



Moat Farm Junior School

Moat Farm Junior School Governing Board Membership and Terms of Reference

September 2020-2021

Reviewed and Adopted: 14 October 2020

Current Version as at : *12 January 2021*



Governing Board
2019/20 Academic Year

Membership –

LA (1)	Term of Office
Vacancy	
Parents (2)	Term of Office
Vacancy	
Vacancy	
Headteacher (1)	Term of office
Ms Lara Stone	
Staff Governor (1)	Term of Office
Dr Laura Braznell	23/01/2024
Co-opted (6)	Term of Office
Ms Leah Pritchard	17 April 2022
Ms Hannah Massey	30 November 2024
Ms Debbie Ansell	27 March 2023
Helen Parsons	11 November 2024
Ms Deborah Walker	27 March 2023
Partnership members (2)	Term of Office
Vacancy	
Vacancy	

Chair: Hannah Massey

Vice Chair:

Meeting Dates 2020-2021

	Autumn Term	Spring Term	Summer Term
Full Governing Body Start 6pm	Wed 14 Oct 20 Wed 11 Nov 20	Wed 24 March 21	Wed 14 July 21
Provisions Start 5pm	Wed 11 Nov 20	Wed 24 March 21	Wed 14 July 21
Pay Committee 7pm	Wed 11 Nov 20		
Health & Safety Start 4pm	Wed 9 th Dec @4pm	Wed 10 March 20 @4pm	Wed 30 June 21 @4pm
Outcomes	Wed 9 Dec @5pm	Wed 10 March 21 @5pm	Wed 30 June 20@5pm

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, and the performance management of staff; and
- c) Overseeing the financial performance of the organisation and making sure its money is well spent. *(Extract from Governors Handbook January 2017)*

Governors' Handbook/ Competency Framework for Governors

Please refer to the governors' handbook published by the Department for Education. The latest versions are available:

<https://www.gov.uk/government/publications/governance-handbook>

Review of committees and delegation

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

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 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 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**. For academies and free schools please refer to their Articles of Association for the quorum. In the event of equal votes the chair has the casting vote.

The legal minimum quorum for committee meetings is three voting governors.

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 governing 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 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 Governors Handbook January 2017- page 50, paragraph 42)*

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing body/committee meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

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.

Provisions

The Committee has responsibility delegated by the governing board for:

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 information.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£20,000**, sums below that amount are delegated to the Head Teacher
- 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 & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive LA Budget and Out turn Statement (when published by the LA)
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure LA financial procedures are complied with.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

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.)
- Ensure all personnel records are held securely.
- Review annually the staffing structure of the school 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 & 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.

Any item referred by the full governing board

Membership

1. Deborah Walker
3. Leah Pritchard
4. Lara Stone
5. Helen Parsons

Minimum of three members required for quorum

Chair of Committee

TBC

Clerk

Sarah Lamb

Outcomes

The committee has responsibility delegated by the governing board for:

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

Achievement:

- Monitor and 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)
- Monitor pupils work and carry out pupil conversations
- Monitor school target setting systems and how this is reported to parents.

Teaching & Learning:

- Review ASP/Data Dashboard ensuring the school is meeting standards
- Ensure targeted support and 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)
- Monitor intervention groups for all groups of pupils
- Monitor homework arrangements

Curriculum:

- Ensuring the school is meeting national curriculum requirements and to 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
- Monitor how school are developing pupils' spiritual, moral, social and cultural development

Behaviour & attendance:

- Review behaviour and attendance polices.
- Monitor school behaviour
- Review and monitor attendance data against school and national targets.

Any item referred by the full governing board

Membership

2. Lara Stone
3. Leah Pritchard
4. Hannah Massey
5. Debbie Ansell
6. Helen Parsons

Minimum of three members required for quorum

Chair of committee

Hannah Massey

Health and Safety Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:

- 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.
- 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: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually (Sandwell Specific).
- 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 an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book 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 log book is being maintained and the premise manager and deputy have attended relevant 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.
- Receive minutes of school central safety committee (Sandwell only)

Membership

1. Lara Stone
2. Leah Pritchard
3. Hannah Massey
4. Helen Parsons

Chair of Committee

Hannah Massey

Clerk

Lynn Weston

Selection Panel

The panel has responsibility delegated by the governing board for the:

- Selection of the Head Teacher and Deputy 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

3 members of the GB to be called on as required on a first reply basis.

All members must be available at all stages of the process

Chair of Committee

To be elected at each meeting

Pupil Discipline & Complaints Committee

The committee has responsibility delegated by the governing board to:

- Review the use of exclusions within school, including exclusions of more than 15 schools 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
- Hear any stage two complaint made under the school Compliments and Complaints Procedure

Any item referred by the full governing board

Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant

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
- Contractual variation requests
- Staff dismissal
- Any Item referred by the full governing board

When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.

Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the appellant

Minimum of three members required

Chair of Committee

To be elected at each meeting

Pay Committee (Can be delegated to Staffing and Finance Committee)

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Review staff pay progression in accordance with the Pay Policy and annual appraisal cycle <p>Committee to meet once per year in the Autumn term.</p>	
Membership	
<ol style="list-style-type: none"> 1. Amy Goode 2. Lynne Foster 3. Leah Pritchard 	
Chair of Committee	To be elected at each meeting
Clerk	Lynn Weston

Head Teacher Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Set and review the Head Teacher's appraisal targets, review annually with the external advisor and recommend pay progression to the Staffing and Finance committee. <p>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</p>	
Membership	
<ol style="list-style-type: none"> 1. TBC 2. Hannah Massey 3. Debbie Walker 	

Special Responsibility Governors

Safeguarding/ Child Protection Governor *	Hannah Massey
SEND Governor	Leah Pritchard
Health & Safety Governor & Fire Champion	Hannah Massey
ASGB Representative	Vacancy
NQT Governor	Vacancy

Gifted and Talented	Leah Pritchard
Pupil Premium	Hannah Massey
Reading including Phonics	Helen Parsons
Curriculum	Debbie Ansell
Geography	Laura Braznell
History	Vacancy
Impact of Wellbeing Strategies	Vacancy
National Challenge Award	Deborah Walker

**In accordance with Keeping Children Safe in Education 2019 and Working together to safeguard children '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

That sums below £20,000 be delegated to the Head Teacher

➤ Disposal of surplus stock

Delegated to 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 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 finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

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

Governors to be on Provision Committee and one at least one member to be trained in Safer Recruitment). All recruitment panels to have a minimum of 3 members. No governor

involved in recruitment of staff below TLR and then a minimum of 1 non staff Governor required.

Lunchtime / Cleaning / Administration Support Staff	<ul style="list-style-type: none"> • Head Teacher / Deputy Head Teacher • Post Line Manager
Educational Support Staff	<ul style="list-style-type: none"> • Head Teacher • Deputy Head Teacher • Business Manager
Business Manager	<ul style="list-style-type: none"> • Head Teacher • Deputy Head Teacher • 1 Governor
Main Scale Teaching Staff	<ul style="list-style-type: none"> • Head Teacher • Deputy Head Teacher/AHT • Business Manager
TLR Teaching Staff	<ul style="list-style-type: none"> • Head Teacher • Deputy Head Teacher/AHT • 1 non staff Governor
Senior Management Team	<ul style="list-style-type: none"> • Head Teacher • 1 non staff Governor
Head Teacher/Deputy Head Teacher	<ul style="list-style-type: none"> • Selection Panel