

Lickey Hills Primary School & Nursery

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Lickey Hills Primary School & Nursery

Governing Board

Membership and Terms of Reference

2022-23

Approved 26 Sept 22
Updated February 23



Governing Board Membership – 2022/2023 Academic Year

LA (1)	End of Office
Vacant	
Parents (2)	End of Office
Natalie May	10/06/2023
Katherine Sinclair	30/03/2025
Headteacher (1)	
Amanda Salisbury	
Staff Governor (1)	End of Office (2 year term)
Catrin Williams	11/12/2024
Co-opted (6)	End of Office
Mario Claydon	17/09/2024
Helen Williams	11/07/2025
Emily Mayne	25/09/2026
Diane Hanke	11/07/2025
Vacancy	
Barbara Eastgate	27/04/2027
Associate members	End of Office

Chair: Emily Mayne

Co Vice Chairs: Mario Claydon & Katherine Sinclair

Meeting Dates 2022-2023

	Autumn Term	Spring Term	Summer Term
Full Governing Board Start	26 Sept 22 17 Oct 22 12 Dec 22	6 Feb 23	24 April 23 10 July 23

Governors Statutory Responsibilities and Functions

Function of the governing board

The Governing Board will undertake the following duties, in line with statutory guidance:

Pupils, Curriculum and Outcomes

- Review/approve all relevant policies.
- Review published information and data against school targets and national standards.
- Monitor and review school targets and in-year progress for all groups of pupils.
- Reporting to parents according to statutory requirements.
- Monitor achievement for disadvantaged and vulnerable pupil groups.
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium/School Led Tutoring)
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- 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.
- 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
- 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.
 - Review behaviour policy and written statement of behaviour principles
 - Review attendance policy
 - Monitor school behaviour
 - Review and monitor attendance data against school and national targets.

Staffing

- Review/approve all relevant policies.
- 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.
- Monitor Single Central Record (SCR) procedures to ensure statutory duties are being met.
- Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

Finance

- Review/approve all relevant policies.
- Approve the annual budget.
- 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 and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over £20,000, sums below that amount are delegated to the Head Teacher/Principal.
- 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 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 school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report
 - A copy of the latest Suspense File (non-cheque book and EPA schools only)
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The tender limit for the European Threshold currently being £ 213,477 for supplies and services, and £5,336,937 for works. **NB. This figure can change in year.**

- Obtain quotations with a view to placing contracts/orders, once the governing board has drawn up a specification.

Premises/Health and Safety

- Review/approve all relevant policies.
- 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.
- Comply with current fire safety legislation and regulations.
- 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 by relevant site staff and have attended appropriate 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.
- 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.

Individual delegations

The task of monitoring specific areas usually assigned to committees is delegated to individuals or pairs of governors instead. It is the responsibility of these governors to have a detailed understanding of their specific area to feedback to the governing board.

Where appropriate, the governing board may utilise governor working groups. In these instances, the outcomes and recommendations of such groups will be reported back to the full governing board for noting or approval and recorded in the minutes.

In order to fulfil certain functions, there are occasions on which committees of a set number of governors are required. For these functions, committee terms of reference are outlined and will be utilised as and when required.

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 October 2020 – Page 64, paragraph 53).*

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

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 ➤ Any other staffing 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 member of staff 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting
Clerk	Sarah Lamb

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Review the use of suspensions and exclusions of more than 15 school days in a term, exclusions which would result in a pupil missing the opportunity to take a public exam or national curriculum test and permanent exclusions. ➤ 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	To be elected at each meeting
Clerk	Sarah Lamb

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 	
<i>Any item referred by the full governing board</i>	
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 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	Sarah Lamb

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal ➤ Any Item referred by the full governing board 	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</i>	
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 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	Sarah Lamb

Pay Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy 	
<i>Committee to meet once per year in the autumn term</i>	
Membership	
<ul style="list-style-type: none"> • Minimum of three members required. Cannot be HT or governor employed by the school 	

<ul style="list-style-type: none"> 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. Emily Mayne Mario Claydon Barbara Eastgate 	
Chair of Committee	To be elected at each meeting
Clerk	Sarah Lamb

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 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"> Barbara Eastgate Katherine Sinclair Natalie May 	
Minimum of two members required	
Chair of Committee	To be elected at the meeting

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	
<ul style="list-style-type: none"> To be agreed when required. <p><i>All members must be available at all stages of the process.</i></p>	
Chair of Committee	To be elected at each meeting

Special Responsibility Governors

Child Protection Governor *	Chair
Safeguarding Governor	Barbara Eastgate
SEND Governor(s)	Diane Hanke
LAC Governor(s)	Katherine Sinclair
Pupil Premium Governor	Katherine Sinclair
Health and Safety Governor	Mario Claydon
Safer Recruitment Governor	Amanda Salisbury & Helen Williams
Wellbeing Governor	Diane Hanke
Head Teacher Wellbeing	Emily Mayne & Barbara Eastgate
The Hive	Amanda Salisbury, Emily Mayne & Natalie May

**In accordance with Keeping Children Safe in Education 2022 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.*

SIP Links

- Maths – Katherine Sinclair
- Reading – Barbara Eastgate
- Phonics – Barbara Eastgate
- Writing – Natalie May
- SPAG – Natalie May
- None Core Curriculum Development – Diane Hanke
- EYFS – Diane Hanke
- Behaviour & Attitudes – Mario Claydon
- Sport & PE Grant – Mario Claydon

Items Delegated to an Individual(s)

➤ Delegation of expenditure and virements

That sums below £20,000 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 a Full Governing Body 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 • Post Line Manager
Business Manager	<ul style="list-style-type: none"> • Head Teacher/Principal • 1 Governor
Teaching Staff	<ul style="list-style-type: none"> • Head Teacher/Principal • 1 Governor
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"> • Head Teacher/Principal • 1 Governors