St Michael's Church of England High School
Governing Board Membership and Terms of Reference

Reviewed and Adopted: 8th October 2020
***Current version as at:* 23rd November 2020**

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Governing Board Membership
2020/2021 Academic Year

LA (1)	**End of office**
Kerry Thornton	6th June 2018 - 5th June 2022
Parent (3)	**End of office**
Ms Louise Johnson	9th February 2018 – 8th February 2022
Mrs Angela Gibson	5th October 2020 - 4th October 2024
Mr Edward Williams	13th November 2020 - 12th November 2024
Headteacher(1)	**End of office**
Mrs Jayne Gray	Ex-Officio
Staff Governor (1)	**End of office**
Lee Mole	11th October 2022
Foundation (8)	**End of office**
Karen Huxtable	19th July 2019 – 18th July 2023
Mr Colin Nicholls (Chair)	29th September 2017 - 28th September 2021
Mrs Julie Bodin	Re-appointed by 23rd November 2020 - 22nd November 2024
Mr David Kelly	16th April 2018 – 15th April 2022
Mr Ken Hadley	27th June 2017 – 26th June 2021
Abigail Rumano	1st January 2020 – 31st December 2023
Dale Bennett	27th February 2020 – 26th February 2024
Reverend John Bridge	Appointed 23rd March 2020 Ex Officio

Chair: Colin Nicholls

Vice Chair: Kerry Thornton/Julie Bodin

Meeting Dates 2020-2021

	Autumn Term	Spring Term	Summer Term
Full Governing Board Start 6pm	8th October 2020 (set up meeting) 3rd December 2020	18th March 2021 (Budget Ratification)	1st July 2021 (Data)
Curriculum committee Start 6pm	24th September 2020 10th December 2020	22nd April 2021 *change of date	17th June 2021
Personnel and Finance Committee Start 6pm	19th November 2020 **at 7pm**	14th January 2021 11th March 2021 (Budget Setting)	10th June 2021
Facilities Management Committee Start 6pm	15th October 2020	28th January 2021	13th May 2021
Pay Committee	19th November 2020		
Headteacher Appraisal Start 6pm	12th November 2020		

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 March 2019)*

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:

Competency Framework for Governance January 2017
Governor Handbook October 2020

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

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

The head teacher/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.** 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 8th October 2020).

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

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given - as they aren't considered to be members of the governing board.

The appointed 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 board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools, the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government *(Extracted from Governance Handbook March 2019 – Page 53, paragraph 45).*

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.

Personnel & Finance Committee

The committee has responsibility delegated by the governing board to:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£5,000,** sums below that amount are delegated to the Head Teacher/Principal.
- 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 schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures.
- 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 £181,302 for supplies and services, and £4,551,413 for works.
- 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.

Any item referred by the full governing board

Membership

1. Jayne Gray
2. Colin Nicholls
3. Karen Huxtable
4. Kerry Thornton
5. Julie Bodin
6. Reverend John Bridge
7. Angie Gibson

Include Gloria Thorp – Business Manager, Marina Brace – Finance Officer & Carmel Cavanagh-Schools Budget Officer on the distribution list

Minimum of three members required

Chair of Committee	Kerry Thornton
Clerk	Kim Foxall

Pupils & Curriculum Committee

The committee has responsibility delegated by the governing board to:

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

Achievement:

- Monitor and review information on school performance to include ASP & 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 – see gov.uk for annual performance tables
- 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 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 (including 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
- Review and monitor school behaviour
- Review and monitor attendance data against school and national targets

Any item referred by the full governing board

Membership

1. David Kelly
2. Julie Bodin
3. Jayne Gray
4. Dale Bennett
5. Louise Johnson
6. Colin Nicholls

Include Christina Handy, Damien Mackinney, Alan Brooks, Chris Bending & Faye Jeffreys, on the distribution list.

Minimum of three members required for quorum

Chair of Committee	
Clerk	Kim Foxall

Facilities Management & Health and Safety Committee

The committee has responsibility delegated by the governing board for:

- Monitor Facilities Management provider [Interserve] to ensure the school receives value for money, including cleaning and the subcontracted companies providing catering [Eden] and ICT [Agilisys].
- Monitor Risk Assessment Procedures.
- Review the letting policy and conditions of use for the school premises.
- Receive reports/audits from Health & Safety representatives.
- Consider & make arrangements on risk management issues.
- Ensure staff, Governors & pupils undertake the online 'In the line of Fire' Training.

Premises Health & Safety:

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related polices 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
    - Glazing risk assessment
    - Ladder log
    - Playground equipment and gym inspection
    - Lifting equipment
    - Local exhaust ventilation (where applicable)
    - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained 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.

Any item referred by the full governing board

Membership
Currently: 1. Jayne Gray 2. Colin Nicholls 3. Edward Williams 4. Lee Mole 5. Karen Huxtable 6. Ken Hadley 7. Abby Moyo Include Wayne Hill – Strategic Operations Manager, Gloria Thorp – Business Manager and Andrew Carriere on the distribution list. ***Minimum of three members required for quorum***

Chair of Committee	Colin Nicholls (Acting Chair)
Clerk	Kim Foxall

Admissions Committee

The committee has responsibility delegated by the governing board to:

- Determine offers of places for the annual admissions round as per the school's admissions policy.
- Determine offers of places to 'mid-term' applicants as per the school's admissions policy.
- Review the governing board's admissions rules and make any recommendations for change to the whole governing board.
- Ensure publication of the school's admissions arrangements in the school prospectus.

  Taken from Schools Admissions Code – statutory guidance 2014:

  *Admission authorities **must** allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission **must not** be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body, **must** make such decisions.*

Membership
1. Kerry Thornton 2. Colin Nicholls 3. Julie Bodin 4. Jayne Gray

Chair	TBC
Clerk	TBC

Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
➢ Staff grievance and discipline (in line with school policies) ➢ Staff dismissal, redundancy and redeployment ➢ Staff capability/management of absence	
Membership	
• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
➢ 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 ***Any item referred by the full governing board***	
Membership	
• To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	

Complaints Committee

The committee has responsibility delegated by the governing board to:	
➢ At the relevant stage hear any complaint made under the school complaints procedures ***Any item referred by the full governing board***	
Membership	
• To be made up of members who have no awareness of the original incident and are not known personally to the complainant ***Minimum of three members required***	
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:	
➢ 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:	
➢ 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	
1. Colin Nicholls 2. Julie Bodin 3. Kerry Thornton ***Minimum of three members required. Cannot be HT or governor employed by the school***	
Chair of Committee	
Clerk	Kim Foxall

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
➢ 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	
1. Colin Nicholls 2. Julie Bodin 3. Kerry Thornton ***Minimum of two members required***	
Chair of Committee	
Clerk	

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) ***The appointment must always be ratified by the full governing board***	
Membership	
1. Colin Nicholls 2. Julie Bodin 3. Kerry Thornton ***Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process***	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Safeguarding/Child Protection Governor *	Colin Nicholls
SEND Governor	Edward Williams
Health and Safety Governor	Edward Williams
Safer Recruitment Governor	Kerry Thornton
Computing Link Governor	Dale Bennett
Business Studies Link Governor	Abby Moyo
Humanities Link Governor	Colin Nicholls - Geography and History
	John Bridge - RE
Looked After Child Governor	Kerry Thornton
Maths Link Governor	Vacancy (Governor TBC)
Modern Foreign Language Link Governor	Kerry Thornton
NQT Link Governor	Colin Nicholls
Performing Arts Link Governor	Kerry Thornton
Science Link Governor	Louise Johnson
English Link Governor	Louise Johnson

**In accordance with Keeping Children Safe in Education 2020 '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 £5,000 be delegated to the head teacher/principal.

Disposal of surplus stock
Delegated to Head Teacher/Principal 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 Personnel and Finance committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**.

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

Lunchtime/Cleaning/Administration Support Staff	• Head Teacher/Principal or Deputy Head Teacher/Vice Principal • Post Line Manager
Educational Support Staff	• Head Teacher/Principal • 1 Governor
Business Manager	• Head Teacher/Principal • 2 Governors
Teaching Staff	• Head Teacher/Principal • 1 Governor
Senior Management Team* ** Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.*	• Head Teacher/Principal • 2 Governors