

**SIPS**

**EDUCATION**



**Wodensfield**  
Primary School

**Wodensfield Primary  
School  
Governing Board  
Membership and Terms of  
Reference**

**Reviewed and Adopted: 11<sup>th</sup> September 2023**  
***Current version as at: 11<sup>th</sup> September 2023***

# Governing Board Membership

## 2023/2024 Academic Year

<b>LA (1)</b>	<b>End of Office</b>
Michael Hough	10 <sup>th</sup> July 2026
<b>Parents (3)</b>	<b>End of Office</b>
Mrs Rachel Lambert	4 <sup>th</sup> June 2025
Julianne Cash	24 <sup>th</sup> November 2026
Pravina Kora	24 <sup>th</sup> November 2026
<b>Headteacher (1)</b>	<b>End of Office</b>
Mrs Samantha Walker	Ex-Officio
<b>Staff Governor (1)</b>	<b>End of Office</b>
Miss Kate Hill	20 <sup>th</sup> November 2024
<b>Co-opted (6)</b>	<b>End of Office</b>
Mr Nick Knowles	4 <sup>th</sup> December 2026
VACANCY	
Jaymie Middleton	24 <sup>th</sup> April 2027
VACANCY	
Mrs Claire Hardiman	21 <sup>st</sup> March 2026
Mrs Julie Banner	18 <sup>th</sup> September 2027

**Chair:** Rachel Lambert

**Vice Chair:** Nick Knowles

## Meeting Dates 2023-2024

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Full Governing Board (5pm)</b>	11 <sup>th</sup> September 2023 (set up/terms of reference etc)  4 <sup>th</sup> December 2023	22 <sup>nd</sup> April 2024 Budget Ratification	8 <sup>th</sup> July 2024
<b>Finance and General Purposes Committee (4pm)</b>	16 <sup>th</sup> October 2023	11 <sup>th</sup> March 2024 Budget Setting	17 <sup>th</sup> June 2024
<b>Standards and Safeguarding Committee (4pm)</b>	13 <sup>th</sup> November 2023	4 <sup>th</sup> March 2024	1 <sup>st</sup> July 2024
<b>Pay Committee</b>	9 <sup>th</sup> October 2023		

# 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 October 2020)

## 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](#)

## Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

## Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances, this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. In the event of equal votes, the chair has the casting vote.

## Virtual meeting arrangements

The Governing Board has approved the use of “virtual attendance” at meetings (approved at FGB meeting on **11<sup>th</sup> 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.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

**The governing board cannot delegate any functions relating to:**

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

## **Associate Members**

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from 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 General Purposes 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 /recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over **currently £10,000**, sums below that amount are delegated to the Head Teacher/Principal.
- 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 Cost Centre Group Report or Account Summary Report (or equivalent )
  - A Virement Report,
  - A copy of the latest Suspense File ( non-cheque book and EPA schools only)
  - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This 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 including tender limits for supplies and services and works.
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. For information, as of the 1st of January 2022, the Public Contract Regulations tender limits are £213,477 (inclusive of VAT) for supplies and services and £5,336,937 for works (inclusive of VAT).
- 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). **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.

### **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.
- COSHH - ensure that all required safety data sheets have been obtained and COSHH assessments, produced and reviewed on at least an annual 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 action 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 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

***Minimum of three members required***

Mr Michael Hough	Mrs Samantha Walker	Julie-Anne Cash
Mr Nick Knowles	Mrs Rachel Lambert	Mrs Julie Banner

Invite Liam Gould (Deputy Headteacher) and Laura Griffiths (Business Manager)

### Chair of Committee

Nick Knowles

### Clerk

Kim Foxall

## Standards and Safeguarding 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/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/lowest 20%).
- Monitor intervention groups for all groups of pupils.
- 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**

***Minimum of three members required for quorum***

Mrs Rachel Lambert	Mrs Samantha Walker (Head Teacher)	Miss Kate Hill
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Mrs Claire Hardiman	Mrs Jaymie Middleton	Mrs Julie Banner	
Invite Alex Sharpe (Assistant Headteacher) and Liam Gould (Deputy Headteacher)			
<b>Chair of committee</b>	Claire Hardiman		
<b>Clerk</b>	Kim Foxall		

## **Staffing Committee: Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work**

The committee has responsibility delegated by the governing board for hearing:	
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies)</li> <li>➤ Staff dismissal, redundancy and redeployment</li> <li>➤ Staff capability</li> <li>➤ Management of absence</li> <li>➤ Dignity at work</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:

Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:

- • it is a permanent exclusion;
- • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or
- • it would result in the pupil missing a public examination or national curriculum test
- Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded.
- Comply with exclusion procedures in accordance with the LA & DfE guidance

***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

Kim Foxall

## Complaints Committee

The committee has responsibility delegated by the governing board to:

- At the relevant stage hear any complaint made under the school complaints procedures

***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 complainant

***Minimum of three members required***

### Chair of Committee

To be elected at each meeting

### Clerk

Kim Foxall

## Appeals Committee

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

## Pay Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy.</li> </ul> <p><b><i>Committee to meet once per year in the autumn term</i></b></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• Minimum of three members required. Cannot be HT or governor employed by the school</li> <li>• Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.</li> </ul> <ol style="list-style-type: none"> <li>1. Michael Hough</li> <li>2. Claire Hardiman</li> <li>3. Nick Knowles</li> </ol>	
<b>Chair of Committee</b>	To be elected at the initial meeting
<b>Clerk</b>	Kim Foxall

## Head Teacher Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Meet the external advisor to discuss the Head Teacher's performance targets</li> <li>➤ Decide whether targets have been met and set new targets annually</li> <li>➤ Recommend pay progression to the relevant committee and in accordance with the pay policy</li> <li>➤ Undertake mid-year monitoring of the Head Teacher's performance against targets</li> </ul>	
<b>Membership</b>	
<b>Minimum of two members required</b>	
<ol style="list-style-type: none"> <li>1. Julie Banner</li> <li>2. Rachel Lambert</li> <li>3. Julie-Anne Cash</li> </ol>	
<b>Chair of Committee</b>	To be elected at the initial meeting
<b>Clerk</b>	

## Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> <li>➤ Selection of the head teacher/principal and deputy head teacher/vice principal (Guidance on this process will be provided by your school improvement partner)</li> </ul>	
<b>The appointment must always be ratified by the full governing board</b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Nick Knowles</li> <li>2. Claire Hardiman</li> <li>3. Rachel Lambert</li> </ol>	
<b>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## Policy Working Group

The committee has responsibility delegated by the governing board for overseeing policies:	
Policies are the means by which we ensure compliance with regulations and establish procedure for key aspects of school management. The school has numerous policies, all of which need to be kept up-to-date, reviewed and re-approved on a regular basis.	
Our policies must:	
<ul style="list-style-type: none"> <li>➤ Comply with statute or with other national guidance (where relevant);</li> </ul>	

- Be reviewed on a regular basis;
- Be consistent with each other, without unnecessary duplication and without conflicting with each other;
- Be approved by the Governing Body, or one of its committees.

The role of which would be to:

- Ensure that the schedule of policies is maintained and kept up-to-date, and that policies are being reviewed and approved on a timely basis;
- Consider the justification of any new policy, and ensure that when new policies are drafted the relevant guidance is followed and appropriate individuals are involved;
- Take overall responsibility for confirming that policies are consistent with each other, do not conflict with each other, that they are without unnecessary duplication, and as far as possible are presented in a similar format;
- Ensure that at least one governor has reviewed each policy before it is taken to Governing Body or committee for approval.

The policy review group would not be responsible for approving any policies.

### Membership

- Headteacher
- School Business Manager
- Any two governors

The group may choose to meet face-to-face or carry out its work by email. The School Business Manager will be responsible for retaining records of the work of the group, either minutes of face-to-face meetings or emails where the group works remotely.

<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	N/A

## Special Responsibility Governors

	Rachel Lambert / Michael Hough
<b>SEND Governor</b>	Rachel Lambert
<b>Health and Safety Governor</b>	Michael Hough
<b>Safer Recruitment Governor</b>	Kate Hill/Claire Hardiman
<b>Pupil Premium</b>	Nick Knowles
<b>Standards and Curriculum</b>	Julie- Cash

<b>Training and Skills Governor</b>	Jaymie Middleton

*\*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, 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 £10,000 be delegated to the head teacher/principal.

### Disposal of surplus stock

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

### Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

### Approval for Expenditure

The chair of governors or chair of **Finance and general purposes committee** be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

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

The board **can't** delegate responsibility for 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 headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

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

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

Outline below the agreed delegated arrangements.

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none"> <li>• Head Teacher/Principal or Deputy Head Teacher/Vice Principal</li> <li>• Post Line Manager</li> </ul>
Educational Support Staff	<ul style="list-style-type: none"> <li>• Head Teacher/Principal</li> <li>• 1 Governor</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>• Head Teacher/Principal</li> <li>• 2 Governors</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>• Head Teacher/Principal</li> <li>• 1 Governor</li> </ul>
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"> <li>• Head Teacher/Principal</li> <li>• 2 Governors</li> </ul>