

# Bradwell C E (C) Infant School

## Full Governing Body & Committee Terms of Reference & Governor Specialist Areas

*The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

### Terms of reference - FGB

1. **To agree constitutional matters\***, including procedures where the Governing Body has discretion
2. To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
3. **To hold a minimum of four (4) Full Governing Body meetings a year\***
4. **To appoint or remove the Chair and Vice-Chair\***
5. **To appoint or remove a Clerk to the Governing Body\***
6. **To establish the committees of the Governing Body and their terms of reference\***
7. To appoint the Chair of any committee (*if not delegated to the committee itself*)
8. **To appoint or remove a Clerk to each committee\***
9. **To suspend a governor\***
10. **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
11. **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\***
12. To approve the first formal budget plan of the financial year
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
14. **To review the delegation arrangements annually\***
15. Any items which individual governing bodies may wish to include

*\*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

**Quorate:** One half of the number of Governors in post

## **General - Committees**

### **1. Membership and Chairing**

Unless otherwise specified each committee will consist of a maximum of five governors. The Chair of Governors and the Headteacher will be ex officio members of all committees except the Appeals committee.

All committees are required by the regulations to have a clerk appointed by the governing body. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting. Committees may invite non governors to attend but in a non-voting capacity.

### **2. Voting and Quorums**

Only governors and appointed Associate Members can vote. No vote may be taken at any meeting where Associate Members outnumber governors.

Each committee will determine its own quorum which shall be not normally be less than **three** governors.

### **3. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. The minutes will record the outcome of any votes that take place. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing body meeting.

The committee will meet in advance of each governors' meeting and at other times as they see fit.

### **4. Functions**

Committees will consider matters as set out in their terms of reference or as requested by the governing body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

**For the Performance Management and Appeals committees** - any decisions which require a spending commitment over and above agreed budget provision must be referred to the Finance committee. The chair should also check before committing expenditure to ensure that there is no change in the financial position.

### **5. Procedures and Training**

The membership of the committee will be determined by the governing body. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **Bradwell Infant School – Committees**

### **Delegated Functions Overview**

The following functions can be delegated to a committee by the Governing Board, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

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, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

### **Finance Committee**

Professor David Butcher – Chair

Mr Geoff Wharton – Head

Dr Emma Norling – Vice Chair

### **Performance Management Committee**

Professor David Butcher – Chair

Dr Emma Norling – Vice Chair

Mr Max Turner

### **Appeals Committee**

A minimum of three members of the Governing Body but excluding the Headteacher, Staff Governor and any Governor initially involved in any, or all aspects of the instance which gives rise to the appeal.

All matters other than those delegated to these three committees have been brought under the remit of the full governing body.

## **FINANCE COMMITTEE**

### **Composition**

A minimum of three members of the Governing Board.

### **Quorum**

The quorum for the meeting of the committee shall not be less than three members of the Governing Board.

### **Terms of Reference**

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
2. The full governing board must approve the budget each year and is accountable for managing the finances of the school. Governing boards generally scrutinise the budget through a finance committee. This allows governors to retain oversight of the decision-making process and to ensure the head teacher accounts regularly for the school's spending. Governors must assure themselves that the school is securing value for money and acting with financial probity. The committee is made up of governors with sufficient financial skills and experience to undertake effective financial scrutiny.
3. To monitor the budget and make recommendations to the Governing Board for any in-year changes to the spending plans.
4. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The Local Authority Finance Section will alert schools to any changes via the Schools Extranet.
5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider and make recommendation to the Governing Board concerning any proposal involving on-going rental expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to Eddie Grant at DCC for consideration)
7. To be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Board concerning acceptance, in accordance with your quotation and tendering limits.
8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.
10. To determine with the Governing Board the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Board.
12. To ensure that the principles of Best Value are followed when making decisions.

### **Functions Delegated to the Headteacher**

As per the Governors' Scheme of Financial Delegation.

### **Example**

*Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Finance Committee:*

- a) *To make permitted virements within the budget to a maximum of the agreed limit.*
- b) *To make a purchase up to the value of the agreed quotation limit without obtaining three written quotations, but ensuring that the school obtains best value for money.*
- c) *To make purchases up to the value of the agreed limit of all invoices per year.*

## **PERFORMANCE MANAGEMENT COMMITTEE**

The governing body is required to appoint a minimum of two governors, and preferably three, to:  
Meet with the Headteacher and an External Adviser to review the Headteacher's performance against previously agreed objectives

- Agree objectives for the forthcoming Performance Management Cycle
- Record the outcome of the review meeting and provide a copy for the Chair of the governing body and a summary on request to the Executive Director; Children & Young Adults Department
- Make recommendations regarding the Head teacher's salary to the Full Governing Body.
- Ensure that the Finance Committee is aware of the resourcing implications arising from agreed objectives
- To meet with the Headteacher on a termly basis to monitor in-year progress towards achieving agreed objectives.
- To review through the Headteacher the performance of all staff. This will involve a review of the Headteacher's ongoing assessments and a discussion of their impact on the whole school.

Teachers and other staff working at the school may not be on the Performance Management Committee.

## **APPEALS COMMITTEE**

**Composition.** A minimum of three members of the Governing Body but excluding the Headteacher, Staff Governor and any Governor initially involved in any, or all aspects of the instance which gives rise to the appeal.

The Governing Body will determine the membership of this Committee when an appeal is lodged. The Appeals Committee, as all other committees, must have a Chair who may be appointed by the Governing Body, or elected by the Committee when formed. The Governing Body may remove the Chair of the Committee, at any time, for justifiable reasons.

**Quorum.** The quorum, for an appeal committee meeting, shall not be less than three members of the Governing Body (note disqualifications above)

The Governing Body should review, and revise if necessary, the responsibilities of the Appeals Committee and be responsible for preparing a monitoring report of the Committee activities.

### **Terms of Reference.**

1. To consider any appeal against a decision to dismiss a member of staff made by another committee.
2. To consider any appeal against a decision, short of dismissal, under Personnel Procedures- disciplinary, grievance, capability.
3. To consider any appeal against any part of the selection for redundancy.
4. To consider any appeal against Pay Determination Process.
5. To consider any appeal, lodged by a member of staff, against action taken and considered to be contrary to policy or procedural requirements.

The nature, and content, of an appeal lodged by a member of staff will be considered in a manner which adheres to the appropriate procedure.

### **Appointment of Chair and Membership.**

These appointments will be made as and when an appeal is lodged. The appointment of the Chair will be made by the Governing Body or the membership of the Committee when formed.

### **Minutes.**

A full and detailed record must be kept of the deliberations of the Committee and, if considered appropriate, should be submitted to the next full Governing Body.

In certain circumstances this report may be submitted under a confidential minute.

## ROLE OF COMMITTEE CHAIRS

It is important that each committee of the governing body has an effective Chair. It is not always easy to chair meetings and the effectiveness of the chair depends on the co-operation of all members in seeking to work effectively.

**In committee meetings the role of the Chair is to:**

- Ensure practical arrangements are in place for meetings and that meetings start on time
- Keep meetings business like and to time
- Encourage all members of the committee to submit agenda items
- Ensure that all items are dealt with logically
- Ensure that the committee completes the task delegated by the governing body
- Deal with differences and conflict when they arise
- Help all members, and particularly new members, of the committee to contribute
- Summarise regularly for the benefit of members and the Clerk
- Ensure that an accurate record is kept to evidence the Committee's work (e.g. for OFSTED) and to ensure that actions are followed through.
- Present reports and feedback from Committees to the full meetings of the governing body or to ensure this is done by another member.

**Between meetings the role of the Chair is to:**

- Prepare the agenda with the Chair of the governing body and the Headteacher and ensure papers are distributed 7 days before the meeting. (To minimise the number of papers tabled at meetings)
- Propose agenda items for the steering group to consider including on the termly agenda
- Encourage attendance of Committee members where necessary (e.g. phoning around)
- Check the minutes when typed up
- Take steps as needed to ensure Committee members complete tasks (reminders) particularly arrangements for nominated Governors to report on visits, etc
- Prepare for the next meeting
- Ensure that invitations to attend are extended as agreed by the governing body or committee
- Be a point of contact
- Share correspondence and information relating to the work of the committee with other members
- Ensure that minutes or a record of decisions/recommendations are circulated to other governors as agreed by the governing body.

**As is required of the Chair of any group the Chair needs to be (or become):**

- A good listener
- A team builder - *including induction of new committee members*
- A collaborator

**Governor Specialist Area & Monitoring Review Date (12/18 months cycle)**

<b><u>Governor</u></b>	<b><u>Area</u></b>	<b><u>Last Reviewed</u></b>	<b><u>Next Review</u></b>
Mr A Johnston	ICT	November 2016	May 2018
Dr E Norling	RE & Collective Worship	October 2016	April 2018
Mrs C Elliott	Every Child Matters	January 2015	June 2016
Dr E Norling	Early Years	June 2017	September 2018
Mr M Turner	Literacy	January 2016	June 2017
Mr M Turner	SEND	September 2016	September 2017
Mr R Caig	Numeracy	June 2017	January 2019
Mr R Caig	Safeguarding & Anti-Bullying	June 2017	December 2018
Miss C Holden	Parent & Community Links	December 2015	June 2017
Prof D Butcher	Science	June 2017	December 2018
Prof D Butcher	PE	April 2015	October 2017
Full Governing Body	Pupil Premium Funding	March 2016	March 2017

These terms of reference agreed by the Governing Body on

Date \_\_\_\_\_

<b>Name of Governor</b>	<b>Category</b>	<b>End of term of Office</b>
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<b>Chair of the Governing Body</b>	
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<b>Vice Chair of the Governing Body</b>	
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<b>Clerk to the Governing Body</b>	
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<b>Quorum: One half of the number of Governors in post</b>	
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