

Chandos Primary Local Governing Board Membership and Terms of Reference

**Reviewed and Adopted:
26 September 2018
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Governing Board Membership – 2018/2019 Academic Year

Subject to the Articles the Academy Trust Governing Body shall have the following:

- Local Governing Body membership maximum of 11
- 6 Foundation Governors (*appointed by the Trust*)
- 1 Staff Member (*elected by the staff of the Academy*)
- 2 Parent Governors to be appointed by the Local Governing Body via election process
- 1 Head Teacher
- 1 Community Governor to be appointed by the Local Governing Body

Foundation Governors (4)	End of Office
Mr Mohammed Sajid	31 st Jan 2021
Mrs Camille Gill	16 th Dec 2021
Mrs Christine Cushing	31 st Jan 2021
Mr Ian Foden	8 th Feb 2021
Parent Governors (2)	
Mr Mohammed Ali	8 th Feb 2021
Mr Chetan Patel	8 th Feb 2021
Head Teacher	
Mr James Allan	Ongoing
Community Governor (1)	
Jonathan Sleigh	21 st March 2022
Staff Governor (1)	
Mrs Claire Jarrett	12 th Feb 2021

Chair: Christine Cushing

Vice Chair: Mohammed Sajid

Annually appointed by the Trust Directors

The total number of governors who are also eligible to be elected as staff governors, when counted with the head teacher and staff governor, should not exceed one third of the total membership of the governing body.

Meeting Dates 2018-2019

	Autumn Term	Spring Term	Summer Term
Full Governing Board	26/09/2018 @ 9.00 06/12/2018 @ 9.00	21/03/2019 @ 9.00	12/07/2019 @ 9.00
Finance and Resources Committee	25/10/2018 @ 9.30	07/02/2019 @ 9.00	20/06/2019 @ 9.00
Standards and Curriculum Committee	30/11/2018 @ 9.00	08/03/2019 @ 9.00	06/06/2019 @ 9.00
Pay Committee	25/10/2018 @ 9.00		

Governance 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 January 2017)*

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 below:

[Governance Handbook January 2017](#)

[Competency Framework for Governance January 2017](#)

Academies Financial Handbook 2018

Please see web link below:

[Academies Financial Handbook 2018](#)

NB: Academy trusts completing financial statements for the period ending 31 August 2018 should refer to the [2017 edition](#) of the handbook.

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

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will only include associate members where a voting right has been granted by the governing board.

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 January 2017 – Page 50, paragraph 42).*

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.

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 local 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.

Finance and Resources 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.
- Approve expenditure and virements of sums over **£10,000** sums below that amount are delegated to the Head Teacher/Principal.
- 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 schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure LA/academy financial procedures are complied with.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.
- Writing off bad debts.

- Disposal of fixed assets.
- Approval of in year budget changes.

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 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 & 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.
- 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, and 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 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.

Any item referred by the full governing board

Membership

1. James Allan
2. Mohammed Sajid
3. Ian Foden
5. Chetan Patel

Minimum of three members required

Chair of Committee	Mohammed Sajid
Clerk	Mike Box (SIPS)

Standards and Improvement Committee

The committee has responsibility delegated by the governing board to:
<ul style="list-style-type: none"> ➤ Review all policies relevant to the curriculum and roles of the committee <p>Achievement:</p> <ul style="list-style-type: none"> ➤ Monitor and review information on school performance to include Raise Online & 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. <p>Teaching and Learning:</p> <ul style="list-style-type: none"> ➤ Review data published by DfE 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:

- 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.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.

Behaviour and 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

1. Chris Cushing
2. James Allan
3. Mohammed Ali
4. Camille Gill
5. Jon Sleigh

Minimum of three members required for quorum

Chair of committee	Chris Cushing
Clerk	Mike Box (SIPS)

Staffing Committee

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

- Staff Grievance and Discipline (in line with TEFAT policies)
- Staff dismissal, redundancy and redeployment with prior approval of the Trust (*The Trust is responsible for the dismissal of Principals with consultation with the Local Governing Body*).
- Any item referred by the Local Governing Board

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 & 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 TEFAT, LA & DfE Guidance
- Hear any Stage two complaint made under the School Compliments and Complaints Procedure

Any item referred by the Local Governing Body

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 or pupils.

Minimum of three members required

Chair of Committee	To be elected at each meeting
Clerk	SIPS Education

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
Clerk	SIPS Education

Pay Committee

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

- Review staff pay progression in accordance with the Pay Policy and annual appraisal cycle

Committee to meet once per year in the Autumn term.

Membership

1. Chetan Patel
2. Mohahmmmed Sajid
3. Ian Foden

Chair of Committee	Mohammed Sajid
Clerk	SIPS Education

Pay Committee Appeals

The Committee has responsibility delegated by the Local Governing Body for:

- Any appeals by individual members of staff against decisions of the Pay Committee arising out of the Whole Staff Pay Policy, Appraisal Policy or Capability Policy to also include any appeals from staff pay progression decisions.

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 (No Review Committee member or no Governor who is employed in either academy can be a member). To also include a representative from The Elliot Foundation Academies Trust where required.

Chair

To be elected at each meeting

Clerk

SIPS Education

Head Teacher Appraisal

The Committee has responsibility delegated by the Local Governing Body for:

- *Set and Review the Principal's Appraisal Targets and review pay against these targets as advised by External Adviser appointed by TEFAT*
- *Delegated Governors shall avail themselves to appropriate training*

Membership

1. Chris Cushing
2. Mohahammed Sajid
3. Ian Foden

Chair of Committee

To be elected at each meeting

Clerk

Not Clerked

Appeals Committee

The Committee has responsibility delegated by the Local Governing Body for:

- Staff Dismissal (In the case of an appeal against dismissal from a Principal the appeal will be heard by two directors of TEFAT and a governor who have not been involved in the matter)
- Redundancy
- Complaints

- Contractual variations requests
- Complaints
- Any item referred by the Local Governing Body or TEFAT

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 To also include a representative from The Elliot Foundation Academies Trust where required.

Chair

To be elected at each meeting

Clerk

SIPS Education

Selection Panel

The Committee has responsibility delegated by the Local Governing Body to make recommendations to The Elliot Foundation Academies Trust.

- Selection of the Executive Principal and Principals

The Local Governing Body would be consulted with regard to the appointment of the Executive Principal and Principals.

Membership

The Directors

All members must be available at all stages of the process

Special Responsibility Governors

Individual governors will be asked to take responsibility on behalf of the LGB for the oversight of key aspects of the life of the Academy. These must include:

- Special educational needs
- Safeguarding
- Health and safety
- The allocation and effectiveness of pupil premium

Child Protection / Safeguarding / Wellbeing	Christine Cushing
Health and Safety	Claire Jarrett and Ian Foden
SEN	Mohammed Ali
Pupil Premium	Mohammed Sajid
Maths Link	Mohammed Sajid
English	Chetan Patel
Other Curricular Areas	Vacant

**In accordance with Keeping Children Safe in Education 2018 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)

➤ Disposal of surplus stock

Delegated to Head Teacher with the approval of the Chair of the Local Governing Body

➤ Delegation of Suspension

That suspension is 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 The Elliott Foundation.

➤ Appointment of Staff

The Local Governing Body will be responsible for strategic staffing issues within the Academy and under the operational leadership of the Head Teacher.

The appointment of the Head Teacher is made by the Trust in partnership with the LGB under recruitment guidelines from the Trust. The appointment of Vice Principals and Assistant Principals may also include the involvement of the Trust, at their discretion. The Trust should be notified once it is known that a member of the Senior Leadership Team has resigned.

Other Academy staff are appointed by the Local Governing Body. It is advised that three people are involved in posts TLR or above and no fewer than two for all other posts. Governors should be involved in all appointments at TLR level or above and in other appointments as considered appropriate by the Local Governing Body.