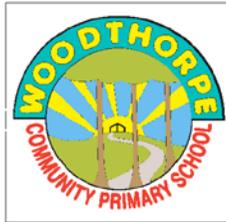


**Woodthorpe Community  
Primary School**

**Organisation and Responsibilities of the  
Governing Body**



**Foreword from the Chair of Governors**

Welcome to the Governing Body of Woodthorpe Primary School.

Our aim is to give every governor a full voice in all our meetings and committees. We also aim to make the job of being governor as interesting and fulfilling as possible.

There are many ways for you to get involved and you can give as little or as much time as you feel comfortable with, although there is a commitment to attend one termly meeting.

We will give you all the support that you require and we hope your term of office will be a fulfilling and enjoyable experience.

Larry Angel MBE

## **Woodthorpe Community Primary School**

### **Instrument of Government**

1. The name of the school is Woodthorpe Community Primary School
2. The school is a foundation school
3. The name of the governing body is 'Woodthorpe Community Primary School Governing Body'
4. The governing body shall consist of:
  - 5 Parent governors
  - 3 staff governors including Headteacher
  - 3 LA appointed governors
  - 2 Community governors
  - 2 Foundation (Trust) governors
5. Total number of governors (excluding associate and sponsor governors) 15
6. The sponsors entitled to nominate persons for appointment as sponsor governors under schedule 5 of the regulations are the Headteacher and the Chair of Governors
7. This instrument of government comes into effect on 10<sup>th</sup> January 2011
8. A copy of the instrument must be supplied to every member of the governing body.

The Governing Body currently consists of 15 members. The current membership is as follows:-

Name	Role / Designation	Area of Responsibility	Link Staff Member
Larry Angel MBE	Chair / Local Authority Governor	ICT	Jennifer Knight / Jay Oliver
Dr Anita Campbell	Vice Chair / Chair of Resources Committee / Community Governor	Finance / HT Performance Management	Dave Smith
Jayne Fairest	Chair of Curriculum Committee / Foundation Governor	Safeguarding / Attendance / HT Performance Management	Claire Daley / Tracey Twelvetrees / Dave Smith
Shane Baker	Chair of Parent & Community Committee / Local Authority Governor	Maths	Frank Reardon
Nicola Gregory	Local Authority Governor	Curriculum	Karen Bister
Cath Sweeney	Parent Governor	Health & Safety	Glynis Allison / Property Manager
Lindsey McGrath	Staff Governor		
Rebecca Streeter	Staff Governor		
Tracey Twelvetrees	Foundation Governor	Coordinator governor training	
Sally Wilks	Parent Governor		
Dave Smith	Headteacher		
Linda Rowland	Community Governor	Adult Learning Links	
Kathryn Thacker	Parent Governor	English	Ruth Mather
Lucy Cox	Parent Governor	Pupil Premium / Interventions	Ruth Mather
Helen Holton	Parent Governor		

## Code of Conduct for Governors

The governing body has adopted the following principles and procedures:

### General

- We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates

- We recognise that the headteacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum
- We accept that all governors have equal status, and although appointed by different groups (i.e. parents, staff, LA) our overriding concern will be the welfare of the school as a whole
- We have no legal authority to act individually, except when the governing body has given us delegated authority to do so
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer
- We will encourage open governance and shall be seen to be doing so
- We will consider carefully how our decisions may affect other schools.

### **Commitment**

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy
- We will seek out and engage in relevant training
- We will each involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups
- We will get to know the school well and respond to opportunities to involve ourselves in school activities
- We will consider seriously our individual and collective needs for training and development.

### **Relationships**

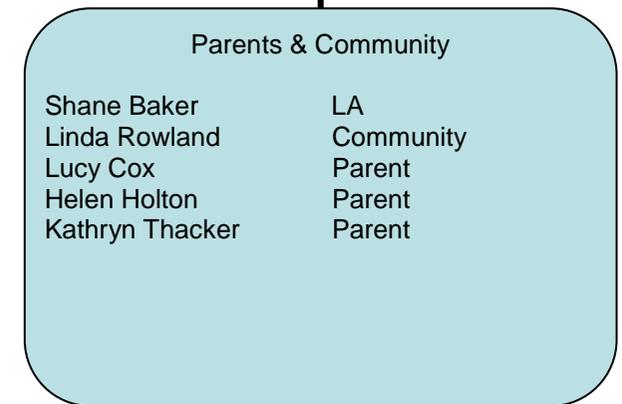
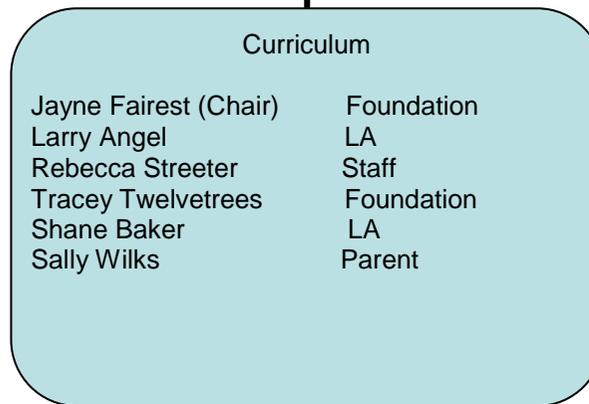
- We will strive to work as a team
- We will seek to develop effective working relationships with the head, staff and parents, the LA and other relevant agencies and the community.

### **Confidentiality**

- We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

**Conduct**

- We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents
- We will only speak or act on behalf of the governing body when we have been specifically authorised to do so
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body
- Our visits to school will be undertaken within the framework established by the governing body and agreed with the headteacher
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.



**Committees of the Governing Body – Current Membership**

The Governing Body delegates certain of its powers and responsibilities to the following committees.

## Roles and Responsibilities of Committees

- The Governing Body and all its committees operate within the context of the School Improvement Plan (SIP). Decisions are taken with the SIP in mind and recommendations made which fit into the present plan or can be fed into future planning.
- All committees will ensure that decisions and recommendations conform to the policies of the school with particular regard to policy and practice on equal opportunities.
- Each committee reports to the termly full Governors meeting. This is a standing agenda item; **the report is the responsibility of the chair of the committee. The report or the minutes of the committee should be circulated to Governors in advance with the Head Teacher's report.**
- All Governors have the right to attend committee meetings whether they are a member or not; all Governors are made aware of committee dates.
- Co-opted members of committees have the right to vote where previously agreed by the Governing Body
- A minimum 7 days notice of agenda items should be given; members should be in receipt of relevant papers at this time
- The headteacher is a member of all committees.
- Each committee should have a Chair who should not be employed at the school.
- Each committee Chair is responsible for checking and setting the agenda with the Head Teacher and circulating relevant papers not less than 7 days in advance of meetings. S/he should telephone members to remind them of meetings and to receive apologies for any absence.

### Steering Committee

## **Membership**

Chairperson, Committee Chairs, Headteacher, Vice Chair, Deputy Head teacher, Assistant Head teacher; 2 Y5 or Y6 School Council members for parts of meetings

## **Terms of Reference**

- 1) This committee will meet termly
- 2) Organise Timetable of Meetings for the year ahead.
- 3) Plan business to be conducted by Committees (including CYPD items which could be considered before termly meeting)
- 4) To support Committee Chairs in organising their Committee and in practical chairing skills
- 5) To support nominated Governors in their role
- 6) To allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
- 7) To make arrangements for individual Governor involvement in e.g. school events
- 8) To consider the LA draft agenda and amend to meet the needs of the governing body (this will usually be delegated to the Chair and Head teacher)
- 9) To consider matters relating to the Children's Centre
- 10) To draft a Governors Development Plan, including:
  - Overview of monitoring/evaluation;
  - Monitoring & evaluation and review of policies (rolling programme);
  - Governor training
  - Oversee governing body involvement in the School Improvement Planning process.
  - Determine the agenda for whole governing body meetings

**Resources Committee (incorporating Finance, Premises, Personnel and Pay)**

**The role and powers relating to finance are largely defined in the Governors policy on Finance and Accounting. The Committee will also monitor pupil numbers and general issues around management and administration.**

#### Terms of Reference

#### **Financial Functions delegated to Resources Committee**

1. Preparation and review of financial policies including consideration of financial implications of long term planning and resourcing.
2. Consider and develop each year's annual spending plan for presentation to the governing body for approval.
3. Ensure financial reports of income and expenditure are presented to the governing body yearly with exception reports and minutes of meetings submitted each term.
4. Consider items relevant to the financial wellbeing of the school as determined by the governors or the headteacher.
5. Act as advisers and consultants to the Governing Body on financial matters. To be familiar with LA budget spending plans, formula funding structure and policies for financial delegation.
6. Agree the level of delegation to the headteacher for day to day financial management of the school.
7. Authorise virement from one area of budget spending to another up to an agreed spending limit approved by the governing body.
8. Monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body.
9. Monitor schools charging and remission policy on an annual basis making recommendations to the governing body.
10. To consider and recommend links with community services eg police and involving local businesses in the life of the school.
11. To receive and where appropriate respond to periodic audit reports of delegated funds.
12. Ensure that a register of pecuniary interests of staff and governors is held and updated.
13. To discuss annually how the principles of Best Value are applied to the work of the committee.
14. To ensure FMSIS standards are met.

#### **Membership of Resources Committee**

- Chair
- Chair of Governors

- Headteacher
- Two other members
- School finance officer (observer)

The finance committee can co-opt from time to time extra non-governor members with particular expertise relevant to the project underway. These co-opted members will not have voting rights.

The committee will be reviewed yearly by the governors meeting in Autumn term and members elected to serve one year.

#### **Frequency of meeting/responsibilities of members**

The committee will meet twice a term as a minimum.

The meeting will only be **quorate** if three members of the committee are present; one must be the Headteacher (or nominated deputy) and two must be governors. Minutes will be recorded by a member and typed by the school for submission to the next governing body meeting.

#### **Standing Agenda Items**

- Matters arising
- Review of pupil numbers
- Safeguarding
- SEND/Inclusion
- Latest monitoring report
- Spending proposals from other committees
- Update on key policies
- 3 year plan
- Children's centre matters
- Reports from Governor visits and monitoring
- A.O.B.

**Premises as part of Resources Committee**

## **Terms of reference**

- To discuss annually how the principles of Best Value are applied to the work of the committee
- To provide support and guidance for the Headteacher and the Governing Body on all matters relating to the school premises, grounds, security and Health and Safety
- To receive and discuss a termly report from the Property Manager
- To inspect the premises at least annually and prepare a statement of priorities for maintenance and development; these will be linked with the School Development Plan, the School and LA Building Maintenance Plan and the Asset Management Plan.
- To propose and approve costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
- To propose and approve costs and arrangements for capital projects in line with the identified SDP priorities and in liaison with the full Governing Body
- To oversee and monitor premises services contracts.
- To ensure that the school premises meet health and safety requirements, including the governors' responsibilities regarding litter under the environmental Protection act 1990.
- To prepare a lettings and chargings policy in liaison with the Parents and Finance committees.
- To discuss any Children's Centre issues if relevant

## **In Health and Safety role:**

- To be familiar with Health and Safety legislation and guidance and participate in development, monitoring and review of school health and safety policies.
- Act as consultants to the Head Teacher and the Governing Body.
- To receive and consider termly Health and safety reports from the Headteacher and any audits from the LA Health and safety advisors. Report to the Governing Body at least annually.
- Carry out an annual inspection with the Head Teacher and the school's health and safety representative.
- To approve risk assessments as updated at least annually
- To make recommendations to the finance committee when expenditure is deemed necessary.

### **Standing Agenda Items**

- Health and safety- training; reports
- Repairs and Maintenance
- Safeguarding
- SEND/Inclusion
- Risk register
- Spending Proposals
- Development Plans
- Updates on relevant policies
- Governors visits and monitoring reports
- Children's Centre matters
- Report to full Governors

**Membership and Quorum** Membership is the same as that for Finance as above. A minimum of four Governors including the Head Teacher .The committee may co-opt members as necessary and determine their voting rights. The quorum is three, two of whom are Governors and one the headteacher. In a vote the majority of those present must be Governors.

### **Personnel as part of Resources Committee**

### **Terms of Reference**

- To discuss annually how the principles of Best Value are applied to the work of the committee
- To be aware of legal requirements and procedures relating to personnel issues.
- To decide on procedures
- For staff appointments excluding Heads and Deputies
- To be included in the development and approval of all school policies relating to personnel matters including:  
Staff consultation  
Code of Conduct

Leave of Absence  
Capability  
Safeguarding children  
Religious Observance  
Recruitment and Selection  
Discipline and Grievance  
Staffing reduction procedures  
Staff Secondment  
Adverse Weather Conditions  
Group Size of school (reviewed at least every three years)

Recommend these policies for approval by Governors; ensure systems in place to make staff aware of policies.

- To be consulted on and approve staff job descriptions
- To be responsible for reviewing Head Teacher job description as need arises.
- Liaise with Finance Committee in implementing Personnel element of School Development Plan

### **Standing Agenda Items**

- Report on Staff Absence
- Staffing- contracts, appointments, Equal Opps., training
- Safeguarding
- SEND/Inclusion
- Performance Management
- Update on relevant policies
- Children's centre Matters
- Governors visits and monitoring reports
- AOB

## **Membership and Quorum**

A minimum of four Governors including the Head Teacher. The membership is the same as Finance and premises as above. The committee may co-opt members as necessary and determine their voting rights.

The quorum is three, two of whom are Governors and one the headteacher. In a vote the majority of those present must be Governors.

## **Pay Policy**

This committee meets at least termly. Its functions have been combined with those of Personnel. Membership is as for Resources committee.

## **Terms of Reference**

- To discuss annually how the principles of Best Value are applied to the work of the committee
- To develop from LA model, and in line with the current School Teachers' Pay and Conditions document, a Pay Policy and recommend it to Governors
- Ensure policy is shared with staff; ensure that the policy meets the needs of the school in recruitment, retention and development of staff and in resourcing SDP priorities within budget constraints
- To participate in an Annual review of staff pay including taking recommendations from the Performance Management team about Head Teacher performance pay points.
- As part of Policy to draft criteria for the approval of the Governing Body about the use of discretionary elements and make recommendations about implementing them
- To make recommendations to the Finance Committee regarding pay.

## **Membership**

A minimum of three Governors drawn from the Personnel Committee but not from the Governor's Performance Management Team..

## **Quorum**

The quorum is three.

## **Curriculum**

This committee meets at least once per term.

### **Terms of Reference**

- To discuss annually how the principles of Best Value are applied to the work of the committee
- To be aware of and advise Governing Body on responsibilities of Governors in terms of Curriculum provision and assessment including Special Educational Needs provision.
- To monitor on behalf of the Governors that National Curriculum requirements are being carried out by the school.
- To consider and review the school's curriculum policies and to make recommendations to the Governing Body with regard to their content and implementation
- To formulate and review as necessary an overall Curriculum Policy Statement (as legally required) for presentation to the Governing Body.
- To agree statutory attainment targets and non- statutory targets to be included in the SDP. To receive monitoring reports on the attainment of pupils with reference to benchmark information.
- To act as initial recipients of formal complaints to the Governing Body about the school curriculum in line with the complaints procedure as designated by LA and national procedures.
- To pay particular attention to provision made for ethnic minority pupils and to receive monitoring reports on their progress and attainment.
- To nominate governors to take a particular interest in SEN issues, Literacy, Numeracy and other areas of the curriculum,
- To consider and review the school's policies on behaviour and make recommendations to the Governing Body.
- To contribute towards the School Improvement Plan.

### **Standing Agenda Items**

- Progress on School Improvement Plan / Pupil Progress
- Head Teacher's report on learning (from full governors)

- Policies for Review
- Safeguarding
- SEND/Inclusion
- Behaviour Report
- Matters Delegated from full Governors
- Children's Centre Matters
- Governors visits and monitoring reports

### **Membership**

A minimum of three Governors including the Head Teacher

The committee may co-opt members as necessary and determine their voting rights.

### **Quorum**

The quorum is three, two of whom are Governors and one the Head Teacher. In a vote the majority of those present must be Governors.

## **Parents and Community**

This committee meets termly.

## **Terms of Reference**

- 1) To act as advocates for parents and to work with the staff to familiarise new parents with the routines and practices and provisions of the school and the role/work of governors.
- 2) To monitor parental/community involvement in the school and to make recommendations about the development of future links.
- 3) To be actively involved in building and maintaining relationships with parents and the community.
- 4) To monitor and review the Home School Agreement and related policies.
- 5) To monitor the effectiveness of the school's complaints policy and procedures.
- 6) To develop and maintain information systems to parents and the community (e.g. newsletter) in order to highlight the activities of the school and to provide a link between home and school.
- 7) To consider and recommend links with community services (e.g. police involvement in the life of the school).
- 8) To act as initial recipients of requests for the use of school premises from community groups and to make recommendations to the governing body.
- 9) To review and make recommendations in liaison with the Headteacher on the production of the school prospectus, ensuring that its content meets with legal requirements.
- 10) To encourage the support and involvement of business and industry.
- 11) To review the school's involvement in the Extended Schools initiative

## **Standing Items**

- Matters Arising
- School publicity
- Safeguarding

- SEND/Inclusion
- Parents Issues/ Communication/Complaints
- Fund raising
- Community Links/Use of Premises
- Funding Issues/ Bids
- Children's Centre Matters
- Updates of relevant policies
- Governors visits and monitoring reports

### **Membership**

A minimum of three Governors including the Head Teacher

The committee may co-opt members as necessary and determine their voting rights.

### **Quorum**

The quorum is three, two of whom are Governors and one the headteacher. In a vote the majority of those present must be Governors.

**Standing Committees- to meet as required**

**(Pupil) Discipline Committee**

The arrangements and proceedings of this committee follow the guidelines as specified in DfES Circular 10/99  
This committee meets as needed to consider exclusions of pupils

### **Terms of Reference**

To review the use of exclusion within the school including the consideration of the exclusion of pupils for periods in excess of five school days.

### **Membership**

3 Governors- 1 parent, 1 community, 1 co-opted.

Chair to be appointed by Governors

Clerk to be school secretary

The minutes of this committee will be submitted to the following meeting of the Governing Body.

### **Convening Meetings**

A meeting shall be convened at the request of the Chair or the Head Teacher in line with the guidance in DfES 10/99 or subsequent DCSF guidance.

**Staff members will not sit on this committee.**

### **Complaints and Complaints Appeals Committees**

This committee will meet as and when required and within the timescale set down in the Governing Body's Complaints Policy and Procedures.

## **Terms of Reference**

The Complaints Committee shall act on behalf of the Governing body:

- To consider complaints submitted to the Chair when other avenues for their resolution have been exhausted
- To investigate complaints, taking evidence from all relevant parties and utilising support available from the LA as appropriate
- To make recommendations arising from complaints
- To communicate the process and outcome of complaints hearings to all concerned

The Complaints Appeals Committee shall act on behalf of the governing body:

- To consider appeals arising from the decision of the Complaints Committee on complaints submitted to the Governing Body
- To investigate the conduct of the complaints committee
- To make recommendations arising from appeals
- To communicate the process and outcome of appeal hearings to all concerned

Members should be familiar with good practice and procedures to be followed in governing body hearings

## **Membership**

Each committee shall comprise at least 3 members

No member may be on both committees

There will be the same number of members on both committees

Members of the appeal committee shall have had no previous connection with or awareness of the case

Staff member will not normally be members of these committees.

## **Staff Dismissal and Dismissal Appeal Committees**

(These committees are a statutory requirement\*)

### **Staff Dismissal Committee**

#### **Composition**

Not less than 3 governors drawn from the membership of the Personnel/Staffing committee who are not disqualified by being members of staff or by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee. The Chair should be appointed by the governing body and reviewed annually in the Autumn term.

Quorum: Three governors

#### **Terms of Reference**

- At a community or voluntary controlled school to determine whether any person employed by the LA to work at the school should cease to do so
- At a voluntary aided school to determine whether a person employed to work at the school should have his or her contract of employment terminated or should not have that contract renewed
- To hear representations about such decisions.

#### **Minutes**

A written record of the meeting will be submitted to the next meeting of the Personnel committee.

### **Convening meetings**

A meeting shall be convened at the request of the Chair , the Headteacher, or any two of the members of the committee. Every member of the committee, the Headteacher and (on request) the Executive Director: Education, shall be given at least 7 days clear notice of the meeting.

## **Staff Dismissal Appeal Committee**

### **Composition**

- Not less than 3 governors who are not disqualified by being members of staff or by having an interest requiring them to withdraw. The Headteacher may not be a member of this committee. The Chair shall be appointed annually by the governing body
- Members of this committee shall not be members of the Staff Dismissal Committee.

### **Quorum**

Not less than the number of governors who participated in the relevant staff dismissal committee hearing, with a minimum of 3.

### **Terms of Reference**

- To hear any appeal in respect of a decision taken by the Staff Dismissal Committee.

\* The Clerk to these committees may not be a governor or a member of the committee though, in the absence of the appointed Clerk, the committee may appoint one of their number for that meeting.

## **Performance Management Governors and Review Officer**

The governing body is required to appoint a minimum of two governors, and preferably three, to:

- Meet with the Headteacher to review the Headteacher's performance against previously agreed objectives

- Agree objectives for the forthcoming Performance Management Cycle relating to:
- Pupil Progress
- Leadership and Management
- The Headteacher's Professional Development
- Record the outcome of the review meeting and provide a copy for the Chair of the governing body and a summary on request to the Executive Director: Education
- Make recommendations regarding the Headteacher's salary to the Pay Matters Committee
- Ensure that the person responsible for Training and Development is aware of the resourcing implications arising from agreed objectives
- Appoint an external Adviser to help them with the above tasks
- Be familiar with DCSF guidance on the governing body's role in Performance Management.

The governing body is also required to appoint a Review Officer or Officers to deal with any complaints made by the Headteacher. The Review Officer will be the Chair of the governing body where s/he has not been one of the Performance Management governors.

Teachers and other staff working at the school may not be the Performance Management governors or the Review Officer.

### **Training Co-ordinator Governor**

The role of the Training Co-ordinator governor should be to take a lead responsibility for ensuring that governing body training and development takes place.

The remit for the Training Co-ordinator Governor should include:

- Developing an understanding of training available from the LEA and other providers
- Ensuring that information about training is communicated to all governors
- Ensuring that training needs are discussed by the governing body
- Encouraging and supporting individual governors to identify training needs and attend training
- Negotiating whole governing body training with the LA governor support team
- Making bookings for training courses and other arrangements
- Ensuring that a suitable induction is provided for new members of the governing body
- Recommending the purchase of governor support materials
- Monitoring expenditure on governor training and support with the headteacher or other staff member
- Taking the lead on the development of school based resources for governors which may include: A “governors’ corner”
- Distribution of information about school events
- Systems for sharing information which help governors to know the school.

## **‘Link Governors’**

### **Purpose**

To keep the Curriculum Committee and governing body informed of standards achieved and the resource needs of the curriculum area in order to maintain and raise standards.

## **Remit of the Curriculum Governor**

To meet termly with the Subject Co-ordinator / Leader, Phase Leader or Aspect Leader in order to:

- Be aware of the prescribed syllabus and how it is being implemented
- Become familiar with the relevant policies and how they are being implemented
- Find out about the resource and training needs required to improve standards and to communicate these to the governing body through the Curriculum Committee
- Contribute to the monitoring of School improvement Plan priorities and the post OFSTED Action Plan
- Review information from assessment statistics in order to contribute to the monitoring and evaluation of standards
- To observe, by agreement with teaching and other staff, lessons or other activities in order to gain an understanding of teaching and learning strategies and resources available
- To be familiar with information from other sources (e.g. LA, OFSTED) relating to the curriculum area and standards of attainment
- To provide reports to the Curriculum Committee or full governing body.
- Governing bodies may wish to have specific remits for English/Maths governors.

## **English / Maths Governor**

These Governors will provide the link between the governing body, appropriate committees, and staff.

## **Remit**

- To meet with the English / Maths Leader each term to become better informed and discuss the implementation of agreed actions and progress towards targets
- To attend, where possible, INSET training where this is appropriate
- To review information from assessment statistics in order to contribute to the monitoring and evaluation of standards
- To observe, by agreement with teaching and other staff, lessons or other activities in order to gain an understanding of teaching and learning strategies and resources available
- To be familiar with information from other sources (e.g. LA, OFSTED)
- To provide a termly report to the Curriculum Committee or full governing body.

## **Safeguarding Governor**

The Safeguarding Governor will often be the Chair of the governing body.

- To be familiar with LA guidance and school policy relating to Safeguarding and to attend training for nominated Safeguarding governors
- To liaise with the headteacher, the school's designated Safeguarding teacher and the LA over matters regarding confidential child protection issues involving allegations against staff.
- In cases involving an allegation against the headteacher, the nominated governor would take a more active role with support provided by the LA This role would include:
- Consideration of an allegation in consultation with the Executive Director: Education through the designated LA Senior Officer to decide whether the allegations warrant an investigation
- To ensure with LA support that appropriate action is taken in accordance with agreed procedures
- (Where a referral to child protection agencies may need to be made) to attend initial and subsequent strategy meetings as required.

## **Observers and Co-options to Committees**

### **Observers**

The committee may decide, at its discretion, to allow the attendance of observers on a regular basis or for particular meetings and whether the observers should have the same rights to speak at meetings as full members of the committee. The participation of regular observers will be reviewed annually along with co-options.

### **Co-options**

Committees shall co-opt such additional non-governor members, with voting rights, as they deem appropriate except in the case of statutory committees dealing with pupil and staff discipline. Co-opted non-governors shall not be counted for the purposes of a quorum for the meeting.

Co-options will be reviewed annually at the first meeting of each committee in the Autumn term after the meeting of the full governing body at which committee membership and terms of reference are reviewed.

In co-opting such members the committee will have regard to providing professional development opportunities for staff building links with and drawing upon the strengths of the local community the co-option of people who can contribute particular skills.

### **Working Groups**

Working groups may be set up by the full governing body, a committee or sub-committee and may include non-governors. The purpose of a working group is usually to address a particular issue within a set time period though there may be instances where governing bodies set up a standing working group.

Upon setting up a working group, the governing body or committee will identify a clear remit including arrangements for reporting to the governing body and the timescale for completion of the task. Governors should be clear as to who is responsible for convening the group and reporting back. Involvement of non-governors (e.g. staff, parents, students, police, LA officers) may be specified at the outset, left to the discretion of the group, or reviewed when reporting back to the committee or governing body.

### **E.g. Equal Opportunities Policy**

Whilst all committees will operate within the equal opportunities policy a working group may be established to review the Equal Opportunities Policy and make recommendations to the governing body regarding its implementation and any amendments.

This approach may be adopted for other areas, e.g. School Dress Policy.

## **Committee Calendar**

### **Order of Meetings**

#### **Term 1 (Autumn)**

Steering Committee

Resources: Finance/ Personnel/Pay /Premises

Full Governors

Parents

Curriculum

Resources 2

Main Tasks: Implementation of new School Improvement Plan and updated pay policy ;set and communicate attainment targets for next two years for KS2. Headteacher targets under Performance Management.

#### **Term 2 (Spring)**

Steering committee

Resources Finance/ Personnel/pay/premises

Full Governors

Resources 2

Parents

Curriculum

Main Tasks: review of School Improvement Plan /priorities; finalise new Spending Plan against priorities.

### **Term 3 (Summer)**

Strategy committee

Resources: Finance/ Personnel/pay/premises

Full Governors

Resources 2

Parents

Curriculum

Strategy committee

Main tasks: approve the new Spending Plan; evaluate School Improvement Plan against targets set; make revisions; prepare organisation for new school year; prepare updated School Improvement Plan.

## **Appendix I: Internal Audit**

### **The Internal Audit Process and the role of School Governors**

The City Council's Internal Audit team carry out an audit of financial structures and management issues in schools on approximately a four yearly basis. Arising from these audits a number of common issues are frequently highlighted as being of concern.

It is worth drawing all governors' attention to the following major points that will feature in an audit.

### **Management Structure**

- Definition of the role of the governing body and its committees in financial management and administration
- Definition of roles and responsibilities of the headteacher and other staff
- Limits of delegated authority specified in particular with respect to
- Obtaining competitive quotations for purchases
- Obtaining competitive tenders for contracted services
- Letting of contracts
- Authorising orders for goods and services.

### **Development Plan**

- Governors should be asked to approve the school's medium term development plan and should
  - Receive and approve reports from the headteacher showing achievements against the development plan
  - Approve subsequent amendments
  - The development plan should identify financial measures required to achieve goals and should clearly link with the annual spending plan.

### **Spending Plan**

- Governors should be asked to approve the school's annual spending plan setting out how the school's budget share and other income will be used
- Any revision to the spending plan made during the year should be submitted to governors for approval.

### **Monitoring of Financial Performance**

- Monitoring reports on the school budget should be given to governors at least on a termly basis.

### **Income**

- Governors should have in place an incomes policy which covers
- Charging and remissions in relation to pupils
- A charging policy in respect of income from external debtors
- Who is responsible for the arrangements for collection and accounting of income
- Sources of income and the prices to be charged
- Action to be taken in the event of non payment
- Level of authority required for the cancellation of an account or a debt (e.g. the headteacher)
- Level of authority for the write off of a bad debt (e.g. governing body, finance committee)
- Governors should be asked to re-approve the charging policy each year (finance committee).

### **School Bank Account**

- Governors should be asked to approve the school's banking arrangements and these should comply with the Sheffield Scheme for School Bank Accounts
- Cheque signatories should be reviewed annually and approved by governors
- As part of their financial monitoring reports, headteachers should report bank account balances to governors.

### **Safeguarding Assets**

Governors should be asked to approve a policy for the control of the school's assets. This should include determination of the value of assets to be recorded on the school's inventory record, the policy on the "loan" of school equipment and the approval of any write off or sale of school assets.

The above is a resume of the main issues. The main reference documents which describe these points in greater detail are: Keeping Your Balance Published by OFSTED with the Audit Commission & Financial Standards and Regulations in Sheffield Schools. Copies are available in all schools.

## **Appendix II: Chairing Skills**

It is important that each committee of the governing body has an effective Chair. It is not always easy to chair meetings and the effectiveness of the chair depends on the co-operation of all members in seeking to work effectively.

### **In committee meetings the role of the Chair is to:**

- Ensure practical arrangements are in place for meetings and that meetings start on time
- Keep meetings business like and to time
- Ensure that all items are dealt with logically
- Ensure that the committee completes the task delegated by the governing body
- Deal with differences and conflict when they arise
- Help all members of the committee to contribute
- Summarise regularly for the benefit of members and the Clerk or minutes secretary
- Ensure that an accurate record is kept
- Present reports and feedback from Committees to the full meetings of the governing body or to ensure this is done by another member.

### **Between meetings the role of the Chair is to:**

- Prepare the agenda with the Chair of the governing body and the headteacher and ensure papers distributed 7 days before meeting. (To minimise the number of papers tabled at meetings)
- Propose agenda items for the Governors to consider including on the termly agenda

- Encourage the attendance of Committee members where necessary (e.g. phoning around)
- Check the minutes when typed up
- Take steps as needed to ensure Committee members complete tasks (reminders) particularly arrangements for nominated Governors to report on visits, etc
- Prepare for the next meeting
- Ensure that invitations to attend are extended as agreed by the governing body or committee
- Be a point of contact
- Share correspondence and information relating to the work of the committee with other members
- Ensure that minutes or a record of decisions/recommendations are circulated to other governors as agreed by the governing body.

As is required of the Chair of the governing body, the Chair of a sub-committee should keep in mind the main roles of the governing body:

- To provide a Strategic View
- To act as a Critical Friend
- To ensure Accountability.
- 

As is required of the Chair of any group the Chair needs to be (or become)

- A good listener
- A team builder
- A collaborator.
- 

It should be noted that governors who are employed by the school cannot chair committees.

### **Sources of Information and Advice**

- Sheffield LA Governor Support Team Helpline 273 5763.
- Governorline (National Helpline) 08000 722181.
- [www.tengovernor.com](http://www.tengovernor.com)

