

HOLDEN LANE PRIMARY SCHOOL



Governor Terms and Conditions

February 2024

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Stoke on Trent Council delegation requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification – Headteacher

The Governing Body

The Governing Body takes a strategic role, acts as a critical friend to the School and is accountable for its decisions. It sets aims and objectives and agrees, monitors and reviews policies, targets and priorities.

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body and their terms of reference*
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*
- To ensure that any grant from the LA is only used for the purpose prescribed (see LA financial regulations)
- To satisfy the LA that the school's financial management and organisation are such as to enable it to fulfil its financial obligations
- To provide such information as the Secretary of State may require
- To appoint external auditors (if considered appropriate)
- To provide the LA with financial returns in the required format
- To make judgements and estimates that are reasonable and prudent

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body	09/02/2023
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NAME OF GOVERNOR	END OF TERM OF OFFICE	POSITION
Clare Thomas	N/A	Headteacher
David Walley	22.11.2027	Co-opted
Vacant		LA
Nigel Edwards	27.11.2026	Co-opted
Sharon Reece	31.08.2024	Staff
Angela Poole	06.07.2026	Parent
Sarah Baker	07.02.2028	Co-opted

Vacant		Co-opted
Sarah Lovatt	25.11.2024	Parent
Yvonne Pellington	23.03.2026	Associate Member
Jo Bagguley	25.11.2024	Associate Member

Chair of the Governing Body	David Walley
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Vice-Chair of the Governing Body	Nigel Edwards
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Clerk (s) to the Governing Body	Alison Cooke
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Quorum:	One half of the number of Governors in post
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JOINT COMMITTEE

The Joint Committee incorporates the following committees:

- Strategic Vision and Overview
- Resources (Finance, Premises and Personnel)
- Behaviour, Inclusion and Safety

Strategic Vision and Overview

Terms of reference:

- To ensure clarity of vision, ethos and strategic direction;
- To meet with the Headteacher / Senior Leaders and review and agree the School Development Plan (SDP) / Self Evaluation Form (SEF).
- To review the school's Vision, Strategic Objectives and review the impact of the actions toward these.
- To receive information from the Headteacher and staff about how the curriculum is evaluated and resourced
- To consider and advise the Governing Body on standards and other matters relating to the School's curriculum, including statutory requirements and the school's curriculum policies
- To ensure it is meeting National Curriculum requirements and to monitor implementation of changes to the school curriculum in line with national and local guidelines
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To consider bids, in conjunction with the Senior Leadership Team, from curriculum leaders for resources to meet the needs of the curriculum and, if necessary, prioritise into short term and medium term needs, before placing before Finance Committee
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA, when necessary, and for reports to be received

- To delegate arrangements for educational visits and approve off site visits of more than 24 hours to the Senior Leadership Team
- To understand the teaching philosophy of the School and thus be in a position to lend support and advice if required
- To review the information and data about school performance and use this to contribute to school development planning and the SEF
- Together with the Headteacher and staff, identify priorities for the School Improvement plan, consider the draft plan for discussion and approval by the Governing Body and monitor, at least once a term, progress of implementation
- To encourage shared ownership of the development of the school by staff, parents, governors and pupils, interpreting and developing their wishes in so far as they impact on raising standards
- To review the impact of the Governing Body using available review tools:
- **Self-Evaluation:**
- **Knowing your school** – questions for Governors to ask
- **Twenty Questions** - Key questions every Governing Body should ask itself

Resources (Finance, Premises and Personnel)

Terms of reference:

- *Overseeing the financial performance of the school and ensuring best value.*
- To advise the Governing Body on financial strategy and policy within the resources available
- To ensure that all financial regulations are followed
- To receive, consider and present to the Governing Body, for approval, annual estimates of the school's budget, 3 year financial plan, and revised forecasts as appropriate
- To monitor the timely submission of grant applications and financial returns to the LA and DfES (where appropriate)
- To advise the Governing Body on the application of the Individual School's Budget and other payments made to the school in accordance with current legislation
- To receive regular reports on the school's income and expenditure as compared with budget, and report to the Governing Body
- To keep under general review the personnel establishment of the school and to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget
- To advise the Governing Body on the provision of resources and services to the school and to undertake the setting up of contracts for services as determined by the Governing Body. To consider, where appropriate, the substitution of in-house provision and to advise the Governing Body accordingly
- To review the Financial Procedures Manual from time to time together with any related matters concerning administrative systems and related equipment
- To monitor all financial controls
- To oversee the operation of the School Fund Account
- To determine policy with regard to virement between budget headings
- To review from time to time the Register of Governors' business interests and to ensure its accuracy
- To ensure regulations are followed in seeking a minimum of 3 quotes for items or services £10,000 - £49,999 and a minimum of three competitive tenders for any contract in excess of £50,000 and advertised in one or more appropriate publication. The two

officers nominated in the school to be responsible for the process are the Headteacher and deputy Headteacher

- Headteacher has responsibility to spend up to £10,000 for one item of expenditure
- To ensure that the learning and working environment is appropriate to promote high standards and social responsibilities
- Ensure that adequately qualified staff of the right quality are available
- To see care is taken to ensure that the budget is fairly divided, enabling equal access to resources for the benefit of all
- To assist in the preparation of how the school plans to maintain or improve their accommodation and grounds to provide a suitable, healthy and safe environment
- Management should take into account a large range of issues which fall into three main categories
 - Maintaining current premises so that they are fit for purpose
 - Making the best use of the premises
 - Planning necessary changes/improvement to the premises
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

The responsibilities of the Chair of the Finance Committee are:

- To assist in the preparation of the annual budget for the school and monitor the same
- To review quarterly budgets and reports prepared by the School Business Manager, and report to the Finance Committee on income and expenditure of the school on a regular basis, and provide such additional information as the Committee may reasonably require
- To provide such information as may be required by the Auditors
- To authorise changes in payroll (joint authority with Headteacher)
- To advise on financial aspects of contracts
- To be responsible for signing the school's annual accounts, ensuring they are properly presented and ensuring records relating to the accounts are maintained
- To review and sign bank reconciliations
- To authorise cheques over a specified level

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the School's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan

Personnel

- To ensure that the school establishes and maintains personnel policies that are in accordance with relevant national legislation and current good practice
- To oversee the appointment procedure for all staff
- To ensure that the school has clear personnel policies relating to retention, discipline and grievance, dismissal and redundancy
- To oversee the development and operation of the school's appraisal scheme for the support staff, and the performance management scheme for the teaching staff
- To oversee the formulation of the School's pay policy
- To be responsible in consultation with the Headteacher for the placement of staff on the appropriate point of the relevant pay scales

- To establish and review on a regular basis administrative arrangements for personnel matters, whether carried out internally or by external agencies
- To establish and review, on a regular basis, arrangements for obtaining professional and legal advice in personnel matters
- To establish and review, on a regular basis, arrangements for relationships with relevant professional associations and Unions
- To keep under review staff work/life balance, working conditions and well-being, including monitoring of absence

* The Headteacher Performance Review Group is formed from this committee, but its members should have received the appropriate training

Disqualification – Any relevant person employed to work at the school other than the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Behaviour, Inclusion and Safety Committee

Holding the Headteacher to account for the educational performance of the school and its pupils.

Terms of reference:

Objectives

- To ensure the requirements of children with special educational needs and/or disability are met through establishing and monitoring a SEN policy and any arrangements for gifted and talented children
- To ensure that the School meets the needs of Looked after Children
- To ensure that the School meets the statutory requirements relating to equality legislation
- To monitor pupil attendance and set targets as necessary
- To monitor pupil discipline and behaviour
- To agree protocol for governor monitoring visits to the School
- Monitor the implementation of the School's Performance Management Policy
- Monitor and report on the use made of the School's Pupil Premium budget
- Give responsibility to the Headteacher and SLT to coordinate the appointment of supply teachers and other temporary appointments of one year's duration, together with all appointments of Midday Supervisors, Teaching Assistants and other Ancillary Staff
- To monitor, update and review when appropriate and make recommendations to the Governing Body on the following policies: -
 - Admissions
 - Behaviour/Code of Conduct/Anti-Bullying
 - Collective worship and religious education provision
 - Curriculum/subject Areas
 - Sex and Relationships
 - Attendance
 - Home Learning
 - Home/School Agreement
 - Marking and Assessment
 - Special Educational Needs (SEN) and Disability
 - School information published on website

- Outdoor Education and educational visits

To monitor or and assist in the administration of the following:

- Pupil disciplinary matters, including exclusions, appeals and behaviour incident monitoring
- Setting of appropriate and challenging year group and end of key stage targets
- Assessment arrangements for pupils at the end of each key stage
- Reporting arrangements to parents

Complaints/Comments

- The committee should be involved should any complaint/comments be made relating to the curriculum
- The committee must consider formal complaints about modification or disapplication in respect of individual pupils and make appropriate recommendations to the Governing Body about any action required.

Disputes

- To deal in the first instance with any complaints or issues related to the curriculum. Any disputes will be referred to the full Governing Body
- The Terms of Reference will be reviewed annually

These terms of reference agreed by the Governing Body	09/02/2023
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Clare Thomas	Headteacher	N/A
David Walley	Co-opted	23.11.23
Vacant	LA	
Nigel Edwards	Co-opted	28.11.22
Sharon Reece	Staff	01.09.20
Angela Poole	Parent	07.07.22
Sarah Baker	Co-opted	08.02.24
Sarah Lovatt	Parent	26.11.20
Vacant	Co-opted	
Yvonne Pellington	Associate	24.03.22
Jo Bagguley	Associate	26.11.20

Chair of the Committee	David Walley
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Clerk to the Committee	Alison Cooke
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Quorum	3
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Visit Protocol

Introduction

Governing Bodys have three core functions:

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

Governors and local governing committee members draw on a range of evidence in order to carry out these functions and one source of information is their own visits to their school. This protocol applies to school visits made for the purpose of governance and not to visits to the school site that individual may make in other capacities e.g. as parents or members of staff.

Purpose

All school visits will:

- Have a clear focus, linked to strategic priorities, which is agreed by the full Governing Body
- Be arranged with adequate notice through the Headteacher and agreed with the relevant members of staff
- Be of value to the Governing Body which is demonstrable to outside agencies e.g. Ofsted or the LA

It is not the role of those governing to form judgements about the performance of school staff during visits and individuals will make every effort to avoid this impression.

Conduct

Those governing will comply with the School and Governing Body's codes of conduct and the standards of presentation expected of staff. They will be mindful that they are representing the whole Governing Body through their words and actions.

Follow-up

Those governing will have the opportunity to discuss the visit, including any concerns, with the Headteacher immediately or soon after the visit.

The attached 'Governor Visit Report' will be completed after each visit. A draft will be shared with the Headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion in the next Governing Body meeting (this may be the full Governing Body or a committee, as appropriate).

Confidentiality

Confidentiality should be adhered to regarding visits. Comments should be limited to the Headteacher or Senior Leader or Middle Leader with whom the visit was arranged but not with other staff or with parents. Individual children or staff members (other than the member of staff involved with the visit) should not be identified in school visit reports. Knowing Your School – School Visits ©National Governors' Association 2015.

Frequency

Governors and local governing committee members will undertake a minimum of one visit to the school per academic year but no more than once a term.

Review

This protocol should be reviewed by the Governing Body every academic year.

Link Governors: Delegation of Responsibility to Individuals

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

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the School with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- ***Please also see the School Visits protocol***

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

Functions relating to:

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

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Safeguarding Child Protection / LAC	David Walley	Head of Pastoral Care	Governing Body
SEND	Angela Poole	SENCO/Headteacher	Governing Body
Pupil Premium	David Walley	Pupil Premium Leader	Governing Body
Literacy	Nigel Edwards	Literacy Leader	Governing Body
Maths	Vacant	Maths Leader	Governing Body
Science	Vacant	Science Leader	Governing Body
Early years	Angela Poole	Early Years Leader	Governing Body
Behaviour	Sarah Lovatt	Head of Pastoral Care	Governing Body
Young Carers	Joanne Powell-Beckett	Head of Pastoral Care	Governing Body
Mental Health and Wellbeing	Vacant	Wellbeing Leader	Governing Body
Sports Premium	Nigel Edwards	PE Leader	Governing Body
PE	Nigel Edwards	PE Leader	Governing Body
Anti-bullying	Nigel Edwards	Head of Pastoral Care	Governing Body
Curriculum & Enrichment	David Walley	Deputy Headteacher	Governing Body

These terms of reference agreed by the Governing Body

08.02.2024

Date Group established	26/11/2020
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Date of review:	Spring Term 2024
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HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of reference:

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

These terms of reference agreed by the Governing Body	08.02.2024
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Name of Governor	Date Appointed to the Group
David Walley	23/11/2023
Vacant	
Nigel Edwards	04/11/2020

Chair of the Group	David Walley
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Quorum	2
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Date Group established	04/11/2020
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Date of review:	Spring Term 2024
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