

SIPS

EDUCATION



The Federation of Abbey Infant and Junior School

Governing Board Membership and Terms of Reference

Reviewed and Adopted: 17th September 2024

***Current version as at:
17th September 2024***

Governing Board Membership 2024/2025 Academic Year

LA (1)	End of Office
Phil Jones	8 th July 2027
Parent governors (2)	End of Office
Claire Barter	24 th November 2026
Jodi Ternent	28 th March 2027
Headteacher (1)	End of Office
Richard Kentish	Ex-Officio
Staff governor (1)	End of Office
Ahmad Hayat	7 th January 2026
Co-opted governors (8)	End of Office
Ben Churchill	30 th November 2024
Jenni Crewes	6 th December 2025
Pam Eling	8 th July 2027
Jane Gowing	2 nd July 2026
Martin McGowan	2 nd July 2026
Patrick Redmond	2 nd July 2026
Lisa Simmons	30 th November 2028
Laura Wheatly	2 nd July 2026

Chair: Phil Jones

Vice Chair: Laura Wheatly

Meeting Dates 2024-2025

	Autumn Term	Spring Term	Summer Term
Full Governing Board	17 th September 2024 3 rd December 2024	1 st April 2025	1 st July 2025
Pupil & Curriculum Committee	12 th November 2024	25 th February 2025	6 th May 2025
Staffing & Finance Committee	22 nd October 2024	18 th March 2025	17 th June 2025
Premises, Health & Safety Committee	5 th November 2024	4 th March 2025	3 rd June 2025
Pay Committee	4 th October 2024		

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, regulation 6\(2\)](#):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest version is available online below:

[Maintained schools governance guide](#)

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 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 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

For full details, please refer to the Virtual Governance Policy approved by the governing board on 17th September 2024.

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 governance professional 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 the Maintained Schools Governance Guide, Governance Structures, types of governors 5.3.5).

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.

Pupil and Curriculum 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.
- Strategic oversight of the assessment and progress systems used to enable leaders and teachers help all pupils make good progress.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils.
- Check with leaders on the progress pupils are making to learn the curriculum.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure effective support for teachers at all stages of their careers.
- Monitor and review quality of learning across the school.
- Monitor effective use of catch-up funds including intervention groups for pupils.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.

Curriculum:

- Ensure the school is meeting the expectations of a curriculum that matches the breadth and ambition of the national curriculum.
- Ensure sufficient resources are available to deliver the school's curriculum plans.
- Support leaders in engaging with parents to enable effective home/school support.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Promote equality and diversity.

Any item referred by the full governing board.

Membership

1. Ahmad Hayat
2. Phil Jones
3. Richard Kentish
4. Patrick Redmond
5. Lisa Simmons
6. Jodi Ternent

Minimum of three members required for quorum

Chair of Committee

Patrick Redmond

Clerk

Jenny Bristowe

Staffing and Finance Committee

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**, sums below that amount are delegated to the Head Teacher.
- 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 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. Information on tendering limits can be found under route 5 at [Buying for schools: how to buy what you need - Find the right route to buy - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/buying-for-schools-how-to-buy-what-you-need-find-the-right-route-to-buy-guidance)
- 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.

Any item referred by the full governing board.

Membership

1. Claire Barter
2. Jenni Crewes
3. Pam Eling
4. Richard Kentish
5. Martin McGowan
6. Laura Wheatly

Minimum of three members required

Chair of Committee

Laura Wheatly

Clerk

Jenny Bristowe

Premises, Health and Safety Committee

The committee has responsibility delegated by the governing board to:

Behaviour and attendance:

- 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.

Premises Health and Safety:

- Estate strategy and asset management plan.
- 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.
- Comply with current fire safety legislation and regulations
- COSHH - ensure that all required safety data sheets have been obtained and COSHH assessments, produced and reviewed on at least an annual basis.
- 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, any recommendations identified will be transferred to an action 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 and 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
 - Glazing 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 who 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.

Any item referred by the full governing board

Membership

1. Ben Churchill
2. Pam Eling
3. Jane Gowing
4. Richard Kentish

Minimum of three members required

Chair of Committee

Jane Gowing

Clerk

Jenny Bristowe

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:	
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;	
<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➤ Dignity at work	
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	Jenny Bristowe

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:	
<ul style="list-style-type: none">➤ 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 a 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	
<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	Jenny Bristowe

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	

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 ➤ Dignity at Work ➤ 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 hearing 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	

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. 	
Committee to meet once per year in the autumn term	
Membership	
<ol style="list-style-type: none"> 1. Jane Gowing 2. Phil Jones 3. Patrick Redmond 4. Laura Wheatly (reserve) <ul style="list-style-type: none"> • 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. 	
Chair of Committee	TBC
Clerk	Jenny Bristowe

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. Jane Gowing 2. Phil Jones 3. Patrick Redmond 4. Laura Wheatly (reserve) 	
Minimum of two members required	
Chair of Committee	
Clerk	N/A

Selection Panel

The panel has responsibility delegated by the governing board for the:

- Selection of the head teacher and deputy head teacher. (Guidance on this process will be provided by your school improvement partner)

The appointment must always be ratified by the full governing board

Membership

- 1.
- 2.
- 3.

Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process

Chair of Committee

To be elected at each meeting

Clerk

Special Responsibility Governors

Safeguarding/Child Protection Governor *	Chair of governors
SEND Governor	Patrick Redmond
Attendance Governor	Jenni Crewes
Health and Safety Governor	Jane Gowing
Safer Recruitment Governor	Richard Kentish
English Governor	Laura Wheatly
Numeracy Governor	Phil Jones
EYFS Governors	Lisa Simmons
Non-core Curriculum Governor	Pam Eling, Jane Gowing, Ahmad Hayat
Assessment Governors	Lisa Simmons, Martin McGowan
SLT Link	Patrick Redmond, Phil Jones
Personal Development, Welfare and Behaviour Governor	Ben Churchill
Filtering and Monitoring Governor	Patrick Redmond

**In accordance with Keeping Children Safe in Education 2024 – ‘Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college’s safeguarding arrangements.’ The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation’s safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below **£10,000** be delegated to the Executive Head Teacher.

Disposal of surplus stock

Delegated to Executive 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 or chair of the Staffing and Finance Committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

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

The board cannot delegate responsibility for the headteacher or deputy headteacher selection panel or when appointing the panel's recommendation. This decision needs to be ratified by the governing board.

The board is free to delegate the majority of its staffing functions to either:

- The 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 the school. The board is responsible for ensuring that any delegated responsibilities are carried out. The agreed delegated arrangements are:

Lunchtime/Cleaning/Administration Support Staff/Educational Support Staff	<ul style="list-style-type: none">• Head Teacher or Deputy Head Teacher• Post Line Manager
Business Manager	<ul style="list-style-type: none">• Head Teacher• 2 Governors
Teaching Staff	<ul style="list-style-type: none">• Head Teacher• 1 Governor
Senior Management Team (excluding the Head Teacher and Deputy Head Teacher)	<ul style="list-style-type: none">• Head Teacher• 2 Governors