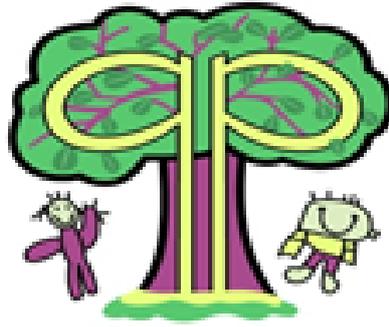


Perryfields



Primary

Perryfields Primary School Governing Board Membership and Terms of Reference

Last Updated: 7 November 2018



Governor
Services

Governing Board Membership – 2018/19 Academic Year

LA (1)	Term of Office ends
Mrs Carol Worsley	16 March 2020
Parents (5)	
Mr James Beckingham	24 November 2022
Mr Gavin Epstein	15 May 2021
Mrs Tajinder Gill	24 November 2018
Ms Sarah Gooding	13 February 2022
Mr Rizwan Jalil	3 September 2021
Staff Governor (1)	
Mrs Sarah Bryan	29 November 2019
Head Teacher	
Mrs Terry Jones	
Co-opted (6)	
Miss Julie Bedesha	11 January 2020
Mr Richard Downes	18 June 2022
Revd Matthew Nott	22 January 2022
Dr Samuel Tranter	05 November 2022
Mrs Sarah Thompson	26 March 2022
Vacancy	
Associate Member	
Mr Caleb Sanders	22 January 2019

Chair: Revd Matt Nott

Vice Chair: Mr James Beckingham

FGB Meeting Dates 2018-2019 (5.30pm)

Autumn term	Spring term	Summer term
11 September 2018	15 January 2019	14 May 2019
9 October 2018	12 February 2019	18 June 2019
6 November 2018	12 March 2019	16 July 2019
11 December 2018	9 April 2019	
Pay Committee: 6 November 2018 at 4.45pm		

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 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](#)

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 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.

Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies) ➤ Staff dismissal, redundancy and redeployment ➤ Staff capability/management of absence 	
Membership	
<ul style="list-style-type: none"> • 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	James Beckingham
Clerk	To be appointed as required

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ 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. 	
Any item referred by the full governing board	
Membership	
<ul style="list-style-type: none"> • 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	Sarah Gooding
Clerk	To be appointed as required

Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ At the relevant stage hear any complaint made under the school complaints procedures. 	
Any item referred by the full governing board	
Membership	
<ul style="list-style-type: none"> • 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	Sarah Gooding
Clerk	To be appointed as required

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:

- Pay
- Redundancy
- Staff grievance
- Leave of absence – if appropriate
- 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

James Beckingham

Clerk

To be appointed as required

Pay Committee (Can be delegated to a relevant committee)

The committee has responsibility delegated by the governing board to:

- 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. James Beckingham
2. Richard Downes
3. Gavin Epstein

Cannot be a governor employed by the school

Chair of Committee

James Beckingham

Clerk

To be appointed as required

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Meet the external advisor to discuss the Head Teacher's performance targets. ➤ Decide whether targets have been met and set new targets annually. ➤ Recommend pay progression to the relevant committee. ➤ Undertake mid-year monitoring of the Head Teacher's performance against targets. 	
Membership	
<ol style="list-style-type: none"> 1. James Beckingham 2. Richard Downes 3. Gavin Epstein 	
Chair of Committee	James Beckingham
Clerk	To be appointed as required

Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> ➤ Selection of the head teacher/principal and deputy head teacher/vice principal <p>Guidance on this process will be provided by your school improvement partner.</p> <p><i>The appointment must always be ratified by the full governing board.</i></p>	
Membership	
<ol style="list-style-type: none"> 1. James Beckingham 2. To be appointed as required 3. To be appointed as required <p><i>All members must be available at all stages of the process.</i></p>	
Chair of Committee	James Beckingham
Clerk	To be appointed as required

Special Responsibility Governors

Named role	
Child Wellbeing Governor* Safeguarding/Child Protection Governor SEND LAC or CLA (Child who is Looked After) Chair Pupil Discipline and complaints committee (+2)	Sarah Gooding
School Child Protection Lead	Terry Jones
Recruitment, Retention & Development Governor Safer Recruitment Governor Performance Management Governor Chair of the following (+ 2): Appeals Committee; Pay Committee; Head Teacher appraisal; Staffing Committee; and Selection Panel (+2)	James Beckingham
Facilities and Finance Governor Health and Safety Pupil Premium Sports Pupil Premium	Gavin Epstein
School Community Governor Social Media Plus links to PTFA and Parent voice Website and publicity	Rizwan Jalil
School Improvement Plan Focus	
Teaching, Learning and Assessment	Sarah Thompson Carol Worsley All Governors to take a lead in their year groups.
Developing Building Learning Power (BLP)	Julie Bedesha Gavin Epstein Matt Nott
Social, Emotional, Mental Health (SEMH) of pupils & staff	Sarah Bryan Sarah Gooding Matt Nott
Curriculum	Sarah Thompson Carol Worsley
Leadership and Management	James Beckingham Richard Downes Gavin Epstein
Year group links	
Pre-School	Richard Downes
POSH/Breakfast Club	Sarah Thompson
Reception	Sarah Gooding
Year 1	Sarah Thompson
Year 2	James Beckingham
Year 3	Tajinder Gill
Year 4	Rizwan Jalil
Years 5 and 6	Carol Worsley

**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)

➤ Delegation of expenditure and virements

That sums below **£5,000** 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 committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

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

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