

Ghyllside Primary School

GOVERNING BODY

STANDING ORDERS

Autumn 2019

STANDING ORDERS - Autumn Term, 2019

GHYLLSIDE PRIMARY SCHOOL

This Governing Body maintains a “STANDING ORDERS” file that contains:

- The Governing Body’s Standing Orders
- A copy of the School Governance (Procedures) Regulations
- The current Articles of Association
- The current Academies Financial Handbook
- The Terms of Reference for Committees
- The Policy on Governors’ Expenses

It is intended to be accessible to all Governors via the School website. The Clerk to the Governing Body also retains a master copy for his/her records.

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Meetings of the Governing Body

The Governing Body notes the requirement to meet in full committee at least three times in each school year and will also hold an Annual General Meeting (AGM) in December of each year, in accordance with the Articles of Association.

Membership – As per Articles of Association

Up to 8 (Community) Governors appointed by Members

3 Staff Governors (2 teaching staff, 1 non-teaching staff)

Up to 1 Local Authority Governor

The Head Teacher

A minimum of 6 Parent Governors (elected)

Up to 3 co-opted governors

Detailed Membership List - see Appendix 1

Term of Office - As per Articles of Association the term of office of each Governor (aside from the Head Teacher) is 4 years. All governors will be subject to enhanced Disclosure & Barring Service (DBS) checks.

Disqualification - As per Articles 69 - 81.

Quorum - Decisions cannot be taken at a full Governing Body meeting unless a minimum number (quorum) of Governors is present. The Articles require three or, where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting provided always that at least one vice-chairman shall be in attendance. If the Secretary of State has appointed Additional or Further Governors then a majority of the quorum must be made up of Additional or Further Governors.

The Governors may act notwithstanding any vacancies in their number, but, if the numbers of Governors is less than the number fixed as the quorum, the continuing Governors may act only for the purpose of filling vacancies or of calling a general meeting.

The quorum for the purposes of appointing a parent Governor under Article 57; removal of a Governor in accordance with Article 67; or removal of the chairman of the Governors in accordance with Article 91; shall be any two-thirds (rounded up to a whole number) of the persons who are at the time Governors entitled to vote on those respective matters.

Associate Members -The Governing Body may from time to time appoint associate members and they can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters will be clearly minuted at a full Governing Body meeting. Associate Members have no voting rights within the Full Governing Body.

Term of Office of the Chair of Governors; Vice Chair of Governors & Chairs of Committee - As per Article 83, the Governors shall elect a Chair and one or more Vice-Chairs at their first meeting of each school year.

Election of Chairs and Vice Chairs

The following process will apply to the election of Chairperson and Vice-Chairperson:

Governors will be requested to submit written or verbal nominations to the Clerk prior to the Full Governing Body. A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining Governors will take a vote by a secret ballot. Please note that if a secret ballot is agreed, the Clerk will tally the votes.

The nominee(s) will return to the meeting.

The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to Governors about their nomination, their vision for the Governing Body and the School, and the way in which they will seek to support the School in its working. Then, a further vote would be taken.

If there is still a tie, Governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

Appointment of Governors (See Articles 50 - 64)

Community: The Members may appoint up to 8 (Community) Governors

Staff: The Staff Governors shall be elected by the teachers and such other staff as shall be employed by the Academy Trust at the time of the election, in accordance with Articles 50A, 50B & 50C.

LA: The LA may appoint the LA Governor.

Parent : All parents will be contacted and asked for nominations and an election held, if necessary, in the form of a secret ballot in accordance with Articles 53 - 56. If the number of Parent Governors standing for election is less than the number of vacancies, the Governing Body shall appoint the number of Parent Governors required In accordance with Article 58.

Co-opted: The Governors may appoint up to 3 Co-opted Governors in accordance with Article 59.

The Governing Body is required to appoint a Clerk to the Governing Body.

Role of the Chair, Vice Chair, Committee Chairs and Clerk

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with Companies House and ESFA requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Head Teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head Teacher and provides strategic direction

Disqualification - the Head Teacher, Staff Governors, Pupils, Staff Members

The Role of the Vice Chair of the Governing Body

- To assist the Chair of the Governing Body in fulfilling the duties set out above.
- To substitute for the Chair in all matters if they are not able to fulfil their responsibilities.

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Head Teacher to support the Governing Body
- To advise the Governing Body on constitutional and procedural matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification - Governors, Associate Members, the Head Teacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification - none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification - the Head Teacher

The Governing Body Terms of Reference

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 Full Governing Body:

These matters cannot be delegated to either a Committee or an individual

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 at least three 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 or remove a Clerk to each Committee
8. To suspend a Governor
9. To decide which functions of the Governing Body will be delegated to Committees, groups and individuals
10. To review the delegation arrangements annually
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 set up a Register of Business Interests for all Governors and those staff with financial responsibilities.
13. To regulate Governing Body procedures
14. To determine all matters in respect of membership of a federation
15. To decide on the provision and cessation of extended services
16. To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its Committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
17. To monitor the progress of work being undertaken by Committees and individuals
18. To establish and keep under review Critical Incident Policy and Procedures
19. To consider recommendations made by Committees with regard to the working of the Governing Body
20. To establish and keep under review a protocol for the Governing Body
21. To establish and keep under review arrangements for Governors' visits to school
22. To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
23. To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
24. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher
25. To appoint the Head Teacher, Deputy Head Teachers and Assistant Head Teacher
26. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action
27. To appoint the External Auditors

Terms of Reference Delegated to Committees:

To appoint the Chair of any Committee

To receive reports from any individual or Committee to whom a task has been delegated and to consider necessary action

To approve the first formal budget plan of the financial year

To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate

Delegation of Functions

A Governing Body can delegate any of its statutory functions to a Committee, a Governor or the Head Teacher, subject to the restrictions described below. The Governing Body must review the delegation of functions annually. A Governing Body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual.

The following functions cannot be delegated:

- The constitution of the Governing Body.
- The appointment or removal of the Chairman or Vice-Chairman.
- The appointment of the Clerk.
- The suspension of Governors.
- The establishment of Committees and delegation of functions.
-

The following functions can be delegated to a Committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools.
- The approval of the first formal budget plan of the financial year.
- School discipline policies.
- The exclusion of pupils.
- Admission matters.

The Governing Body can still perform functions it has delegated. This enables the Governing Body to take decisions on matters that are discussed at meetings on functions that have been delegated. Please note that any individual or Committee to whom a decision has been delegated must report to the Governing Body in respect of any action or decision made.

The Governing Body has agreed on the Scheme of Delegation set out within appendices 3 & 4 of these Standing Orders. In doing so it has set up a number of Committees. The work of these Committees may from time to time be supported by the use of working parties.

Committees

Committees and Working Parties - Definitions

A COMMITTEE of the Governing Body is set up with delegated powers, with the Governing Body deciding its membership, the procedures for appointing its Chairman, what powers it will have, whether it will include associate members and, if so, whether they may vote. This information must be minuted at a full Governing Body meeting. The Governing Body remain responsible for any decisions taken by Committees and these decisions must be reported back to the full Governing Body at their next meeting. The establishment, Terms of Reference, constitution and membership of committees must be reviewed annually. The Chairman of each Committee must also be appointed annually.

A WORKING PARTY of the Governing Body is set up with the Governing Body deciding its membership and the topics it will discuss. A working party cannot make any decisions or have any delegated powers. A working party can only bring recommendations to the Full Governing Body (or a relevant Committee if responsibility has been delegated to a Committee) for approval.

Membership of Committees

The membership of Committees is set out at appendix 2. A Chairman must be appointed each year to each Committee, elected by the Committee members, as the Governing Body have resolved to delegate this task. The Governing Body is required to appoint a Clerk to each Committee. This cannot be the Head Teacher but can be another Governor.

Governors with Special Responsibilities

Governors with Special Responsibilities are required to liaise with their corresponding member of staff and provide a report to the Governing Body or relevant Committee. Governors with special responsibilities are listed in Appendix 3.

Any individual(s) to whom responsibility has been delegated by this Governing Body is expected to work within the following Terms of Reference.

Terms of Reference of Governors with Special Responsibilities:

- To liaise with and support the work of the appropriate member(s) of staff.
- To visit the School with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School practice.
- To provide a verbal or written Report to the Monitoring Committee/Full Governors, as listed in the above chart, annually or as required, in order to keep the Governing Body up to date with changes or new developments in their area of responsibility.
- To report developments and progress within their area of responsibility to the Governing Body, the Monitoring Committee or the Working Group, whichever the Governing Body deems most appropriate.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- To attend training as appropriate in support of their role.

Committees

	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal -Head Teacher	Hearings Committee	Appeals Committee
Membership - Minimum	5 Governors including the Head Teacher	5 Governors including the Head Teacher	6 Governors including the Head Teacher; Chair of Governors; Chair of Premises and Health & Safety; Chair of Progress and Attainment	5 Governors including the Head Teacher and Chair of Governors	3 Governors including the Chair of Resources	3 Governors	3 Governors
Membership - Disqualification				Staff Governors	Head Teacher & Staff Governors	The Head Teacher & Chair of Governors (due to probable prior knowledge)	The Head Teacher, Chair of Governors & Chair of Resources (due to probable prior knowledge). Any members involved in the initial decision making process
Quorum	3 Governors excluding the Head Teacher	3 Governors excluding the Head Teacher	4 Governors excluding the Head Teacher	3 Governors excluding the Head Teacher	2 Governors excluding the Head Teacher	3 Governors	3 Governors
Chair & Vice Chair	Elected at the first meeting of the year	Elected at the first meeting of the year	Elected at the first meeting of the year	Elected at the meeting	Elected at the meeting	Elected at the meeting	Elected at the meeting
Meeting Frequency	3 p/a; generally termly	3 p/a; generally termly	9 p/a	Annually	Annually	As required	As required
Notice of Meeting	7 days	7 days	7 days	7 days	7 days	7 days	7 days

Committees

Committee Protocols

Purpose

To ensure there is effective communication to and from the Full Governing Body and its Committees.

Responsibilities of Chairs (Full Governing Body and Committees)

1. To ensure an agenda is prepared and distributed to members. Whilst this must be done at least 7 days before the meeting, best practice is that we aim to distribute papers at least 10 working days before the meeting to which they relate.
2. To ensure draft minutes are prepared and distributed to all members of the Committee, the Head Teacher, the Chair of Governors and the Clerk to the Governors within 10 days of the meeting.
3. To ensure a copy of the agenda, supporting papers and approved minutes signed by the Committee Chair are supplied to the Clerk for the school's permanent records.

Agenda Drafting

In drafting the agenda the following items should be considered

1. Matters referred to the Full Governing Body by the Committees.
2. Matters referred to Committees by the Full Governing Body.
3. Matters arising from within the annual timetable of Governor responsibilities.
4. Any other matters raised directly which the Chair believes is appropriate to include on the agenda

Reporting Requirements

All Committee meetings will be minuted. Where work is delegated to a working party there is no requirement for this to be minuted other than as discussed within the Committee. Minutes will be approved by the next meeting of the Committee and signed on its behalf by the Chair.

Minutes of the meeting will be circulated to all Governors for ratification prior to the next Full Governors' meeting.

In the event the meeting of the Full Governors takes place before the minutes have been approved by the Committee, the draft minutes will be reviewed and approved by the Chair of the Committee and subsequently approved by the Committee itself. If any amendments are made the minutes will be referred back to the next meeting of the Full Governing Body.

Confidentiality

How individual Governors vote, decisions and opinions of individuals and other sensitive information should always be regarded as confidential.

Committees

Committee Protocols

Best practice for Committee Management

Agendas should be circulated to all Committee members at least seven days in advance of the meeting.

Committee papers should be available to all Governors (not just those on the Committee).

Minutes should be circulated to all Governors (not just those on the Committee) within two weeks after the date of the meeting.

Minutes should be signed by the Committee Chairperson at the next Committee meeting to verify that the minutes are a true record.

Any Governor may attend a Committee meeting but only named Committee members may vote.

Committee members should feedback at the Full Governing Body on the work of the Committee and any decisions taken.

Committees

Terms of Reference

Progress and Attainment

Purpose and Objectives

1. To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements, the National Curriculum and the School's Curriculum Policy
2. To consider curricular issues which have implications for Resources decisions and to make recommendations to the relevant committees or the Governing Body.
3. To oversee and approve admission of SEN pupils. To appeal against Local Authority directions when appropriate.
4. To oversee arrangements for individual Governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
5. To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
6. To approve policy documents on matters relating to the curriculum and SEN .
7. To establish and keep up to date a written policy on sex education.
8. To establish a Discipline Policy.
9. To oversee adoption and review of home school agreements.
10. To oversee the appointment of a responsible person to discharge duties in respect of pupils with special needs.
11. To monitor the use of exclusions and direct reinstatement of excluded pupils where appropriate.
12. To assist staff in monitoring and evaluating the curriculum and SEN provision delivered in school, reporting to the Governing Body on;
 - Standards of achievement of the pupils in the National Curriculum,
 - The quality of learning of the pupils as specified in the Ofsted Framework of Inspection.
13. To advise the Governors of the school on compliance or otherwise with all legal obligations in respect of the curriculum.

Committees

Terms of Reference

Premises and Health & Safety

Purpose and Objectives

1. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
2. To oversee arrangements for repairs and maintenance, including a properly funded Maintenance Plan
3. To make recommendations to the Resources Committee on premises-related expenditure
4. To approve policy documents on matters relating to the Premises including Health & Safety aspects.
5. To develop and approve plans for the premises and grounds of the school, to question the underlying assumptions and ensure they fit with the achievement of the school's strategic objectives
6. In consultation with the Head Teacher and the Resources Committee, to oversee premises-related funding bids
7. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body Policy
8. To assist staff in monitoring and evaluating the quality and provision of premises and grounds resource in school, reporting to the Governing Body on;
 - Standards and quality of premises and grounds and their maintenance/development,
 - The Health & Safety issues linked to the above
9. To establish and keep under review a Building Development Plan
10. To establish and keep under review an Accessibility Plan
11. To advise the Governors of the school compliance or otherwise with all legal obligations in respect of the premises and health & safety
12. To ensure that school lunch nutritional standards are met.

Committees

Terms of Reference

Resources

Finance

1. In consultation with the Head Teacher, to agree the first formal budget plan of the financial year
2. To establish and maintain an up to date 3 year Financial Plan
3. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
4. To ensure that the school operates within the Financial Regulations of the Charities Commission, Companies House , DfE and Financial Scheme of Delegation
5. To advise the Governors of the school about compliance or otherwise with all legal obligations in respect of the finance of the school
6. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
7. To annually review charges and remissions policies and expenses policies.
8. To make decisions in respect of service agreements and other contracts in accordance with the requirements of the school's Financial Scheme of Delegation
9. To make decisions on expenditure following recommendations from other committees
10. To prepare the financial statement to form part of the annual report of the Governing Body and for filing in accordance with Companies Act and Charity Commission requirements
11. To receive auditors' reports and to recommend to the full Governing Body action as appropriate in response to audit findings
12. To recommend to the full Governing Body the appointment or reappointment of the auditors of the Academy.
13. To prepare financial statements for inclusion in the Governing Body report to parents
14. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
15. To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
16. In the light of the Head Teacher Pay & Appraisal Committee's recommendations, to determine whether sufficient funds are available for increments
17. To establish a charging and remissions policy for non National Curriculum based activities
18. To set up and approve a scheme for Governors' expenses
19. To put in place extended schools services and to ensure they are being delivered

Staffing

1. To draft and keep under review the staffing structure in consultation with the Head Teacher
2. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
3. To oversee the appointment procedure for all staff
4. To formulate, establish and review annually an Appraisal Policy for all staff
5. To establish disciplinary and capability procedures
6. To deal with the suspension and ending of suspension of staff
7. To ensure there is an adequate staffing complement in the school
8. To oversee the process leading to staff reductions
9. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
10. To approve personnel related expenditure
11. To determine dismissal and early retirement payments
12. To make any determination to dismiss any member of staff
13. To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Body's personnel procedures (unless delegated to the Head Teacher)

Committees

Terms of Reference

Pay and Appraisal - Staff

1. To agree a Pay Policy
2. To agree pay discretions
3. To monitor the implementation of the Appraisal Policy
4. To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set

Pay and Appraisal - Head Teacher

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

Ad Hoc Committees

Hearings Committee

1. To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
2. To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum dis-applications, and the operation of the Governing Body's charging policy.

Appeals Committee

1. To consider any appeal against a decision to dismiss a member of staff made by the Resources Committee
2. To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability
3. To consider any appeal against selection for redundancy

Appendix 1 Full Governing Body Membership

Full Governing Body

Name of Governor	End of term of Office	Type	Name of Governor	End of term of Office	Type
Dave Bell	10/12/20	Appointed by Members	Petrina Charnley-Monk	18/02/21	Parent
Robert Talbot	15/11/22	Appointed by Members	Lucy Johnson	20/03/21	Parent
Diane Horner	24/04/21	Appointed by Members	Martin Curry	19/03/22	Parent
Hilary Brown	11/10/20	Appointed by Members	Jenny Pack	19/03/22	Parent
Paul O'Reilly	23/03/23	Appointed by Members	Alison Tancred	11/07/23	Parent
Tom Charrier	28/11/20	Appointed by Members	Emily Garbutt	17/09/22	Staff - Teaching
Mark Jones	18/02/21	Appointed by Members	Y'Anne Williamson	17/09/22	Staff - Teaching
Philip Doyle	30/11/23	Appointed by Members	Rachel Simpson	17/09/22	Staff - Non-Teaching
Vacant		Local Authority	Huw Davies	N/A	G (HT)
Vacant		Parent			

Chair of the Governing Body	Lucy Johnson
Vice-Chairs of the Governing Body	Philip Doyle & Robert Talbot
Clerk to the Governing Body	Lucy Bennett
Observer	Deputy/Assistant Head Teacher may attend as observer

Appendix 2 Committee Membership

Progress and Attainment

Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O	Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O
Paul O'Reilly	30/09/19	G			
Emily Garbutt	30/09/19	G	Y'Anne Williamson	30/09/19	G
Lucy Johnson (Chair of Governors)	30/09/19	G	Jenny Pack	30/09/19	G
Robert Talbot	30/09/19	G	Huw Davies	30/09/19	G (HT)
Petrina Charnley-Monk	30/09/19	G			

Chair of the Committee	Paul O'Reilly
Vice-Chair of the Committee	Emily Garbutt
Clerk to the Committee	Lucy Bennett
Observer	Deputy/Assistant Head Teacher may attend as observer

Appendix 2 Committee Membership

Premises and Health & Safety

Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O	Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O
Mark Jones	30/09/19	G	Tom Charrier	30/09/19	G
Hilary Brown	30/09/19	G	Y'Anne Williamson	30/09/19	G
Dave Bell	30/09/19	G	Emily Garbutt	30/09/19	G
Diane Horner	30/09/19	G	Huw Davies	30/09/19	G (HT)
Lucy Johnson (Chair of Governors)	25/11/19	G			

Chair of the Committee	Mark Jones
Vice-Chair of the Committee	Hilary Brown
Clerk to the Committee	Lucy Bennett
Observer	Deputy/Assistant Head Teacher may attend as observer

Appendix 2 Committee Membership

Resources

Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O	Name of Governor/ Associate member/Observer	Date appointed to Committee	G/AM/O
Diane Horner	30/09/19	G	Martin Curry	30/09/19	G
Robert Talbot	30/09/19	G	Y'Anne Williamson	30/09/19	G
Philip Doyle	30/09/19	G	Emily Garbutt	30/09/19	G
Mark Jones (PH&S Chair)	30/09/19	G	Huw Davies	30/09/19	G (HT)
Paul O'Reilly (P&A Chair)	30/09/19	G	Lucy Johnson (Chair of Governors)	25/11/19	G

Chair of the Committee	Diane Horner
Vice-Chair of the Committee	Y'Anne Williamson
Clerk to the Committee	Lucy Bennett
Observer	Deputy/Assistant Head Teacher may attend as observer

Appendix 2 Committee Membership

Pay and Appraisal - Staff

Name of Governor/ Associate member	Date appointed to Committee	G/AM	Name of Governor/ Associate member	Date appointed to Committee	G/AM
Diane Horner (Chair of Resources)	30/09/19	G			
Robert Talbot	30/09/19	G			
Lucy Johnson (Chair of Governors)	25/11/19	G			
Philip Doyle	30/09/19	G			
Paul O'Reilly	30/09/19	G			
Huw Davies	30/09/19	G (HT)			

Chair of the Committee	Chair of Governing Body
Clerk to the Committee	Appointed committee member

Membership minimum: 5 including Head Teacher and Chair of Governors

Quorum: 3 excluding Head Teacher

Appendix 2 Committee Membership

Pay and Appraisal - Head Teacher, Deputy Head Teacher and Assistant Head Teacher

Name of Governor/ Associate member	Date appointed to Committee	G/AM
Diane Horner (Chair of Resources)	30/09/19	G
Robert Talbot	30/09/19	G
Lucy Johnson (Chair of Governors)	25/11/19	G

Chair of the Committee	Chair of Resources
Clerk to the Committee	Appointed committee member

Membership minimum: 3 including Chair of Resources Committee

Quorum: 2

Appendix 3 Governor Monitoring and Evaluation

All Governors are responsible for visiting the school for the purpose of monitoring all its various activities, including the School Development Plan, Teaching & Learning and Systems & Procedures, together with Educational Trips and Assemblies.

All such monitoring visits are to be recorded in writing, detailing the purpose; link to the School Development Plan; observations and comments; issues arising; and any future action needed.

Some Governors have been assigned special responsibility for monitoring and evaluating the key priority areas of the School Development Plan, which exists to aid us in achieving our School Vision, as follows.

Ghyllside School Vision

We aspire for all the children leaving Ghyllside School to be confident, successful, well rounded individuals who are able to go on to lead happy, personally fulfilling lives through being:



We aim to achieve this in a school community that

'Inspires achievement, a love of life and learning for all'

Appendix 3 Governor Monitoring and Evaluation

Governors with Special Responsibility: School Development Plan 2019-20

Key priority	Element	Responsible Governor(s)	Timing
1. Vision Development Action Plan	Ensure a broad, varied and well evidenced curriculum	Huw Davies + Paul O'Reilly	Autumn 2019 - Spring 2020
	Positive mental health	Huw Davies + Jenny Pack	Throughout 2019-20
	Gender Equality	Huw Davies + Jenny Pack	Autumn 2019
	Drama	Huw Davies + Robert Talbot	Throughout 2019-20
	Years 3 & 4 Swimming	Huw Davies + Tom Charrier	Throughout 2019-20
	Improve pupil voice through school	Huw Davies	Autumn 2019 - Spring 2020
	2. Staff Well-being	Workload & Well Being	Huw Davies Lucy Johnson Alison Tancred
3. Safeguarding		Documentation & Familiarisation	Y'Anne Williamson
4. Pupil Premium Action Plan	Year 3 of a 3-year plan	Petrina Charnley-Monk	Throughout 2019-20
5. Maths	2 nd Part of a 2-year plan	Huw Davies Paul O'Reilly Martin Curry	Throughout 2019-20
6. English	Year 3 of a 3-year plan	Huw Davies + Jenny Pack	Throughout 2019-20
7. Site Development	Windows Boundary Playground	Diane Horner	Autumn 2019 - Spring 2020

Ghyllside School

Financial Scheme of Delegation

- 1 Powers and Duties Reserved for the Governing Body

- 2 Powers and Duties Delegated to the Resources Committee

- 3 Financial Powers and Duties Delegated to the Head

- 4 Summary of Financial Authorisation Levels

Appendix 4 Financial Scheme of Delegation

1 Powers and Duties Reserved for the Governing Body

The Governing Body shall be responsible for:

General

- 1.1** Approval of a written scheme of delegation of its financial powers and duties to its Resources Committee, the Head and other staff. The scheme must satisfy the Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the Academy. The Scheme of Delegation should be operated in conjunction with the Financial Regulations of the Academy.

Budgets/Budgetary Control

- 1.2** Formally approving the annual Academy budget at least two months prior to the start of each financial year.
- 1.3** Considering budgetary control reports from the Resources Committee at every meeting, with relevant explanations and documentation where required.
- 1.4** Authorisation of all virements in excess of £30,000 between budget headings. Details of all virements approved and authorised by the Resources Committee are to be formally notified to the Governing Body.

Purchasing

- 1.5** Maintenance of a Register of Business Interests for all Governors and those Academy staff with financial responsibilities.
- 1.6** Authorisation of the advertising of tenders above £100,000, and authorising the award of such tenders.
- 1.7** Tenders other than the most financially favourable, or late tenders, can only be accepted by the Governing Body who shall minute the reasons for their decision.

Income

- 1.8** Authorisation of the write off of debts not collectable (the Secretary of State's prior approval is also required if debts to be written off are above the value set out in the annual funding letter).

Security of Assets

- 1.9** Authorisation of the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value in excess of £5,000.

Accounts and Audit

- 1.10** Appointment of external auditors.
- 1.11** Reviewing the draft financial statements prior to audit and approval of the audited financial statements prior to submission to the Secretary of State by 31 December.
- 1.12** Receiving the reports of the external auditor.
- 1.13** Receiving the reports of the Responsible Officer on the use of resources, systems of internal financial control, and discharge of financial responsibilities.
- 1.14** Informing the ESFA if it suspects any irregularity affecting resources.

Appendix 4 Financial Scheme of Delegation

2 Powers and Duties Delegated to the Resources Committee

The Resources Committee shall be responsible for:

General

- 2.1** Exercising the powers and duties of the Governing Body in respect of the financial administration of the Academy, except for those items specifically reserved for the Governing Body and those delegated to the Head and other staff.
- 2.2** Reporting on decisions taken under delegated powers to the next meeting of the Governing Body.

Budgets/Budgetary Control

- 2.3** Agreeing the annual Academy budget prior to the start of each financial year and recommending its acceptance, or otherwise, to the Governing Body.
- 2.4** Considering budgetary control reports on the Academy's financial position at every meeting, taking appropriate action to contain expenditure within the budget and report to the Governing Body.
- 2.5** Reviewing the virement of sums between budget heads, subject to a limit of £30,000, as approved and authorised by the Head, which are to be formally notified to the Resources Committee who shall minute the notification.
- 2.6** Reporting to the Governing Body all significant financial matters and any actual or potential overspending.

Purchasing

- 2.7** Authorising the award of orders and contracts over £10,000 and up to £100,000.

Insurances

- 2.8** Ensuring that arrangements for insurance cover are in place and adequate.

Security of Assets

- 2.9** Ensuring that there are annual independent checks of assets and the asset register.
- 2.10** Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with an original purchase value of up to £5,000 and reporting such authorisations to the Governing Body.

Personnel

- 2.11** Authorising changes to the Academy's establishment, including replacements within the previously agreed budget.

Accounts and Audit

- 2.12** Reviewing the draft financial statements and highlighting any significant issues to the Governing Body, prior to submission to the Secretary of State by 31 December.
- 2.13** Reviewing the reports of the Responsible Officer on the effectiveness of the financial procedures and control. These reports must also be reported to the Governing Body.

Appendix 4 Financial Scheme of Delegation

3 Financial Powers and Duties Delegated to the Head

The Head has delegated powers and functions in respect of internal organisation, management and control of the Academy, the implementation of all policies approved by the Governing Body and for the direction of teaching and the curriculum.

The Head shall be responsible for:

Budgetary control

- 3.1** Reviewing income and expenditure reports and highlighting actual or potential overspending to the Resources Committee.
- 3.2** Approving virements between budget headings up to £30,000 and reporting such approval to the Resources Committee.

Financial Management

- 3.3** Ensuring the arrangements for collection of income, ordering of goods and services, payments and security of assets are in accordance with the Financial Regulations.

Purchasing

- 3.4** Authorising orders and contracts up to £10,000.
- 3.5** Ensuring that all contracts and agreements conform to the Financial Regulations.

Security of Assets

- 3.6** Ensuring that proper security is maintained at all times for all buildings, furniture, equipment, vehicles, stocks, stores, cash, information and records etc under his/her control.

Accounts and Audit

- 3.7** The operation of financial processes within the Academy, ensuring that adequate operational controls are in place and that the principles of internal control are maintained.
- 3.8** Ensuring that full, accurate and up to date records are maintained in order to provide financial and statistical information.
- 3.9** Ensuring that all records and documents are available for audit by the appointed external auditors and by the Responsible Officer.

Budgets/Budgetary Control

- 3.10** Ensure an annual draft budget plan is prepared for consideration by the Resources Committee and Governing Body before the start of the relevant financial year.
- 3.11** Ensuring monthly monitoring of expenditure and income against the approved budget takes place and that reports are submitted on the Academy's financial position to every meeting of the Resources Committee. Any actual or potential overspending shall be reported to the Resources Committee.
- 3.12** Maintaining a register of formal contracts entered into, amounts paid and certificates of completion.
- 3.13** Retention of quotes obtained for goods, works and services.
- 3.14** Ensuring that all correct invoices are duly certified by authorised staff before payments are made and that invoices, vouchers and other records are retained and stored in a secure way and are readily available for inspection by authorised persons.

Appendix 4 Financial Scheme of Delegation

3.15 Ensuring the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments.

Payroll and Personnel

3.16 Notifying the payroll provider of any matters affecting payments to employees.

3.17 Ensuring that the monthly payroll is checked, and certifying it for payment.

Income

3.18 Ensuring that all income is accurately accounted for and is promptly collected and banked intact.

Banking Arrangements

3.19 Maintaining proper records of account and reviewing monthly bank reconciliations.

Insurances

3.20 Notifying the Resources Committee on any eventuality that could affect the Academy's insurance arrangements.

Security of Assets

3.21 Maintaining a permanent and continuous register of all items of furniture, equipment, vehicles and plant.

Information and Communication Systems

3.22 Maintaining the standards of control for such systems in operation within the Academy to include the use of properly licensed software, and for the security and privacy of data in accordance with the General Data Protection Regulation.

4 Summary of Financial Authorisation Levels

Delegated Duty	Value	Delegated Authority	Method
Minimum Ordering Goods and Services (raising requisitions)	Up to £3,000	Budget Holder	Best Value is always sought (e.g. purchase objectively; catalogue prices; previously used supplier)
	£3,001 to £10,000	As above, plus Head	Minimum of three quotes *
	£10,001 to £15,000	As above, plus Chair or Vice-Chair of Resources Committee, who are to report back to that Committee	Minimum of three quotes *
	£15,001 to £25,000	Budget Holder, Head, plus Resources Committee	Minimum of three quotes *
	£25,001 to £100,000	Resources Committee	Formal tendering process, including advertising in OJEU (if over the OJEU threshold)
	Over £100,000	Governing Body	Subject to: Where Best Value will be achieved
	Authority to accept other than lowest quotation or tender	Governing Body	
	CIF Projects	Once costings approved, invoices can be authorised by the Head to any level as long as within the overall approved costing	
	Contracts	To be approved by delegated authority to full contract value	Best Value, which may be a purchasing consortium, three quotes, etc. to be achieved and documented
	* Exceptions to Minimum of three quotes	Where there are no alternative suppliers	
	Expenditure relating to school trips	Trips Coordinator, Finance Department and payment authorisation signatories	Expenditure to be approved by the trips coordinator. The Finance Department verify that the trip balance is sufficient to support the transaction. The standard payment authorisation procedure applies.

Appendix 4 Financial Scheme of Delegation

Signatories for cheques	Any	2 signatories (A and B, B and C or A and C) from the following: <ul style="list-style-type: none"> ▪ 'A' Signatories – from a pool of 2 governors ▪ 'B' Signatories – Head and Deputy Head ▪ 'C' Signatories –Senior staff Furthermore, if the value is over £10,000, one of the signatories must be category A	
Procedure for Credit Card purchases/payments	Up to £1,000	Use of limited to: Head and Deputy Heads Senior Staff	
Procedure for BACS / Chaps payments or transfers		The following are authorised to post payments: <ul style="list-style-type: none"> ▪ Finance staff The following are authorised to authorise payments: <ul style="list-style-type: none"> ▪ Head ▪ Senior Finance staff (not the same as those able to post) 	
Signatories for ESFA grant claims and ESFA returns	Any	Two signatories (or as required by ESFA) from: <ul style="list-style-type: none"> - Senior Finance staff - Head - Chair of Governors 	
Virement of budget provision between budget heads	Up to £10,000	Senior finance staff, reporting to the Resources Committee	
	£10,001 to £30,000	As above plus Head, with reporting to the Resources Committee	
	Over £30,000	Governing Body	
Disposal of assets	Up to £5,000	Resources Committee	
	£5,001 to £20,000	As above plus Governing Body	
	Over £20,000	As above, plus ESFA approval required for disposal of assets funded with more than £20,000 of ESFA grant, or transferred from an LA at nominal consideration	
Write-off of bad debts	Up to £1,000	Governing Body	
	Over £1,000	As above plus ESFA approval	
Purchase or sale of any freehold property	Any	ESFA approval required	

Appendix 4 Financial Scheme of Delegation

Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	ESFA approval required	
Raising invoices to collect income	Up to £10,000	Head teacher	
	£10,001 to £100,000	As above plus Resources Committee	
	Over £100,000	Governing Body	

Appendix 5 Organisational Scheme of Delegation

No. *	Tasks	Full Governors	Committee	Head Teacher
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Staffing

1	Head Teacher appointments (selection panel)			
2	Deputy & Assistant Head appointments (selection panel)			
3	Appoint other teachers			
4	Appoint non-teaching staff			
5	Agree a pay policy			
6	Pay discretions			
7	Establishing disciplinary/capability procedures			
8	Dismissal of Head Teacher			
9	Dismissal of other staff			
10	Suspending Head Teacher			
11	Suspending staff (except Head Teacher)			
12	Ending suspension (Head Teacher)			
13	Ending suspension (except Head Teacher)			
14	Determining staff complement			
15	Determining dismissal payments/ early retirement			

Appendix 5 Organisational Scheme of Delegation

No. *	Tasks	Full Governors	Committee	Head Teacher
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Curriculum

16	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupils			
17	To establish a Curriculum Policy			
18	To implement Curriculum Policy			
19	To agree or reject and monitor Curriculum Policy			
20	Responsible for standards of teaching			
21	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)			
22	Responsibility for individual child's education			
23	Provision of sex education – to establish and keep up to date a written policy			
24	To prohibit political indoctrination and ensuring the balanced treatment of political issues			
25	To establish a charging and remissions policy for activities (non NC based)			

Appraisal

26	To formulate an Appraisal Policy			
27	To establish an Appraisal Policy			
28	To implement the Appraisal Policy			
29	To review annually the Appraisal Policy			

Target Setting

30	To set and publish targets for pupil achievement			
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Appendix 5 Organisational Scheme of Delegation

No. *	Tasks	Full Governors	Committee	Head Teacher
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Discipline /Exclusions

31	To establish a Discipline Policy			
32	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair/Vice-Chair in cases of urgency)			
33	To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-Chair in cases of urgency)			

Religious Education

34	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB. this must fall into line with locally agreed syllabus			
35	Decision to provide RE in line with locally agreed syllabus (VA schools - only if parents request it. All other schools not covered in 35 above)			

Collective Worship

36	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)			
37	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to dis-apply (after consulting GB)			
38	Arrangements for collective worship (schools without religious character (after consulting GB))			

Premises & Insurance

39	Premises insurance and personal liability			
40	Developing school Premises strategy or master plan			
41	Procuring and maintaining Premises, including developing properly funded maintenance plan			

Health & Safety

42	To ensure that health and safety regulations are followed			
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Appendix 5 Organisational Scheme of Delegation

No. *	Tasks	Full Governors	Committee	Head Teacher
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School Organisation

43	To publish proposals to change category of school			
44	To ensure that the school meets for 380 sessions in a school year			
45	To ensure that school lunch nutritional standards are met where provided by the governing body.			

Information For Parents

46	To prepare and publish the school prospectus			
47	To prepare and publish the school profile			
48	To ensure provision of free school meals to those pupils meeting the criteria			
49	Adoption and review of home-school agreements			

Governing Body Procedures

50	To draw up Standing Orders and any amendments thereafter			
51	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body			
52	To appoint and dismiss the clerk to the governors			
53	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often as may be required			
54	To appoint and remove community or co-opted governors.			
55	To set up a Register of Governors' Business Interests			
56	To approve and set up a Governors' Expenses Scheme			
57	To discharge duties in respect of pupils with special needs by appointing a "responsible person"			
58	To consider whether or not to exercise delegation of functions to individuals or committees			
59	To regulate the governing body procedures			

Appendix 5 Organisational Scheme of Delegation

No. *	Tasks	Full Governors	Committee	Head Teacher
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Federations

60	To consider forming a federation or joining an existing federation			
61	To consider requests from other schools to join the federation			
62	To leave a federation			

Extended Schools

63	To decide to offer additional activities and to what form these should take			
64	To put into place the additional services provided			
65	To ensure delivery of services provided			
66	To cease providing extended school provision.			

Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
5				Agree a pay policy	
6				Pay discretions	Pay discretions HT
7			Establishing disciplinary/capability procedures		
9			Dismissal of other staff		
11			Suspending staff (except head)		
13			Ending suspension (except head)		
14			Determining staff complement		
15			Determining dismissal payments/ early retirement		

Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
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Curriculum

16	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)				
19	To agree or reject and monitor Curriculum Policy				
23	Provision of sex education – to establish and keep up to date a written policy				
25			To establish a Charging and Remissions Policy for activities (non NC based)		

Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
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Appraisal

26			To formulate an Appraisal Policy		
27			To establish an Appraisal Policy		
28				To implement the Appraisal Policy	
29			To review annually the Appraisal Policy		

Target Setting

30	To set and publish targets for pupil achievement				
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Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
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Discipline /Exclusions

31	To establish a Discipline Policy				
32	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)				
33	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)				

Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
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Premises & Insurance

41		Procuring and maintaining Premises, including developing properly funded maintenance plan			
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Health & Safety

42		To ensure that health and safety regulations are followed			
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School Organisation

45		To ensure that school lunch nutritional standards are met.			
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Information For Parents

49	Adoption and review of home-school agreements				
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Appendix 6 Committee Responsibilities

No.	Progress and Attainment	Premises and Health & Safety	Resources	Pay and Appraisal - Staff	Pay and Appraisal - Head Teacher
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GB Procedures

56			To approve and set up a Governors Expenses Scheme		
57	To discharge duties in respect of pupils with special needs by appointing a "responsible person"				

Extended Schools

64			To put into place the additional services provided		
65			To ensure delivery of services provided		

Additionally there are 2 further committees that meet on an ad hoc basis and are not included above. They are Hearings and Appeals, further details are within the section for Terms of Reference.

Appendix 7 Policies and Procedures

The following existing policies and procedures are reviewed annually during the Autumn Term and adopted by the Full Governing Body at its November meeting.

Health & Safety Policy	Freedom of Information Policy
Access Plan 2016 onwards	Gifts and Hospitality Policy
Accounting Policy	Governor Allowances Policy
Admissions Policy	Literacy (including Handwriting and Reading for Pleasure) Policy
Anti Bullying Policy	Lone Working
Anti Fraud Policy	Marking and Feedback Policy
Appraisal Policy	Maths Policy
Assessment & Tracking Policy	Medical Conditions Policy
Asthma Policy	Online Safety Policy
Behaviour (including Exclusions) Policy	Pay Policy
British Values Policy	Reserves Policy
CCTV Policy	School Meals & Nutrition Policy
Charging and Remissions Policy	SEN Policy
Child Protection (formerly Safeguarding) Policy	Single Equality Scheme
Collective Worship	Site Security Protocol
Communications Policy	Staff Handbook
Complaints Procedure	Strategic & Financial Risks Policy
Crisis Management Plan	Teaching & Learning Policy
Curriculum Policy	Whistleblowing Policy
Educational Visits Policy	
Fixed Assets Policy	

Any new policies and/or procedures, or those needing more urgent review, would be adopted at either the next meeting of the Full Governing Body, or its delegated Committee.

All HR Policies and Procedures are based on model policies issued by the local authority following consultation with trade unions and adapted for use by the School.

Ghyllside School

Committee

Terms of Reference		
Quorum	Chair	Clerk

Date of Meeting

Attendance

Name	Governor*	Associate Member*	Present/Apologies/Absent

Issue discussed

❖

Decisions and recommendations made

❖

Issue discussed

❖

Decisions and recommendations made

❖

Issue discussed

❖

Decisions and recommendations made

❖

Date and Time of Next Meeting

Duration of Meeting

Governor Meeting Schedule 2019/2020

Meeting	Autumn term	Spring term	Summer term
Briefing for Chair of Governors by the LA	Update meeting Date unknown	Update meeting Date unknown	Update meeting Date Unknown
Full Governing Body Procedure & Strategy meeting	Mon, 30 September 2019 5pm Conference Room		
Full Governing Body	Monday, 25 November 2019 7pm Conference Room	AGM: Monday, 16 March 2020, 7pm Conference Room Followed by Full Governors 7.15pm	Thursday, 9 July 2020 7pm Conference Room
Premises, Health & Safety Committee	Monday, 11 November 2019 5.30pm	Monday, 2 March 2020 4.00pm	Mon, 15 June 2020 4.00pm
Progress & Attainment Committee	Monday, 25 September 19 4.00pm	Mon, 20 January 2020 5.30pm	Mon, 27 April 2020 5.30pm
Resources Committee	Mon, 7 October 2019 4.30pm Finance	Mon, 27 January 2020 4.30pm Finance	Mon 18 May 2020 4.30pm Finance
	Monday, 18 November 2019 4.30pm Finance & Staffing	Monday, 24 February 2020 4.30pm Finance & Staffing	Mon, 22 June 2020 4.30pm Finance & Staffing
	Mon, 16 December 2019 4.30pm Finance	Mon, 23 March 2020 4.30pm Finance	Mon, 6 July 2020 4.30pm Finance & Budget Setting
Pay and Appraisal Headteacher	September, TBC 2019		
Pay and Appraisal Staff	Mon, 2 December 2019 4.30pm - Head's Office		

Appendix 10 Clerk to Governors Job Description

Meetings

- Prepare an agenda, with the Chair of the relevant committee and Head Teacher, which takes account of national and local government issues and is focused on school improvement.
- Encourage the Chair and others to produce agenda papers that are submitted on time for circulation.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
- Record the attendance of Governors at meetings and take appropriate action re absences.
- Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts of minutes to the Chair of the relevant committee and Head Teacher, for amendment/approval.
- Copy and circulate the approved draft minutes to all Governors within the timescale agreed with the Governing Body.
- Advise absent Governors of the date of the next meeting.
- Keep a minute book, or file of signed minutes, as an archive record.
- Following the approval of the minutes at the next meeting, forward a copy to the ESFA, if so requested.
- Chair the Governing Body meeting during the election of the Chair, if requested.
- Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting

Membership

- Maintain a database of names, addresses and category of Governing Body members, and their term of office.
- Initiate a welcome letter and induction pack (this pack shall be maintained and regularly updated) being sent to newly appointed Governors including details of terms of office.
- Advise Governors and appointing bodies of expiry of the term of office before the term expires, so elections or appointments can be organised in a timely manner.
- Inform the Governing Body of any changes to its membership.
- Maintain Governors' meeting attendance records and advise the Governing Body of non-attendance of Governors.
- Advise and maintain a 'Register of Governing Body Pecuniary Interests', which is reviewed annually and lodged within the school.
- Ensure that all Governors, including new Governors and re-appointees undertake an enhanced CRB check.
- Assist with the elections of parent and staff Governors.
- Maintain copies of the Standing Orders File including the current terms of reference and membership of committee and working parties and nominated Governors etc.
- Maintain a file of relevant ESFA documentation
- Assist with the copying and distribution of the School Profile if requested

Advice and Information

Appendix 10 Clerk to Governors Job Description

- Ensure that new Governors have a copy of the DCSF 'Guide to the Law' and other relevant information.
- Make arrangements for outgoing Governors to return copies of a 'Guide to the Law' and any other relevant documentation.
- Keep up to date with current educational developments and legislation affecting school governance.
- Ensure that statutory policies are in place, and that a file is kept in the school, of policies and other documents approved by the Governing Body
- Access appropriate legal advice, support and guidance when necessary
- Follow the Governing Body's agreed policy
- Provide/arrange support for new governors
- Advise on the requisite contents of the Prospectus and School Profile
- Attend briefings and participate in professional development opportunities
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees

The Clerk to the Governing Body shall ensure that the work of the Governing Body complies with all applicable Regulations.

Specific Additional Tasks:

- Update the Policy Review Dates and circulate as required.
- Work with the Link Governor to ensure that Governors are made aware of all training opportunities available from Governor Services and online via the modernGovernor.com website.
- Send letters to individuals on behalf of the Chair of Governors and Governing Body (e.g. invitations and welcome letters to prospective and new Governors).
- Circulate Governors with the School Calendar & Newsletter on a regular basis.
- Update the Standing Orders file, as required.
- Liaise with Governor Services over protocol, procedures, and regulations for the Governing Body.
- Inform all Governors by email of any matters which need their attention or authorisation or, that may be of interest in fulfilling their wider role.

Notes