



# **Woodsetton School Governing Board Membership and Terms of Reference**

**Reviewed: 15<sup>th</sup> November 2023**

## Governing Board Membership – 2023/24 Academic Year

<b>LA (1)</b>	<b>End of Office</b>
Lyndon Butler	05.04.25
<b>Parents (2)</b>	<b>End of Office</b>
Katie Hermon	28.11.23
Emma Ryan	17.07.27
<b>Head Teacher (1)</b>	
David Stanton	On going
<b>Staff Governor (1)</b>	<b>End of Office</b>
Clare Guest	15.11.24
<b>Co-opted (5)</b>	<b>End of Office</b>
Paul Hill	17.07.27
Vacancy	
Vacancy	
Vacancy	
Vacancy	

**Chair:** Lyndon Butler

**Vice Chair:** Katie Hermon

### Meeting Dates 2023/24

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Full Governing Body Start time: 5.30 p.m.	Monday 11 <sup>th</sup> December	Monday 18 <sup>th</sup> March	Monday 8 <sup>th</sup> July
Resources Committee Start time: 4.00 p.m.	Thursday 16 <sup>th</sup> November	Thursday 25 <sup>th</sup> January	Thursday 23 <sup>rd</sup> May
Budget Setting Start time: 4.00 p.m.		Thursday 18 <sup>th</sup> April	
Pay Committee Start time: 4.00 p.m.	Thursday 19 <sup>th</sup> October		

## **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 headteacher to account for the educational performance of the school and its pupils, the effective and efficient performance management of staff; and
- c) Overseeing the financial performance of the school and making sure its money is well spent. *(Extract from Governors Handbook October 2020 – P.13)*

## **Governance Handbook**

Please refer to the governors' handbook published on the Department for Education website – Last updated October 2020. See web link below:

<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**. In the event of equal votes the chair has the casting vote.

## **Committees**

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. 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 October 2020 – P.64)*.

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 committee.

The committee minutes shall be included as an agenda item for consideration 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 committee meeting of the academic year if not already agreed at the first full governing board meeting.

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 & deputy headteacher.

## Resources Committee

The committee has responsibility delegated by the governing board for:

### **Staffing:**

- Review/approve all policies relevant to staffing, finance 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
- **Staffing Committee (see below)**

## **Finance**

- 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 **£5,000**, 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 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 the petty cash to be held by the school.
- Ensure LA financial procedures are complied with.
- Obtain 3 quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

## **Premises Health & Safety:**

- Review the school's health & safety policy on an annual basis.
- Health and safety audit.
- Receive a regular report on accident statistics, near misses and incidents of violence or aggression.
- Comply with current fire safety legislation & 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.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit).
- Review and authorise upcoming offsite activities, ensuring that health and safety planning and risk assessments that have been undertaken for them.
- Receive reports and audits from Health & Safety representatives (to include Caretaking & Cleaning).
- Health and Safety self-monitoring report.
- Ensure staff & governors undertake appropriate health & safety training.
- Monitor all safeguarding procedures.
- Ensure that Health & Safety documents and records are up to date:
  - Fire log book
  - Asbestos on site
  - Premises log book (PAT testing, glazing inspections, an annual check of PE equipment/playground equipment)
- Establish & review an accessibility plan.
- Review e-safety policy & procedures.
- Planned building works/contractors on site.
- Health and safety training.

***Any item referred by the full governing board***

<b>Membership</b>	
1. Katie Hermon 2. Lyndon Butler 3. Clare Guest 4. David Stanton 5. Paul Hill	<b>Chair of Committee</b> Katie Hermon <b>Vice Chair of Committee</b> Lyndon Butler <b>Clerk</b> LEA

<b>Staffing Committee</b>	
The committee has responsibility delegated by the governing board for hearing:	
<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/management of absence</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> <p><b>Minimum of three members required</b></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	LEA

## Full Governors

The committee has responsibility delegated by the governing board for:	
<b>Achievement:</b>	
<ul style="list-style-type: none"> <li>➤ Monitor and review information on school performance including published data when / if relevant.</li> <li>➤ Monitor and review school targets.</li> <li>➤ Monitor and review in year progress for all year groups and all groups of pupils.</li> <li>➤ Compare school performance against national data – see gov.uk for annual performance tables when / if relevant.</li> <li>➤ Report to parents according to statutory requirements.</li> <li>➤ Monitor achievement for all groups of pupils (inc. pupil premium).</li> <li>➤ Monitor pupils work and carry out pupil conversations when / if relevant.</li> <li>➤ Monitor school target setting systems.</li> </ul>	
<b>Teaching &amp; Learning:</b>	
<ul style="list-style-type: none"> <li>➤ Review data published by DfE ensuring the school is meeting standards.</li> <li>➤ Ensure targeted support and action plans are in place for all teachers who are not at least good.</li> <li>➤ Monitor and review quality of teaching across the school.</li> <li>➤ Monitor teaching for groups of pupils (inc. pupil premium).</li> <li>➤ Monitor intervention groups for all groups of pupils.</li> <li>➤ Monitor homework arrangements if / when appropriate / relevant.</li> </ul>	
<b>Curriculum:</b>	
<ul style="list-style-type: none"> <li>➤ Review/approve all policies relevant to the curriculum and roles of the committee.</li> <li>➤ Ensure the school is meeting national curriculum requirements as / when appropriate and to review the curriculum ensuring it meets pupils' needs.</li> <li>➤ Monitor and review the curriculum with a focus on basic skills.</li> </ul>	

- 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 is developing pupils' spiritual, moral, social and cultural development.

**Behaviour & Attendance:**

- Review Behaviour Policy and monitor school behaviour.
- Review and monitor attendance data against school and national targets.

***Any item referred by the full governing board***

**Membership**

1. Lyndon Butler
2. Clare Guest
3. Katie Hermon
4. David Stanton
5. Paul Hill
6. Emma Ryan

**Chair of Committee**  
Lyndon Butler  
**Vice Chair of Committee**  
Katie Hermon  
**Clerk**  
LEA

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

## Pupil Discipline / Complaints Committee

The committee has responsibility delegated by the governing board for:

- 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.
- At the relevant stage hear any complaint made under the school 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.

***Minimum of three members required***

**Chair of Committee**

To be elected at each meeting

**Clerk**

LEA

## Pay Committee

The committee has responsibility delegated by the governing board for:

- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

***Committee to meet once per year.***

**Membership**

Invited as needed from full governors.

**Chair of Committee**

To be elected at each meeting

**Clerk**

LEA

# Head Teacher Appraisal

The committee has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Set and review the Head Teacher’s appraisal targets, review annually and recommend pay progression to the Pay committee.</li> </ul> <p><b><i>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</i></b></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>➤ Identified Governors for meeting are:           <ul style="list-style-type: none"> <li>▪ Lyndon Butler</li> <li>▪ Katie Hermon</li> </ul> </li> </ul> <p>Executive Headteachers approval via Brier School contact.</p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	LEA

# 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>➤ 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 incident and are not known personally to the appellant.</li> <li>➤ In the first instance, so long as the above is adhered to, the members will be:           <ul style="list-style-type: none"> <li>▪ Lyndon Butler</li> <li>▪ Katie Hermon</li> <li>▪ Paul Hill</li> </ul> </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>	LEA

# Selection Panel

The panel has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Selection of the Head Teacher and Deputy Head Teacher.</li> </ul> <p>Guidance on this process will be provided by your School Improvement Partner.</p> <p><b><i>The appointment must always be ratified by the full governing board.</i></b></p>	

<b>Membership</b>	
➤ To be made up of at least 3 members, of which one ideally is the Chair of Governors, at least one has safer recruitment training, and members are not known personally to the appellant.	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	N/A

## Special Responsibility Governors

<b>Special Responsibility</b>	<b>Governor</b>	<b>Teacher Link</b>
Safeguarding/Child Protection Governor *	Lyndon Butler	Sarah Allen
E-Safety	Lyndon Butler	Sarah Allen
Health and Safety Governor	Lyndon Butler	Sarah Allen
Safer Recruitment Governor	Lyndon Butler	Sarah Allen
CLA	Lyndon Butler	Sarah Allen
Teaching and Learning	Katie Hermon	Matt Halliday
CPD / Governor trainer	Paul Hill	Matt Halliday
Student Led Tutoring	Emma Ryan	Sue Davies/Sarah Allen
Sports premium	Emma Ryan	Sue Davies/Sarah Allen
Pupil Premium	Emma Ryan	Sue Davies/Sarah Allen
Eco/Pupil Voice	Clare Guest	Rebecca Cook
Personal Development/PHSE	Clare Guest	Rebecca Cook

*\*The DfE's statutory guidance on Keeping Children Safe in Education requires governing boards to:*

*'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'*

## Items Delegated to an Individual(s)

➤ **Delegation of expenditure and virements**

That sums below £5,000 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 headteacher or the chair in instances where the headteacher 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.

➤ **Delegation of Dismissal**

That dismissal be delegated to the governing board. In this school, the panel must be supported by Dudley MBC Legal Services representative and Dudley MBC HR representative.

➤ **Approval for Expenditure**

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

➤ **Appointment of Staff**

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ Post Line Manager/Senior Leader</li> </ul>
Educational Support Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ Senior Leader</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 1 Senior Leader</li> <li>➤ 1 Governor</li> </ul>
Senior Management Team	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 2 Governors</li> </ul>