



The
Westminster
School



**Governing
Board
Terms of
Reference
2016/2017**

The Westminster School Governing Board

Terms of Reference

APPROVED BY THE GOVERNING BOARD

(For the academic school year 2016/2017)

Mr K Ellis.....

Chair of Governors

Mrs C Hill.....

Head Teacher

Governing Board meetings arranged for Thursdays:
8 December @ 6.30pm (<i>agreed 29 Sept</i>)
23 March 2017 @ 6pm (<i>time tbc</i>)
16 June 2016 - Governor's Training Day at The Village, Dudley
13 July @ 9.30am (<i>time tbc</i>)

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Governing Board Membership - 2016/17 Academic Year

Chair - Mr K Ellis

Vice Chair: Mrs P Evans

Clerk to the Governors -SLA Clerk Amanda Heritage

Name	Governor Type	End Date
Mrs S Gough	Authority Governor	29 Jan 2017
Mrs J Campbell	Co-Opted	30 Sept 2019
Mr P Coldicott	Co-Opted	09 Dec 2019
Mrs L Davies	Co_opted	28 Sept 2020
Mr K Ellis	Co-Opted	30 Sept 2019
Mrs P Evans	Co-Opted	30 Sept 2019
Mrs Christine Hill	Head Teacher	~
Mrs N J Khatun	Parent	8 Nov 2020
Mrs S Harvey	Parent	8 Nov 2020
Mr K Bhogal	Staff	2 Oct 2020

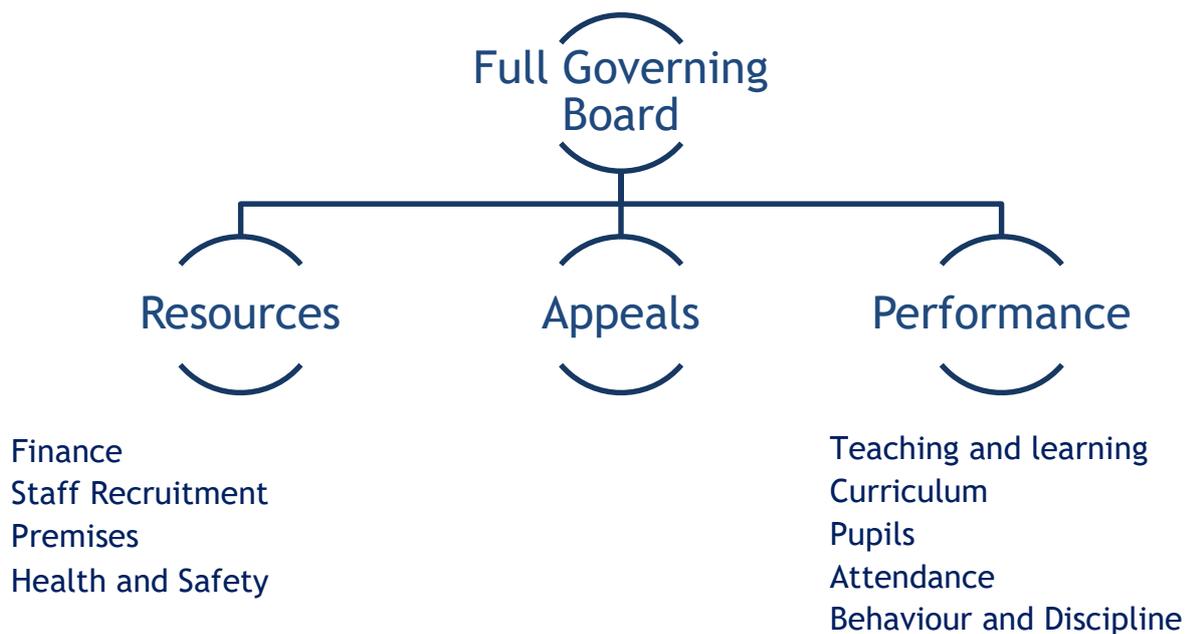
As per the revised Instrument of Government 1 September 2015:

10-place with 1 AG/5 COP/1 Head/2 PAR/1 STA

Named Responsibilities

Child Protection/Safeguarding	-	Chair: K Ellis
E-Safety	-	K Ellis
Head's PM	-	L Davies/K Ellis/S Gough
		External Adviser: K Yates
KS2/KS3	-	P Evans
Post 14-19	-	S Gough / P Coldicott
Safer Recruitment trained	-	K Ellis/J Campbell/P Evans
		C Hill (Head)
Pupil Premium	-	P Coldicott
Health and Safety	-	L Davies

Governing Board Structure 2016/2017



Meetings

The Full Governing Board will meet at the start of the Autumn term and towards the end of the Autumn term and in the Spring and Summer term. Each committee will meet once per term.

The Westminster School Governing Board and Committee Terms of Reference

The Governing Board 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 review, agree and monitor targets, policies and priorities. Governing Board meetings will be open to the public with Minutes available except for Part II business. In the event of a tied vote the Chair or Vice Chair will have a second or casting vote. The Governing Board will:

- Hold at least 4 meetings per year for the Full Governing Board
- Appoint or remove the Clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent Governor vacancies, all staff of Governor vacancies and to appoint Co-Opted Governors
- Set dates of meetings for the year ahead
- Note term dates for the next academic year and agree the occasional days
- Receive Head Teacher reports
- Review and monitor examination/national test results
- Review level of exclusions
- Monitor attendance for staff/pupil/Governors
- Review/adopt and monitor Freedom of Information policy
- Agree curriculum plans
- Set pupil performance targets
- If required, consider the suspension of Governor
- Provide induction for new Governor
- Encourage Governors to visit School and to review, adopt and monitor a Governors visit policy and feedback procedure
- Review, approve and monitor the School Improvement Plan
- Annually elect Governors for the following responsibilities: Safeguarding/Child Protection, e-Safety, KS2/KS3, 14-19
- Ensure at least three Governors are appointed and trained to complete the Head Teacher's Performance Management
- Maintain and update annually a file of business interest declarations
- Review annually the delegation of functions and committee structure
- Organise support and training for Governors
- Approve educational visits
- All members of the Governing Board must sign up to serve on at least one of the sub-committees and attend the annual Governor Training and Review Day.

Governors Statutory Responsibilities

Please refer to the Governor's handbook published on the department for education. See website link below.

<https://www.gov.uk/government/publications/governors-handbook--3>

Terms of Reference

The following committees established by the Governing Board comply with the School governance (Procedures) (England) Regulations.

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.

The quorum for a meeting of the Full Governing Board and for any vote on any matter at such a 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.**

The legal minimum quorum for committee meetings is three voting Governors. The committees will meet at least termly. No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the Governing Board.

In maintained schools the Governing Board can appoint associate members to serve on one or more committees. Associate members can attend full Governing 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 reappointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government.

The appointed Clerk will undertake the clerking of the Committee. The minutes shall be included as an agenda item for consideration 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 Committee meeting of the academic year. All Governors are encouraged to attend training regularly & review training needs annually. 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
- The appointment or removal of Governors
- The suspension of Governors
- The delegation of functions and establishments of committees
- Change of School name or status
- Salary range for the Head Teacher & Deputy

Principles

All Governors are expected to operate according to the following principles (Nolan principles)

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty

In order to do this the following statements will apply:

General

- Governors have a general duty to act fairly and without prejudice at all times.
- Governors have a responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the Head Teacher is responsible for the implementation of policy, day to day management of the School and operation of the curriculum.
- All Governors have equal status and although different groups appoint Governors, the central concern should be the standards of the School as a whole.
- Governors should consider carefully how their decisions might affect other schools.
- Governors should encourage open government and should be seen to do so.

Commitment

- Being a Governor involves the commitment of significant amount of time and energy. Careful regard should be given to this when agreeing to serve or to continue to serve on the Governing Board of a school.
- All Governors should involve themselves actively in the work of the Governing Board and accept a share of responsibilities, including the service on committees and any working groups.
- The expectation was for regular attendance at meetings of the full Governing Board, committees and any working groups.
- Governors must attend a Governor planning day.
- Governors should know the School well and take all possible opportunities for involvement in School activities.
- Governors should consider their Governing Board as a dynamic team that requires engaging in development.

Relationships

- Governors should strive to operate in which constructive working relationships are actively promoted.
- Governors should develop effective working relationships with the Head Teacher, staff, parents/carers groups, the LA and other relevant agencies.

Confidentiality

- Governors should observe complete confidentiality when either required or asked to do so by the Governing Board, especially in relation to matters concerning individual staff, pupils, plus contracts and tenders.
- Although decisions reached at Governors meetings are normally made public through the minutes or otherwise, the discussion upon which the decisions were based should be regarded as confidential.
- The Governing Board is responsible for maintaining accurate minutes of all meetings of the Governing Board and Governors committees, and for identifying items of a confidential nature only to those which dealt with that particular item.
- Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arise outside of the Governing Board meetings.

Conduct

- Governors should only speak on behalf of the Governing Board when they have been specifically authorised to do so.
- Any press release should reflect the view of the whole on behalf of the Governing Board as determined by discussion. Any press releases on behalf of the Governing Board should be by the Chair of Governors. On behalf of the School the Head Teacher is responsible in the first instance, or a delegated member of staff.
- Any Governors approached by any part of the media should make no comment and refer to the Chair of Governors or the Head Teacher as appropriate. If this procedure is not met by Governors should be aware that the Governing Board is a corporate board and any individual Governors may be suspended for bringing the Governing Board into disrepute.
- Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- All visits to the School should be undertaken within a framework which has been established by the Governing Board and agreed with the Head Teacher.
- In responding to the criticism or complaints relating to the School, Governors should follow policies and procedures established by the School and agreed by the Governing Board.
- Governors should follow agreed procedures when wishing to make critical comment on any aspect of the School.
- Governors have a responsibility to maintain and develop the ethos and reputation of the School. Their actions within the community should reflect this.
- Governors will be expected to undertake relevant training.
- The Governing Board is responsible for monitoring and evaluating the standards of the School. They will elect Governors with specific responsibilities for performance management of the Head Teacher, safeguarding/child protection, e-safety, KS2/KS3, 14-19.

Newly Appointed Governors

The Governing Board will adopt the following good practices in conjunction with their terms of reference:

- After each meeting the Clerk will within 5 working days produce the draft minutes for the Head Teacher/Chair to consider. In turn the Head Teacher/Chair will, within the following 5 days of receiving them, return to the Clerk the draft minutes with any considerations/alterations deemed necessary. The Clerk will then produce any the final draft to the Head Teacher/Chair within the next 5 working days in readiness for presentation at the next full Governing Board meeting.
- Agenda: the Clerk will produce a draft agenda 21 days before the date of each meeting, whereby the Head Teacher/Chair will have time to consult, and then liaise with the Clerk within 5 workings days of receipt of draft of draft agenda to finalise all items. The Clerk will then produce the final draft of the agenda in readiness for the next meeting.
- Any relevant paperwork to accompany the calling notice and minutes to Governors should be made available to the Clerk at least 10 days before the date of the meeting. Should any material (other than emergency or some confidential documents) arise after the ten days, it will be notified to the Head Teacher/Chair/Clerk before meeting commences, items will then need to tabled or referred to the next meeting, depending upon their urgency.
- Governors wishing to raise items under any other business should request this from the Chair or the Head Teacher before the meeting commences.
- All Governors should notify the Clerk of any known absences from meetings at their earliest convenience.

Training

- All Governors are expected to attend training and keep up to date regarding changes to policies and procedures which impact on the School and its pupils. The School will provide regular updates of when this training is available.

Good Practise for Governors to Work Towards

Agendas

All Governors are welcome to include items for an agenda, giving 14 days' notice. Subheadings for agenda items state whether items are for:

- Decision
- Information
- Delegation
- Monitor

Regular agenda items:

- ASGB/staff/teacher/Governor feedback
- Invite staff to meetings, if and when appropriate
- Regular feedback from Head Teacher/Chair of Governors
- Make sure all appropriate papers are sent with agenda
- Maintain 7 days' notice of meetings
- Feedback from Governor visits
- Any other business for emergencies only. Neither the Chair, nor the Head Teacher, will be expected to respond unless given prior notice (i.e. 3 working days) of any emergency issues. Such issues will be subject to the normal routines of forming agendas.

Minutes and Meetings

- Clarify reporting back procedures: who will be responsible for following through actions, and how they will be reported back to Governors.
- Check follow-up reports from committees
- Identify confidential items at meetings
- Different coloured paper for each committee and for confidential items
- When referring to individuals use initials
- Sign attendance book
- Sign minutes
- Where reports are drawn to our attention by the Department for Education or the LA, and when the Chair and Head Teacher do not feel it is appropriate for them to be an agenda item, Governors will be advised reports have been received and where they may view them.
- Type action required in BOLD TYPE
- Chairs of Committees, to consult with the Head Teacher and be responsible for Agendas, Minutes, papers and reports and to arrange with the Clerk of Governors, for typing and distribution of the same.
- A report should be presented to the next Full Governing Board Meeting (papers to be circulated with meeting agenda).

Code of Conduct for School Visits

- Governors are to agree a date and start time of the visit with the Head Teacher, who will liaise with the Deputy and Assistant Head Teacher.
- Governors to agree the purpose of the visit with the Head Teacher.
- Governors are to link with the post-holder and/or other responsible person for the duration of the visit.

During the Visit

- Confidentiality must be observed at all times.
- Governors would not be expected to visit the classroom where his or her child is a member of the class.
- Owing to the special educational needs of our pupils, Governors will be asked to leave the classroom if one of the pupils becomes distressed or disruptive.

After the Visit

- Following each visit Governors will be expected to make a brief verbal report at the next appropriate Governors meeting.
- Following the visit a report should be prepared on the templates provided.

Resources Committee

The resources committee is responsible to the Governing Board for Finance, Staffing, Premises and Health and Safety.

Responsibilities:

Finance

- Review/approve all policies relevant to Finance and roles of the Committee.
- Receive and review financial projections.
- Conform to the Schools Financial Value Standards in Schools.
- Receive LA Budget and Out Turn Statement (when published by the LA).
- Obtain quotations with a view to placing contracts/orders, once the relevant Committee has drawn up a specification.
- Producing and approving the annual budget for reporting to the Full Governing Board and to submit to the LA by the required date financial year.
- Reviewing the expenditure and monthly statements.
- **Approving expenditure of a sum over £5,000 and virements of a sum over £5,000.** Sums below that amount are delegated to the Head Teacher. Virements must take place within the agreed budget and be properly organised.
- Ensuring that expenditure relates to the objectives identified in the School Development Plan.
- Monitoring income and expenditure of all funds.
- Ensuring that purchasing arrangements and tendering procedures are carried out as in line with the School's Purchasing Policy.
- Ensuring that the principles of Best Value are adhered to.
- Ensuring that all financial matters are administered according to the regulations.
- Ensuring that the School gives due consideration to the recommendations by the Audit Commission, Department of Education, OFSTED, LA, School Auditors.
- Periodically reviewing and recommending changes, if appropriate, to the full Governing Board on the following policies.
 1. Charging
 2. Purchasing and Virement
- Receive the annual accounts and certificates of audit of the School fund account and other voluntary funds held within School.
- Ensure LA standing orders are complied with.
- Implementing the most recent Pay and Conditions document, and reviewing financial implications.
- Review and approve the petty cash to be held by the School.
- Assess the School's insurance cover to ensure that it provides adequate protection against risks.
- Disposal of surplus stock.
- Ensuring that the register of business interests is up to date annually, in the autumn term.
- Review annual contracts in light of Best Value.
- Receive Section 52 Statement (outturn) and approve at Governing Board level.

Premises Health & Safety

- Review health and safety policy on an annual basis, in the light of guidance from the Department of Education, LA and other relevant bodies.
- Comply with the School's Health and Safety Policy and consider training, in order to maintain a safe and healthy workplace for pupils, staff and visitors.

- Receive reports and audits from Health and Safety representatives as requested.
- Inspect the School site and buildings to enable maintenance and improvement.
- To ensure that Risk Assessments are carried out and review on a regular basis.
- Maintain and monitor the accident statistics and trends so that reports can be made to the Governing Board and council.
- Any item can be referred by the Full Governing Board.
- To consider and make arrangements on Risk Assessments issues and forward recommendations to the Full Governing Board.
- The committee will undertake at least 3 Health and Safety monitoring visits per year.
- Review and authorise upcoming offsite activities, ensuring that H&S planning and risk assessments that have been undertaken for them.
- Monitor all safeguarding procedures.
- Ensure that Health & Safety documents and records are up to date:
 - Fire log book
 - Premises log book (PAT Testing, Glazing Inspections, an annual check of PE Equipment/Playground Equipment)
- Establish & review and Accessibility Plan
- Review e-safety policy & procedures
- Planned building works/contractors on site
- Health and safety training
- Receive minutes of School Central Safety committee - if schools have received this.

Staffing

- To ensure that there are sufficient professional trained and qualified staff to deliver the curriculum.
- To review staff pay progression in accordance with the Governing Board policy and annual performance.
- Management cycle set and review the Head Teacher's Performance Management Targets and review pay against these targets.
- Staff grievance and discipline (in line with School policies).
- Staff dismissal, redundancy and redeployment.
- Consider any applications to staff for a change in their contracts, secondment, early retirement and extended leave of absence in line with School policies.
- Overview of continuing professional development.
- Any item referred by the Full Governing Board.

Membership - quorum 3	
<ul style="list-style-type: none"> ➤ Christine Hill (Head Teacher - <i>advisory in some instances</i>) ➤ Lesley Davies ➤ Ken Ellis ➤ Sue Gough ➤ Staff Gov: Karam Bhogal ➤ Nur Jahan Khatun <p><i>In attendance: Oliver Flowers: Deputy Head Teacher (Advisory), Jessica Clarke: School Business Manager (Advisory), Sharon Lister: School Finance Officer (Advisory), Jackie Biggs: Budget Officer (Total Finance)</i></p>	
Chair of Committee	<i>Elected at first meeting:</i>
Clerk	SLA Clerk

Meeting dates arranged:
10 November 2015 @ 9.30am
16 February 2017 @ 9.30am
23 March @ 3.30pm (tbc)
22 June @ 3.30pm (tbc)

Performance Committee

The Performance Committee is responsible to the Governing Board for teaching and learning, curriculum, pupil's performance and achievement, attendance, behaviour and discipline.

Responsibilities:

Review/approve all policies relevant to the curriculum and roles of the committee.

Achievement:

- Monitor and review information on School performance to include RAISE Online & OFSTED data dashboard.
- Monitor and review School targets.
- Monitor and review in-year progress for all year groups and all groups of pupils.
- Compare School performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (including pupil premium).
- Monitor pupils work and carry out pupil conversations.
- Monitor School target setting systems and how this is reported to parents.

Teaching and Learning

- Review RAISE Online/Data Dashboard ensuring the School is meeting standards.
- Ensuring targets support and action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the School.
- Monitor teaching for groups of pupils (including pupil premium).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- To receive regular reports from the Head Teacher on the quality of teaching and learning, the standards of pupil achievement and to determine any necessary actions by the Governing Board.

Curriculum

- To ensure that all the Governing Board's decisions are curriculum led.
- Ensuring the School is meeting National Curriculum requirements and to review the Curriculum Policy Statement ensuring it meets pupils' needs.
- To advise the Governing Board on the School's Curriculum Policy and its statutory obligation regarding the curriculum.
- 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.
- To work with the Head Teacher and staff to identify the priorities for the School Development Plan, and ultimately to approve the final plan.
- To monitor on a regular basis the School Development Plan.
- Monitor how School is developing pupils' spiritual, moral, social and cultural development.

Behaviour & Attendance

- Review Behaviour Policy and monitor School behaviour.
- Review and monitor attendance data against School and national targets.
- To ensure that effective procedures are in place to deal with issues regarding pupil behaviour and attendance.
- To ensure the School complies with exclusion procedures in accordance with the LA and Department of Education's guidance.
- To regularly review the use of exclusion within the School including provisions made for any pupil excluded for more than 5 days and exclusions which would result in a pupil missing the opportunity to take a public exam
- Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently.
- To ensure that the School is fulfilling its statutory duties regarding Child Protection and all the requirements on Safeguarding.
- Any item referred by the Full Governing Board.

Complaints

- Hear any stage two complaint made under the School Compliments and Complaints Procedure.

Membership - quorum 3	
➤ Christine Hill (Head Teacher - <i>advisory in some instances</i>)	
➤ Jane Campbell	
➤ Phil Coldicott	
➤ Ken Ellis	
➤ Pat Evans	
➤ Susan Harvey	
<i>In attendance: Oliver Flowers: Deputy Head Teacher (Advisory),</i>	
Chair of Committee	<i>Elected at first meeting:</i>
Clerk	SLA Clerk

Meeting dates arranged:
17 November @ 9.30am
9 March 2017 @ 9.30am
8 June @ 9.30am

Terms of Reference for Governors Working Parties

This document is intended to aid the efficient working of such groups, and should be given to such groups by the Governing Board.

When it is first set up:

- Each Working Party should be given a stated purpose in writing and target to deliver.
- The membership of the group should be recorded.

On the first meeting:

- Each group should elect a Chair and Vice Chair and appoint a Clerk.
- Agendas should be set up to guide the progress of each meeting. Members of the group should decide who should set future Agendas, and the date of the next meeting.
- Minutes should be taken at each meeting and, once agreed, made public by placing in a file in the School Office.
- Minutes should include names of people who will undertake tasks together with dates for completion of tasks.
- Members are empowered to co-opt assistance from elsewhere in order to fulfil their brief.
- The minutes will be used by the Governing Board to monitor the progress of the work.

Ad-hoc Committees:

Appeals

If necessary the Governors will constitute an Appeals Committee. This committee has responsibility delegated by the Governing Board for hearing appeals with regards to:

- Pay
- Redundancy
- Pupil Discipline
- Compliments and Complaints
- Staff Dismissal
- Grievance
- Contractual variation requests
- Any item referred by the Full Governing Board

Items Delegated to an Individual(s)

- **Delegation of Expenditure and Virements**
Agreement made that sums below £5,000 was delegated to the Head Teacher
- **Disposal of Surplus Stock**
Delegated to Head Teacher with the approval of the Chair of the Governing Board.
- **Delegation of Suspension**
That suspension is delegated to the Chair in instances where the Head Teacher is the person in question or involved in the case. That the Chair is given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing this services to the School.
- **Approval of Expenditure**
The Chair of Governors or Chair of Finance Committee be given approval for expenditure above the set limit prior to the Finance Committee meeting - only in cases of emergency.
- **Appointment of Staff**

Lunchtime/Cleaning/Administration Support Staff/Apprentices	<ul style="list-style-type: none"> ➤ Head Teacher/Deputy Head Teacher ➤ Post Line Manager
Educational Support Staff	<ul style="list-style-type: none"> ➤ Head Teacher ➤ 1 Governor
Executive 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	<ul style="list-style-type: none"> ➤ Head Teacher ➤ 2 Governors

NOTE: Should it occur at short notice/for whatever reason a Governor, independent to the School, is unable to make the arranged interviews as previously agreed, Chairs Action would be required to proceed and use/of a Staff Governor - to delay the process could be detrimental to the continued provision of the curriculum. Subsequently, the Chair's Action would need to be reported at the next meeting.



ANY CHANGES MID-YEAR - PLEASE AMEND THIS ACCORDINGLY.