



OLD PARK PRIMARY

Governing Board Membership and Terms of Reference

Reviewed and Adopted: 18 September 2023

Last update: 20th November 2023

FGB meetings arranged for:
Mon, 18 th September 2023
Mon, 13 th November 2023
Mon, 15 th January 2024
Mon, 18 th March 2024
Mon, 13 th May 2024
Mon, 8 th July 2024

Governing Board Membership – 2023/24 Academic Year

Chair: Mohammad Asad

Vice Chair: Corrina Burge

Governance Professional - SLA Governance Professional – *Claire Richards*

Name	Governor Type	End Date
Mrs E Heath	Authority Governor	12 Jan 2024
Mr M Asad	Co-Opted	12 Nov 2025
Mrs C Williams	Co-opted	18 Sept 2027
Vacancy	Co-Opted	
Miss C Burge	Co-Opted	31 Oct 2025
Mrs S Pearce (<i>Staff</i>)	Co-Opted	27 Sept 2027
Ms L Payne	Partnership	18 Sept 2027
Mrs T Wallis	Partnership	18 Sept 2027
Ms C Boddington	Head	~
Mr S Dams	Parent	15 Oct 2027
Miss H Beaumont	Parent	12 Nov 2025
Miss J Reberio	Parent	12 Nov 2025
Mr D Ellis	Staff	31 Dec 2024

As per Instrument of Government: 13-place with 1 AG/5 COP/2 PTN/1 Head/3 PAR/1 STA.

Responsibility	Area
ASGB Representative	Chair – named for the purpose of contact, but all Governors received the information
Child Protection/Safeguarding Governor	Corrina Burge (Chair)
Head's Appraisal Governors <i>Date for Head's PM 13/11/23 2pm</i>	1. Corrina Burge 2. Mohammed Asad Susan Lowry – External Adviser 3. Tracy Wallis
Special Needs Governor (SEND)	Elizabeth Heath and Heidi Beaumont
Bichard/Safer Recruitment Trained Governor(s) <i>SIPS accredited training life cycle 5 years</i>	<i>TW/ST SIPS trained that would expire 29 Feb 2024/KH completed NSPCC 29 Jan 2019 (3 years' expiry) and completed "Train the Trainer" – via work.</i>

**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.*

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 March 2019)

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 March 2019](#)

[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 (reaffirmed at FGB meeting on 18 Sept 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 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.

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 March 2019 – Page 53, paragraph 45).

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.

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

The Committee has responsibility delegated by the Governing Board for:

Appeals:

- Contractual variation requests
- Leave of Absence – if appropriate
- Redundancy and redeployment
- Staff Dismissal
- Staff Grievance and discipline (in line with school policies)
- Management of absence
- Dignity at work

Complaints:

- At the relevant stage hear any complaint made under the School's agreed Complaints Procedure

Pupil Discipline:

- 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

In each instance, any Item referred by the full Governing Body

Membership ~ quorum 3

- Taken from the whole Governing Body, mindful of declarations of interest: not known personally by the appellant/complainant/pupil/family, not previously party to the original decision, no previous knowledge/awareness of the matter of business

When dealing with an Appeal the Committee should be equal to/greater than the original Committee that made the decision

Chair of Committee

To be elected at each meeting

Clerk

C Richards

Outcomes 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/COVID19 catch up/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/COVID19 catch up/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.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.
- 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 and attendance policies and written statement of behaviour principles.
- Monitor school behaviour
- Review and monitor attendance data against school and national targets.

Any item referred by the full governing board

Membership ~ quorum 3

1.	Ms C Boddington (<i>Head</i>)	
2.	Mrs E Heath	
3.	Mr M Asad	
4.	Mrs S Pearce	
5.	Mrs T Wallis	
6.	Miss H Beaumont	
7.	Miss C Burge	In attendance: C Williams (<i>Deputy Head</i>)
Chair of committee		<i>To be agreed.</i>
Clerk		Clerked in-house
Meeting dates: (Mondays – time to be confirmed):		

Resources & Provisions Committee

(incorporating Pay committee remit)

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 and COVID19 Catch Up Premium/recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over **£10,000** (*reaffirmed FGB 18 September 2023*), sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools as a maintained school.
- 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 schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA financial procedures are complied with. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent),
 - A Virement Report.
- 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.
- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Staff capability/management of absence

Pay:

- Review staff pay progression in accordance with the School's agreed Pay Policy and annual appraisal cycle.

Premises Health & 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.
- Ensure risk assessments are carried out and reviewed on a regular 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, and any recommendations identified will be transferred to an actions 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 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 and the premise manager and deputy have attended relevant 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.
- Receive information/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.
- Receive minutes of school central safety committee; if available.

Any item referred by the full governing board

Membership ~ quorum 3

- Minimum of three members required. Cannot be HT or governor employed by the school
- 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.

1. Mr M Asad
2. Ms C Boddington (*Head*) – *advisory in some instances eg for Staffing*
3. Mr D Ellis
4. Mrs S Pearce
5. Mrs T Wallis
6. Miss J Reberio
7. Ms L Payne

In attendance: *Jan Ellis – School's Business Director*
External Budget Officer

NOTE: *Where there could be the potential for an appeal for something raised/presented for decision; likely specific to a member of Staff/similar, regard would be given to declarations of interest, any previous knowledge, and there would just be a quorum of 3 committee members so as not to contravene due procedure.*

Chair of Committee

Committee Vice Chair	
Clerk	SIPS Clerking: Claire Richards

Meetings dates arranged (Monday):
13 th November 2023
18 th March 2024
8 th July 2024

Head Teacher 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 and in accordance with the pay policy ➤ Undertake mid-year monitoring of the Head Teacher's performance against targets 	
Membership	
<ol style="list-style-type: none"> 1. C Burge 2. T Wallis 3. M Asad 	
Minimum of two members required	
Chair of Committee	To be elected at the initial meeting
Clerk	Clerked in-house

Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> ➤ Selection of the head teacher and deputy head teacher (Guidance on this process will be provided by your school improvement partner) 	
<i>The appointment must always be ratified by the full governing board</i>	
Membership	
<ol style="list-style-type: none"> 1) Ms H Beaumont 2) Ms L Payne 3) Mr M Asad <p>C Boddington/Head – for the appointment of Deputy</p>	
<i>To take part, Members must be available at all stages of the process and at least one Member should be Safer Recruitment trained: currently trained – TW/ST SIPS trained that would expire 29 Feb 2024/KH</i>	

completed NSPCC 29 Jan 2019 (3 years' expiry) and completed "Train the Trainer" – via work.

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

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

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
- Dignity at Work
- 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 hearing and are not known personally to the appellant

Minimum of three members required

Chair of Committee	To be elected at each meeting
Clerk	

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below £10,000 (***confirmed***) 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 chair in instances where the head teacher 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 and/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)

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.

The Governing Board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements.

School Staff:	
Lunchtime / Cleaning / Administration Support Staff/Apprentices/Breakfast and After School Clubs Staff	<ul style="list-style-type: none"> ➤ Head Teacher / Deputy Head Teacher/Member of SLT ➤ Post Line Manager <ul style="list-style-type: none"> ○ Governor representation would be invited, but not required.
Educational Support Staff/IT Technician/Family Liaison Officer	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ Line Manager ➤ 1 Governor
Business Manager/Site Manager	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ 2 Governors
Teaching Staff	<ul style="list-style-type: none"> ➤ Head Teacher ➤ Deputy Head/Member SLT ➤ 1 Governor
Senior Management Team	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head/Member of SLT ➤ 2 Governors
<p>NOTE: Should it occur at short notice/for whatever reason a Governor, independent to the School, is unable to make the arranged interviews as previously agreed, Chair's Action would be required to proceed and/use of a Governor who was also a Staff member - to delay the process could be detrimental to the continued provision of the curriculum.</p> <p>Subsequently, the Chair's Action would need to be reported at the next meeting.</p>	

ADOPT A GOVERNOR and Special Responsibility Governor ~ 2023/24

To be added by school

Safeguarding/Child Protection Governor *	C Burge
SEND Governor	H Beaumont and E Heath

Health and Safety Governor	D Elis
Safer Recruitment Governor	E Heath
Training/Skills Governor	C Boddington
Filtering and Monitoring Governor (If not inc. in Safeguarding role)	C Williams

**ANY CHANGES MID-YEAR,
PLEASE AMEND YOUR COPY ACCORDINGLY**