



# The Westminster School Governing Board Membership and Terms of Reference

Reviewed: 21<sup>st</sup> September 2017



Governor  
Services

## Governing Board Membership - 2017/2018 Academic Year

LA (1)	<b>End of Office</b>
Mrs S Gough	27 <sup>th</sup> February 2021
Parents (2)	<b>End of Office</b>
Nur Jahan Khatun	8 <sup>th</sup> November 2020
Susan Harvey	8 <sup>th</sup> November 2020
Head Teacher (1)	
Christine Hill	Ex officio
Staff Governor (1)	<b>End of Office</b>
Mr K Bhogal	2 <sup>nd</sup> October 2020
Co-opted (5)	<b>End of Office</b>
Mrs J Campbell	30 <sup>th</sup> September 2019
Mr P Coldicott	9 <sup>th</sup> December 2019
Mrs L Davies	27 <sup>th</sup> September 2020
Mr K Ellis	30 <sup>th</sup> September 2019
Mrs P Evans	30 <sup>th</sup> September 2019

**Chair:** Ken Ellis

**Vice Chair:** Pat Evans

## Meeting Dates 2017/2018

<b>Full Governing Board</b>	Thursday 21 <sup>st</sup> September 2017 at 6pm ( <i>set-up meeting</i> ) Thursday 7 <sup>th</sup> December 2017 at 6pm Thursday 22 <sup>nd</sup> March 2018 at 6pm ( <i>budget ratification</i> ) Thursday 12 <sup>th</sup> July 2018 at 6pm
<b>Resources Committee</b>	Thursday 9 <sup>th</sup> November 2017 at 9.30am Thursday 15 <sup>th</sup> February 2018 at 9.30am Thursday 22 <sup>nd</sup> March 2018 at 3.30pm ( <i>budget setting</i> ) Thursday 21 <sup>st</sup> June 2018 at 9.30am
<b>Performance Committee</b>	Friday 24 <sup>th</sup> November 2017 at 9.30am Friday 9 <sup>th</sup> March 2018 at 9.30am Friday 8 <sup>th</sup> June 2018 at 9.30am
<b>Planning Day</b>	Friday 22 <sup>nd</sup> June 2018 Village Hotel, Dudley

# Governors' Statutory Responsibilities and Functions

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction
- b) Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and
- c) Overseeing the financial performance of the organisation and making sure its money is well spent. *(Extract from Governors Handbook January 2017)*

## Governance Handbook/Competency Framework for Governors

Please refer to the governors' handbook published by the Department for Education. The latest versions are available:

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

## Academies Financial Handbook 2017

Please see web link below:

<https://www.gov.uk/government/publications/academies-financial-handbook>

## Review of committees and delegation

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

## Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. For

academies and free schools refer to their articles of association for the quorum. In the event of equal votes the chair has the casting vote.

## Committees

The legal minimum quorum for committee meetings is three voting governors.

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 Governors Handbook January 2017 – Page 50, paragraph 42)*. *Associate members do not have voting rights at full board meetings.*

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing body/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/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.

## Resources 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.
- 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 (maintained schools only).
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- Ensure LA financial procedures are complied with.
- 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).
- 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.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

### Premises Health & Safety:

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit, and monitor any action plans that come out of the audit.
- 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: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually (Sandwell Specific).

- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
  - Electronic testing – PAT testing
  - Asbestos (where applicable)
  - Annual gas service
  - Glassing risk assessment
  - Ladder log
  - Playground equipment and gym inspection
  - Lifting equipment
  - Local exhaust ventilation (where applicable)
  - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.
- Receive minutes of school central safety committee (Sandwell only)

***Any item referred by the full governing board***

### **Membership**

1. Lesley Davies
2. Ken Ellis
3. Sue Gough
4. Chris Hill
5. Nur Jahan Khatun

*Minimum of three members required*

**Chair of Committee**

Sue Gough

**Clerk**

Julie Hayes

# Performance 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:

- 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 (inc. 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 data published by DfE ensuring the school is meeting standards.
- Ensure targeted 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 (inc. pupil premium).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.

## Curriculum:

- Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.

## Behaviour and attendance:

- Review behaviour and attendance polices.
- Monitor school behaviour
- Review and monitor attendance data against school and national targets.

## ***Any item referred by the full governing board***

### Membership

1. Karam Bhogal
2. Jane Campbell
3. Phil Coldicott
4. Pat Evans
5. Sue Harvey
6. Chris Hill

### ***Minimum of three members required for quorum***

#### Chair of committee

Pat Evans

#### Clerk

Julie Hayes

## Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies)</li> <li>➤ Staff dismissal, redundancy and redeployment</li> <li>➤ Staff capability/management of absence</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>➤ To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Pupil Discipline and Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam.</li> <li>➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently.</li> <li>➤ Comply with exclusion procedures in accordance with the LA &amp; DfE guidance.</li> <li>➤ At the relevant stage hear any complaint made under the school complaints procedures.</li> </ul>	
<b>Any item referred by the full governing board</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>➤ To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant.</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	
<b>Clerk</b>	

# Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:

- Pay
- Redundancy
- Staff grievance
- Leave of absence – if appropriate
- Staff dismissal
- Any Item referred by the full governing board

***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.***

## Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the appellant.

***Minimum of three members required***

### Chair of Committee

To be elected at each meeting

### Clerk

## Pay Committee

The committee has responsibility delegated by the governing board to:	
➤ Review staff pay progression in accordance with the pay policy and annual appraisal cycle.	
<b><i>Committee to meet once per year in the autumn term.</i></b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Lesley Davies</li> <li>2. Ken Ellis</li> <li>3. Sue Gough</li> </ol>	
<b>Chair of Committee</b>	Ken Ellis
<b>Clerk</b>	Julie Hayes

## Head Teacher Appraisal

The committee has responsibility delegated by the governing board to:	
➤ Set and review the head teacher's/principal's appraisal targets, review annually and recommend pay progression to the staffing and finance committee.	
<b><i>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</i></b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Lesley Davies</li> <li>2. Ken Ellis</li> <li>3. Sue Gough</li> </ol>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Selection Panel

The panel has responsibility delegated by the governing board for the:	
➤ Selection of the head teacher/principal and deputy head teacher/vice principal	
Guidance on this process will be provided by your school improvement partner.	
<b><i>The appointment must always be ratified by the full governing board.</i></b>	
<b>Membership</b>	
1. 2. 3.	
<b><i>All members must be available at all stages of the process.</i></b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Special Responsibility Governors

Safeguarding / Child Protection Governor *	Ken Ellis
E-Safety Governor	Ken Ellis
Health and Safety Governor	Lesley Davies
KS2 / KS3 Governors	Pat Evans Nur Jahan Khatun
Post 14-19 Governor	Phil Coldicott Sue Gough
Pupil Premium Governor	Phil Coldicott
Safer Recruitment Governor	Jane Campbell Ken Ellis Pat Evans Chris Hill
SEND / Complex Needs Governors	Jane Campbell Susan Harvey

\*The DfE's statutory guidance on *Keeping Children Safe in Education* requires governing boards to:

*'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'*

## Items Delegated to an Individual(s)

### ➤ Delegation of expenditure and virements

That sums below £10,000 be delegated to the head teacher.

### ➤ Disposal of surplus stock

Delegated to Head Teacher with the approval of the chair of the governing board.

### ➤ Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

### ➤ Approval for Expenditure

The chair of governors or chair of finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**

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

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