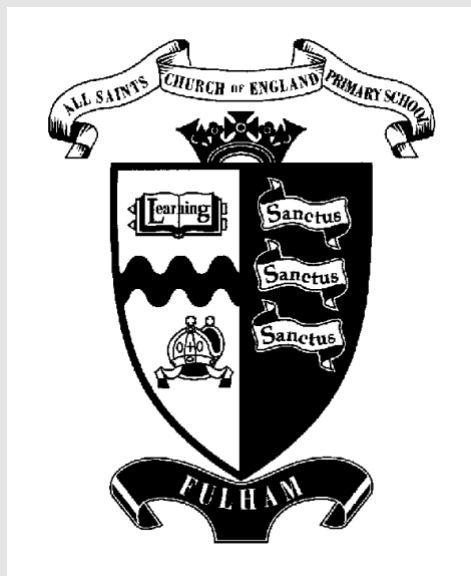


# ALL SAINTS SCHOOL GOVERNING BOARD

## COMMITTEE STRUCTURE

## TERMS OF REFERENCE

## AND SCHEMES OF DELEGATION



AUTUMN 2015

*ADOPTED ON 14<sup>th</sup> September 2015. Amended on 13<sup>th</sup> April 2021*

*SIGNED.....Chairman of Governing Board*

*Date.....*

## THE ROLE OF THE GOVERNING BOARD AND ITS COMMITTEES

In accordance with education legislation, principally, the Education (School Government) (Terms of Reference) Regulations, 2000, and the School Governance (Procedures) Regulations, 2003, this governing Board and its committees will:

- act with integrity, objectivity and honesty in the best interests of the school
- be open about their decisions and actions

### **The Governing Board and its Committees will act strategically by:**

- setting the aims and objectives for the school
- setting policies for achieving those aims and objectives
- setting targets by which progress towards those aims and objectives can be measured
- reviewing and monitoring progress in achieving the aims and objectives.

In all of the above, the governing Board and its committees will act in accordance with Education Law and with the any trust deed relating to the school, and will consider any advice given by the headteacher.

The governing Board and its committees will act as a "critical friend" to the headteacher - offering support, advice, a second opinion and help, and also challenging, asking questions and offering constructive criticism when necessary.

### **The Role of the Headteacher**

The headteacher is a governor of the school and is a governor member of all those committees as specified in this document. Where the headteacher is not a member of the committee, s/he is entitled to attend every governing Board committee meeting unless the regulations state otherwise.

The headteacher, as the principal manager for the school, is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework.

Incorporated in the role of advising the governing Board are:

- formulating aims and objectives for the school, for adoption, modification or rejection by the governing Board
- formulating policies and targets for the governing Board to consider adopting
- reporting to the governing Board on progress, at least once per year.

### **Delegation of the Governing Board's Functions**

Decisions about delegation have been taken by the full governing Board, and that delegation has been considered in the light of:

- the requirement for the governing Board to fulfil a largely strategic function within the school
- the responsibility of the headteacher for the internal organisation, management and control of the school
- the requirement for the headteacher to comply with any reasonable direction of the governing Board in carrying out a function delegated by the governing Board.

### **The Governing Board Committee Structure and Terms of Reference**

The individual committees are responsible for the functions which have been delegated to them by the full governing Board. They operate under their own terms of reference and in compliance with existing legislation, including the Education (School Government) (Terms of Reference) Regulations 2000 and the School Governance (Procedures) Regulations 2003. The policies and other documents that governing bodies are required to have by law have been highlighted **in bold** throughout this document.

The governing Board will review the establishment, terms of reference, constitution and membership of committees at least once a year.

## COMMITTEE STRUCTURE

Governing bodies may choose to set up their committees in whichever way they agree will be most appropriate to their school, taking separate areas of responsibility under separate committees, or combining several areas under one committee.

All Saints School has adopted the following Committee Structure:

- Combined Finance and Premises Committee
- Curriculum, Pupils, Community
- Admissions
- Staffing

### TERMS OF REFERENCE FOR ALL COMMITTEES

<b>Membership: A minimum of three governors. Additional non governors can be members, but must not out-number the governor members, and some or all can be given voting rights</b>	
<b>Quorum : not less than three governors. Additional people can be appointed and given voting rights (associate members), but must not out-number the governor members on the committee.</b>	
<b>Meetings of the committees will be held at least once per term</b>	
<b>Procedures : the committee shall follow the procedures required by the School Governance (Procedures) Regulations 2003</b>	
<b>INDIVIDUAL RESPONSIBILITIES</b>	
<b>Chair's responsibilities:</b>	<b>Clerk's responsibilities</b>
To chair meetings	To convene meetings
To set agenda, with reference to the committee's terms of reference, and including matters referred by the governing Board and the Headteacher	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the committee)
To sign the minutes of the last meeting, when approved by the committee	To draw up minutes of the meeting To keep on file signed copies of the minutes
<b>The responsibilities of the chair and the clerk must not be carried out by the same person on any committee.</b>	

### GENERAL RESPONSIBILITIES for all Committees

- **To act strategically**, in accordance with the School Government Terms of Reference Regulations 2000
- **To provide** regular written minutes of meetings to the Governing Board identifying decisions taken or required.
- **To establish** a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly
- **To review** the effectiveness of the committee and recommend variations to the terms of reference.

FINANCE AND PREMISES COMMITTEE		
MEMBERS	Type of Governor / Non-governor	Voting Rights Yes or No
Kieran Gorman	Headteacher	Yes
Geoff Green (Chair)	Foundation LDBS	Yes
Julia Loizou	Co-opted	Yes
Ed Gretton	Parent	Yes
Nicky Baly	Foundation LDBS	Yes
Sylvia Finn	SBM	No
PJ Murphy	LA	Yes
Alex West	Parent	Yes
Suzanne Pink	Deputy Head	No
Clerk	Penny Venters	No

### **DELEGATED RESPONSIBILITIES (FINANCE)**

- Plan and prepare the School Budget Plan, in line with the School Development Plan (SDP), School Self Evaluation Form (SEF) or Post Ofsted Action Plan, and present to the governing Board for approval
- Ensure the budget reflects the school's prioritised educational objectives
- Monitor the budget at least once per term and ensure expenditure stays within agreed limits, reporting significant potential variances to the governing Board.
- Ensure that an audit of the voluntary school fund is carried out annually
- Consider and contribute to the SDP and SEF
- Identify and approve the allocation of surplus funds in line with SDP or SEF priorities.
- Audit: to monitor compliance with approved financial procedure and consider action required as a result of internal/external audit report
- Monitor the implementation of the **Charging Policy** and remissions for (non National Curriculum) school activities and review if necessary.
- Draft and ensure implementation of the **Governors' Allowances Scheme** if the governing Board has decided to pay allowances
- Prepare on behalf of the governing Board the annual response to the Schools Financial Value Standard (SFVS) questionnaire by the end of March
- Manage the annual request to parents for contributions to the Angel Fund, manage the Governors' bank account and provide for annual independent audit. Report balances to the governing Board and ensure deployment of funds are in accordance with delegated authority limits.

### **FINANCE : SCHEME OF DELEGATION TO THE HEADTEACHER**

- To authorise expenditure, in line with the school's financial policy, within the agreed budget plan.
- To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **\*£5,000 per term** in consultation with the Chair of the Finance Committee and to report said expenditure to the committee.
- For any urgent/emergency expenditure **over \*£5,000** the Headteacher must have prior approval from the Finance Committee.
- For any urgent/emergency expenditure **over \*£20,000** the Headteacher must have prior approval from the full Governing Board.
- To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits :
  - o **Up to \*£5,000**
  - o **Over \*£5,000** in consultation with Chair of Finance
  - o **Over \*£10,000** in consultation with Finance Committee
  - o **Over \*£20,000** in consultation with full Governing Board

**N.B. \* These amounts** are suggested levels of delegation – governing bodies may choose lower or higher levels of delegation.

## **PERFORMANCE MANAGEMENT & PAY ASSESSMENT (CONFIDENTIAL)**

- Observe all statutory and contractual obligations
- Confirm (jointly with Staffing Committee) the macro level **School Pay Policy** for teachers and support staff, including:
  - Reviewing the salaries and any discretionary allowances of the Headteacher, Deputy Headteacher and other staff in line with the performance reviews and the Whole School Pay Policy.
- Review the financial operation of the **Performance Management Policy** and **School Pay Policy** and advise the Governing Board accordingly
- Monitor and review relevant aspects of the **Race Equality Policy**.

## **PAY ASSESSMENT DELEGATION TO CHAIR AND HEAD**

Chair of Committee in consultation with the Headteacher:

- To undertake pay assessments and issue salary statements in accordance with the Whole School Pay Policy, and including:
  - o Correcting factual errors in the assessment

## **DELEGATED RESPONSIBILITIES (PREMISES)**

- Draft the **Health and Safety Policy** and recommend it to the governing Board (VA schools only, see below)
- Ensure that the school complies with standards for health and safety on school premises
- Receive and consider a report on health and safety, on a termly basis
- Monitor and review the **School Accessibility Plan**
- Monitor and review the **Charges and Lettings Policy and Arrangements**
- Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for.
- Audit & Review the use of the school premises, equipment and resources, and ensure they match the requirements of SDP or SEF priorities.
- Oversee site management, cleaning and grounds maintenance
- Oversee site security arrangements and practice, and review them periodically.
- Consider and determine the need for capital works at the school, in line with the school's SDP and the authority's Asset Management Plan priorities, liaising with the Diocese/Trustees/LA, as suitable, and making appropriate use of the school's devolved capital budget.

## **HEALTH AND SAFETY TERMS OF REFERENCE:**

These model terms of reference are issued as a direction of the Local Authority, as employer. As such, they are issued to all community and special schools, and their contents must be complied with. For voluntary aided (VA) schools, the model terms of reference are advisory, but represent best practice in dealing with these issues. We strongly advise that these schools follow the guidance in full.

- *Have a named governor with health and safety responsibilities*
- *Review, update the School Health and Safety Policy - Chair to sign and date policy*
- *Review school's compliance with the council health and safety handbook*
- *Develop a governor and staff forum, that includes staff from recognised trade unions, for discussing and resolving health and safety issues*
- *Communicate with other stakeholders to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life*
- *Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met:*
- *Review and ensure adequate welfare provision for staff*
- *Monitor the performance by checking that*
  - o *physical controls are in place and working*
  - o *staff have done what they are supposed to do*
  - o *procedures are working*
- *Oversee site security arrangements and practice and review periodically*
- *Monitor the asbestos register and ensure that it is always up to date.*
- *Monitor and review the Managing Medicines Policy*

<b>ADMISSIONS COMMITTEE</b>		
<b>MEMBERS</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights Yes or No</b>
Matt Nixon (Chair)	Foundation PCC	Yes
Diana Deighton	Foundation H&F Deanery Synod	Yes
Kieran Gorman	Headteacher	Yes
Emily Richardson	Foundation H&F Deanery Synod	Yes
Geoff Green	Foundation LDBS	Yes
Holly Finch	Foundation PCC	Yes
Suzanne Pink	Deputy Head	No
Sylvia Finn	Clerk	No

**DELEGATED RESPONSIBILITIES OF THE ADMISSIONS COMMITTEE**

- Exercise any power of the governing Board to determine whether any child should be admitted to the school.
- Draft and review the **Admissions Policy**.

<b>STAFFING COMMITTEE</b>		
<b>MEMBERS</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights Yes or No</b>
Kieran Gorman	Headteacher	Yes
Emily Richardson (Chair)	Foundation H&F Deanery Synod	Yes
Ross Gunderson	Foundation H&F Deanery Synod	Yes
Matt Nixon (Clerk)	Foundation PCC	Yes
Penny Seabrook	Foundation ex Officio	Yes
Diana Deighton	Foundation H&F Deanery Synod	Yes
Holly Finch	Foundation PCC	Yes
Alex West	Parent	Yes
Suzanne Pink	Deputy Head	No

### **DELEGATED RESPONSIBILITIES OF THE STAFFING COMMITTEE**

- Draft and recommend the staffing structure of the school, in line with the SDP
- Undertake the recruitment and selection of the Headteacher and Deputy Headteacher
- Ensure that all recruitment will be undertaken in accordance with the LDBS Personnel Procedures Manual.
- Ensure that every member of staff has a job description which is kept under regular periodic review.
- Implement the **Disciplinary and Grievance Policy and Procedures** adopted by the governing Board
- Draft, monitor, evaluate and review the **Staff Appraisal Policy** for teaching staff
- Draft and recommend, and implement, the **School Pay Policy** for individual teachers and support staff
- Confirm individual promotion and merit related pay awards (including new staff) in accordance with the pay policy, subject to overall budgetary control by the Finance Committee
- Implement the Confidential Reporting Code, if adopted by the governing Board.
- Monitor and review relevant aspects of the **Race Equality Policy**.
- Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers.
- Take primary responsibility for matters concerning staff welfare
- Undertake any procedure that comes under the remit of the governing Board in relation to staff grievance, discipline or dismissal, in accordance with the policies adopted by the governing Board. (For **Appeals**, see item 7.2 of Minutes of 7/11/06)

### **STAFFING: SCHEME OF DELEGATION TO THE HEADTEACHER**

- Appointment of NQTs, Support Teachers and Class Teachers.
- Appointment of Non Teaching Staff - Headteacher to report to Committee.  
(in cases where posts are advertised internally, 1 non-staff governor shall attend)

<b>CURRICULUM PUPILS AND COMMUNITY COMMITTEE</b>		
<b>MEMBERS</b>	<b>Type of Governor / Non-governor</b>	<b>Voting Rights Yes or No</b>
Kieran Gorman	Headteacher	Yes
Julia Loizou (Chair)	Co-opted	Yes
Emily Richardson	Foundation H&F Deanery Synod	Yes
Anna Spence	Staff	Yes
Ross Gunderson	Foundation H&F Deanery Synod	Yes
Suzanne Pink	Deputy Headteacher	No
Nicky Baly	Foundation LDBS	Yes
Ed Gretton	Parent	Yes

### **DELEGATED RESPONSIBILITIES OF THE CURRICULUM COMMITTEE**

- Ensure the **National Curriculum** is taught to all pupils
- Set **targets for the achievement of pupils** at the end of KS2 in the following school year, and review pupil achievement against the targets set.
- Monitor the implementation of the National Curriculum and test results and report issues for consideration to the governing Board
- Review the school curriculum policies and recommend for governing Board approval
- Review the **Relationships, Health and Sex Education Policy**, the **Collective Worship Policy**, **Drugs Education Policy** and recommend any changes for governing Board approval.
- Monitor and review the delivery of the curriculum to ensure inclusive practice
- Monitor and recommend the SDP to the governing Board
- Draft the curricular aspects of the Action Plan following an Ofsted Inspection and recommend for governing Board approval
- Monitor and evaluate progress towards targets in the Action Plan / SDP
- Monitor implementation of the **SEN Policy** and Code of Practice, and review if necessary.
- Monitor the implementation of the Governors' Policy on visits to the school (if held) and review if necessary
- Monitor and review those aspects of the **School Accessibility Plan** that relate to the curriculum.
- Consider the LA curriculum policy statement / recommend any change
- Hear appeals against the Head's decision to lift or change the National Curriculum for a particular pupil
- Hear complaints about the curriculum, in accordance with the LA procedures

### **DELEGATED RESPONSIBILITIES OF THE PUPILS, PARENTS AND THE COMMUNITY COMMITTEE**

- Monitor the impact of the **Race Equality Policy** and review the policy regularly.
- Monitor the implementation of the **Freedom of Information Publication Scheme**
- Hear complaints about matters other than the curriculum, in accordance with the **Complaints Procedure** adopted by the school and review the Policy if necessary.
- Monitor the impact of the **Pupil Discipline or Behaviour Policy** and review regularly.
- Monitor and review the **Home-School Agreement**
- Draft the **School Prospectus** (meeting legal requirements) and arrange its publication.
- Agree the attendance targets and monitor progress towards them
- Ensure the implementation of the **Child Protection Policy** and review if necessary
- Be responsible for other matters of pupil welfare (e.g. school meals).
- Strategically review home/school links and community links including police and local business.
- Oversee and authorise the arrangements for school journeys in line with LA policy
- Consider the governing Board's duty to promote Community Cohesion and make recommendations to the governing Board



## HEADTEACHER'S PERFORMANCE REVIEW PANEL

Julia Loizou; Emily Richardson; Geoff Green; John Brace;

### TERMS OF REFERENCE HEADTEACHER'S PERFORMANCE REVIEW PANEL:

- To arrange to meet with the External Adviser to discuss the Head Teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head Teacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

### **Collaboration between St. John's Walham Green Church of England Primary School and All Saints Church of England Primary School**

*The governing board of All Saints Church of England Primary School agrees reciprocal arrangements to collaborate with St. John's Walham Green Church of England Primary School over staffing, appeals and complaints and other matters from 28th September 2016 onwards. In accordance with the School Governance (Roles, Procedures and Allowances) Regulations 2013 this will allow governors from either school to participate in staffing, complaints and appeal panels if requested.*

## STAFF DISCIPLINARY PANEL

**Membership** – at least 3 members of the Governing Body and/or from St John's Walham Green Governing Body.

Nicky Baly, Holly Finch, Matt Nixon, Penny Seabrook, PJ Murphy

**Disqualification** – The Head Teacher and any governor who is a member of staff or who has prior knowledge of the matter.

As per LBHF guidelines, All Saints School will call on three or more governors from the GB and/or from St John's Walham Green Governing Body, according to availability, to form a Disciplinary Committee as required to undertake the functions of the Governing Board.

### TERMS OF REFERENCE STAFF DISCIPLINARY PANEL:

- To make any determination to dismiss any member of staff (*unless delegated to the Head Teacher*)
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action\*
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board's personnel procedures (*unless delegated to the Head Teacher*)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others

\*NB: cannot be delegated to an individual

## STAFF DISCIPLINARY APPEAL PANEL

**Membership** – no fewer members than the Disciplinary Committee

**Disqualification** – The Head Teacher and any governor who is a member of staff;  
Members of the Disciplinary Committee;  
Governors with prior knowledge of the matter.

In the event of a Disciplinary Appeals Committee being required, All Saints School will again form a pool, according to availability, from remaining members of the full GB and /or that from St John's Walham Green.

### **TERMS OF REFERENCE STAFF DISCIPLINARY APPEAL PANEL:**

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

**\*NB: cannot be delegated to an individual**

### PUPIL EXCLUSION PANEL

**Membership** – 3 members of the Governing Board and/or from St John's Walham Green Governing Body  
Nicky Baly, Holly Finch, Matt Nixon, Penny Seabrook, PJ Murphy

**Disqualification** – The Head Teacher or a staff member who is a governor  
Any Governor with connection to or prior knowledge of the pupil or the incident.

All Saints School will call on three governors from the GB and/or from St John's Walham Green Governing Body, according to availability, to form a Discipline Committee as required to undertake the functions of the Governing Board.

#### **TERMS OF REFERENCE PUPIL EXCLUSION PANEL:**

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totaling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

### PAY APPEAL PANEL

**Membership** – 3 members of the Governing Board and/or from St John's Walham Green Governing Body

**Disqualification** – The Head Teacher and any governor who is a member of staff

In the event of a Pay Appeal Committee being required. All Saints School will form a pool, according to availability, from the remaining members of the full GB and/or that from St John's Walham Green.

#### **TERMS OF REFERENCE PAY APPEAL PANEL:**

- To consider any appeal against a decision on pay grading or pay award

## GOVERNORS' LINKS FOR 2018/19

- SEN / Pupil Premium: Emily Richardson
- EYFS: Nicky Baly
- Literacy: Ross Gunderson
- The Wider Curriculum Enrichment / Humanities:
- R.E: Penny Seabrook
- ICT: PJ Murphy
- Health & Safety: Geoff Green
- Science: Geoff Green
- Numeracy: Ed Gretton
- Maintenance Fund: Nicky Baly
- Child Protection and Safeguarding: Julia Loizou

Year Group Governors:

EYFS – Julia Loizou (Nursery and Reception)

Yr 1 – Nicky Baly

Yr 2 – Diana Deighton

Yr 3 – Matt Nixon

Yr 4 – Geoff Green

Yr 5 – Emily Richardson

Yr 6 –