

Moat Farm Junior School Governing Board Membership and Terms of Reference

Reviewed and Adopted: 27th September 2022
Current version as at: 27th September 2022

Governing Board Membership

2022/2023 Academic Year

LA (1)	End of Office
VACANCY	
Parents (2)	End of Office
Mrs Sim Shardra	13 th October 2025
VACANCY	
Headteacher (1)	End of Office
E Shaw / A Scotney	Ex-Officio
Staff Governor (1)	End of Office
Dr Laura Braznell	23 rd January 2024
Co-opted (6)	End of Office
Ms Leah Pritchard	15 th April 2026
Ms Hannah Massey	30 th November 2024
Ms Deborah Walker	27 th March 2023
VACANCY	
VACANCY	
VACANCY	
Partnership Governors (2)	End of Office
Ms Megan Walters	13 th October 2025
Mrs Kamaljit Kaur	13 th October 2025

Chair: Hannah Massey

Vice Chair: Megan Walters

Meeting Dates 2022–2023

	Autumn Term	Spring Term	Summer Term
Full Governing Board	<p>Tuesday 27th September 2022 at 6.00pm</p> <p>Wednesday 2nd November 2022 at TBC</p>		
Pay Committee	<p>Wednesday 2nd November 2022 at TBC</p>		

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 Governance Handbook October 2020)*

In the absence of standing committees, all functions of the board are managed through full governing board meetings. Governing boards have a duty and obligation to fulfil the strategic role that all school governors have responsibility for. These duties include, but are not limited to:

- **agreeing the staffing structure**
- **agreeing the governing board constitution**
- **agreeing and managing the school budget**
- **the appointment of staff**
- **monitoring and reviewing policies and documents**
- **supporting the school to raise standards**
- **setting targets for and monitoring pupil achievement**
- **ensuring the curriculum is balanced and broadly based**
- **regulating staff conduct and discipline**
- **monitoring the outcome of inspections and audits and action plan progress**

Governance Handbook/Competency Framework for Governance

Please refer to the Governance Handbook and Competency Framework for Governance published by the Department for Education. The latest versions are available online below:

[Governance Handbook October 2020](#)

[Competency Framework for Governance January 2017](#)

Review of terms of reference, committees and delegation

The governing board must review the terms of reference and governor delegations on an annual basis.

Terms of Reference

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

The Governing Board has approved the use of “virtual attendance” at meetings (approved at FGB meeting on 27th September 2022)

For full details, please refer to the Virtual Governance Policy.

Function of the governing board

The Governing Board will undertake the following duties, in line with statutory guidance:

Pupils, Curriculum and Outcomes

- Review/approve all relevant policies.
- Review published information and data against school targets and national standards.
- Monitor and review school targets and in-year progress for all groups of pupils.
- Reporting to parents according to statutory requirements.
- Monitor achievement for disadvantaged and vulnerable pupil groups.
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium/COVID19 catch up/recovery premium/school led tutoring).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- 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.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.
- 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.

Staffing

- Review/approve all relevant policies.
- 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.
- Monitor Single Central Record (SCR) procedures to ensure statutory duties are being met.
- Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

Finance

- Review/approve all relevant policies.
- Approve the annual budget.
- 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 and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over £20,000, 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. The tender limit for the European Threshold currently being

£213,477 for supplies and services, and £5,336,937 for works. NB. This figure can change in year.

- Obtain quotations with a view to placing contracts/orders, once the governing board has drawn up a specification.

Premises/Health and Safety

- Review/approve all relevant policies.
- 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.
- 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 by relevant site staff and 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.

Individual delegations

The task of monitoring specific areas usually assigned to committees is delegated to individuals or pairs of governors instead. It is the responsibility of these governors to have a detailed understanding of their specific area to feedback to the governing board.

Where appropriate, the governing board may utilise governor working groups. In these instances, the outcomes and recommendations of such groups will be reported back to the full governing board for noting or approval and recorded in the minutes.

In order to fulfil certain functions, there are occasions on which committees of a set number of governors are required. For these functions, committee terms of reference are outlined and will be utilised as and when required.

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 & deputy head teacher.

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 Governance Handbook October 2020 – Page 64, paragraph 53).*

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.

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:	
<p>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;</p> <ul style="list-style-type: none"> ➤ Staff grievance and discipline ➤ Staff dismissal, redundancy and redeployment ➤ Staff capability ➤ Management of absence ➤ Dignity at work ➤ Any other staffing 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 member of staff <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Clerk	

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ 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 ➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance <p>Any item referred by the full governing board</p>	
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 <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Clerk	

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	
<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. 	
Membership	
<ol style="list-style-type: none"> 1. D Walker 2. M Walters 3. H Massey 	
Chair of Committee	To be elected at each meeting
Clerk	SIPS Education Ltd

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. L Pritchard 2. D Walker 	
Minimum of two members required	
Chair of Committee	To be elected at each meeting
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)	
<i>The appointment must always be ratified by the full governing board</i>	
Membership	
1. 2. 3. <i>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Governor nominated areas of responsibility

Safeguarding/Child Protection*	Hannah Massey
SEND	Leah Pritchard
Disadvantaged pupils / Parent Pledge	Megan Walters
Behaviour, Safety and Wellbeing	Deborah Walker
Early Careers Teachers	Deborah Walker

**In accordance with Keeping Children Safe in Education 2022 '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 £20,000 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 be given approval for expenditure above the set limit prior to the next governing board meeting – **only in cases of emergency**

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

The board **can't** delegate responsibility for the headteacher or deputy headteacher selection panel or appointing the panel's recommendation, page 89 Governance Handbook.

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

- Your 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 your school.

The Governing Board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements

Lunchtime/Cleaning/Administration Support Staff	
Educational Support Staff	
Business Manager	
Teaching Staff	
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	