redeployment ➤ Staff capability ➤ Management of absence ➤ Dignity at work 	
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 member of staff. <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Governance Professional	Cordell O'Neill

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ 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. <p>Any item referred by the full governing board</p>	
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. <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Governance Professional	Cordell O'Neill

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 <p>Any item referred by the full governing board</p>	
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. <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting

Governance Professional	Cordell O'Neill
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Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence - if appropriate ➤ Staff dismissal ➤ Dignity at Work ➤ Any Item referred by the full governing board. <p><i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</i></p>	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original hearing and are not known personally to the appellant. <p><i>Minimum of three members required</i></p>	
Chair of Committee	To be elected at each meeting
Governance Professional	SIPS Education Ltd

Executive Head Teacher and Heads of School Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Meet the external advisor to discuss the Executive 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 Executive Head Teacher's performance against targets 	
Membership	
<ol style="list-style-type: none"> 1. Mr Greg Bloom, 2. Mrs Nicola Arkinstall 3. Mr Dan Mortiboys <p>The EHT and HT appraisals will be taking place on 28th September 2023</p> <p><i>Minimum of two members required</i></p>	
Chair of Committee	Mr G Bloom
Governance Professional	External Advisor Nikki Bell

Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> ➤ Selection of the Executive Head Teacher and deputy Executive Head Teacher (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 made up of members who will be available at all stages of the process.	
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
Governance Professional	Not applicable

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, Ms L Shergold and Mr D Mortiboys
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	Ms K Welch
GDPR	All Governors to be GDPR trained
PE/Sports Governor	Ms N Justice-Dearn

**In accordance with Keeping Children Safe in Education 2023 '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, 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

That sums below £15,000 be delegated to the Executive Head Teacher.

Disposal of surplus stock

Delegated to Executive Head Teacher with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the Executive Head Teacher 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**

The board **can't** delegate responsibility for the headteacher or deputy headteacher selection panel or appointing the panel's recommendation, page 89 Governance Handbook.

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

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

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.

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

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none">• Executive Head Teacher /Head of School• Post Line Manager
Educational Support Staff	<ul style="list-style-type: none">• Executive Head Teacher/ Head of School• 1 Governor
Business Manager	<ul style="list-style-type: none">• Executive Head Teacher /Head of School• 2 Governors
Teaching Staff	<ul style="list-style-type: none">• Executive Head Teacher/ Head of School• 1 Governor

<p>Senior Management Team*</p> <p><i>* Executive Head Teacher and Deputy Executive Head Teacher appointments must be ratified by the relevant body.</i></p>	<ul style="list-style-type: none">• Executive Head Teacher/ Head of School• 2 Governors