

**SIPS**

**EDUCATION**



**ST MICHAEL'S**  
Church of England High School

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

**Reviewed and Adopted: 7<sup>th</sup> October 2021**  
***Current version as at: 25<sup>th</sup> April 2022***

## Governing Board Membership 2020/2021 Academic Year

<b>LA (1)</b>	<b>End of office</b>
Kerry Thornton (Co-Chair)	6 <sup>th</sup> June 2018 - 5 <sup>th</sup> June 2022
<b>Parent (3)</b>	<b>End of office</b>
Ms Katarzyna Kujawa-Sogbesan	7 <sup>th</sup> February 2021 – 6 <sup>th</sup> January 2025
Mrs Angela Gibson	5 <sup>th</sup> October 2020 - 4 <sup>th</sup> October 2024
Mr Simon Smith	30 <sup>th</sup> November 2021 - 29 <sup>th</sup> November 2025
<b>Headteacher(1)</b>	<b>End of office</b>
Mrs Christina Handy-Rivett	Headteacher - Ex-Officio
<b>Staff Governor (1)</b>	<b>End of office</b>
Lee Mole	11 <sup>th</sup> October 2022
<b>Foundation (8)</b>	<b>End of office</b>
VACANCY	
Mr Colin Nicholls (Co-Chair)	Reappointed 29 <sup>th</sup> September 2021 - 28 <sup>th</sup> September 2025
Mrs Julie Bodin	Reappointed 23 <sup>rd</sup> November 2020 - 22 <sup>nd</sup> November 2024
Kita Amos	2 <sup>nd</sup> December 2021 – 1 <sup>st</sup> December 2025
Mr Ken Hadley	Reappointed 27 <sup>th</sup> June 2021 – 26 <sup>th</sup> June 2025
Abigail Rumano	1 <sup>st</sup> January 2020 – 31 <sup>st</sup> December 2023
VACANCY	
Reverend John Bridge	Appointed 23 <sup>rd</sup> March 2020 Ex Officio

**Chair:** Colin Nicholls/Kerry Thornton (Co-Chair arrangement)

**Vice Chair:** Julie Bodin

<b>In year resignations</b>	
Edward Williams	4 <sup>th</sup> October 2021
Karen Huxtable	9 <sup>th</sup> November 2021

## Meeting Dates 2021-2022

	Autumn Term	Spring Term	Summer Term
Full Governing Board Start 6 pm	7 <sup>th</sup> October 2021 (set up meeting)	7 <sup>th</sup> April 2022 (Budget Ratification)	14 <sup>th</sup> July 2022 (Data)
	2 <sup>nd</sup> December 2021		
Curriculum committee Start 6 pm	23 <sup>rd</sup> September 2021	31 <sup>st</sup> March 2022	7 <sup>th</sup> July 2022
	9 <sup>th</sup> December 2021		
Personnel and Finance Committee Start 6 pm	18 <sup>th</sup> November 2021 at 7 pm	13 <sup>th</sup> January 2022	9 <sup>th</sup> June 2022
		10 <sup>th</sup> March 2022 (Budget Setting)	
Facilities Management Committee Start 6 pm	14 <sup>th</sup> October 2021	27 <sup>th</sup> January 2022	12 <sup>th</sup> May 2022
Pay Committee	18 <sup>th</sup> November 2021		
Headteacher Appraisal Start 6 pm	TBC		

# 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 Headteacher/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 that directly affects the Headteacher/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 the FGB meeting on 7<sup>th</sup> October 2021).

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 Headteacher/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
- 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 **£5,000**; sums below that amount are delegated to the Headteacher
- 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 supplierNote: 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 is £189,330 for supplies and services, and £4,733,252 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) 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
- 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

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

## Membership

1. Christina Handy-Rivett
2. Colin Nicholls
3. Ken Hadley (available virtually)
4. Julie Bodin
5. Kerry Thornton

6. Reverend John Bridge
7. Angela Gibson

***Minimum of three members required***

<b>Chair of Committee</b>	Julie Bodin
<b>Clerk</b>	Kim Foxall

# 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:

- Review information on school performance to include ASP & 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/COVID19 catch up)
- 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 support & 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/COVID19 catch up)
- Monitor intervention groups for all groups of pupils
- Monitor homework arrangements
- 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

## 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
- 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

## Behaviour and attendance:

- 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

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

## Membership

- |                              |                   |
|------------------------------|-------------------|
| 1. Julie Bodin               | 4. Colin Nicholls |
| 2. Christina Handy-Rivett    | 5. Abigail Rumano |
| 3. Katarzyna Kujawa-Sogbesan |                   |

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

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

## Chair of Committee

Katarzyna Kujawa-Sogbesan

## Clerk

Kim Foxall

# Facilities Management & Health and Safety Committee

## The committee has responsibility delegated by the governing board for:

- Monitor Facilities Management provider [Mitie] 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 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
- Ensure that, 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 the 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 the 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 is 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 logbook is being maintained by relevant site staff and staff 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
- Receive minutes of school central safety committee

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

## Membership

### ***Currently:***

1. Christina Handy-Rivett
2. Colin Nicholls
3. Lee Mole
4. Ken Hadley
5. Abigail Rumanó
6. Katarzyna Kujawa-Sogbesan

Include Wayne Hill – Strategic Operations Manager, Gloria Thorp – Business Manager and Andrew Carriere on the distribution list.

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

<b>Chair of Committee</b>	Ken Hadley
<b>Clerk</b>	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.*

- School admissions Code 2021 will come into effect from 1 September 2021 – subject to parliamentary approval

## Membership

### ***Currently:***

- |                   |   |
|-------------------|---|
| 1. Kerry Thornton | 3. Julie Bodin                                      |
| 2. Colin Nicholls | 4. Christina Handy-Rivett (in an advisory capacity) |

<b>Chair</b>	TBC
<b>Clerk</b>	TBC

## 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:	
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:	
<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</li> <li>➤ Management of absence</li> <li>➤ Dignity at work</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> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## Pupil Discipline 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> </ul> <p><i>Any item referred by the full governing board</i></p>	
<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 or pupils</li> </ul> <p><i>Minimum of three members required</i></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## 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	
<b><i>Any item referred by the full governing board</i></b>	
<b>Membership</b>	
• To be made up of members who have no awareness of the original incident and are not known personally to the complainant	
<b><i>Minimum of three members required</i></b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## 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 ➤ Dignity at Work ➤ Any Item referred by the full governing board	
<b><i>When dealing with an appeal, the committee should be equal to or greater than the original committee that made the decision</i></b>	
<b>Membership</b>	
• To be made up of members who have no awareness of the original incident and are not known personally to the appellant	
<b><i>Minimum of three members required</i></b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kim Foxall

## Pay Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy</li> </ul> <p><b><i>Committee to meet once per year in the autumn term</i></b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Colin Nicholls</li> <li>2. Julie Bodin</li> <li>3. Kerry Thornton</li> </ol> <ul style="list-style-type: none"> <li>• Minimum of three members required. Cannot be HT or governor employed by the school</li> <li>• 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.</li> </ul>	
<b>Chair of Committee</b>	
<b>Clerk</b>	Kim Foxall

## Headteacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Meet the external advisor to discuss the Headteacher's performance targets</li> <li>➤ Decide whether targets have been met and set new targets annually</li> <li>➤ Recommend pay progression to the relevant committee and in accordance with the pay policy</li> <li>➤ Undertake mid-year monitoring of the Headteacher's performance against targets</li> </ul>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Colin Nicholls</li> <li>2. Julie Bodin</li> <li>3. Kerry Thornton</li> </ol> <p><b><i>Minimum of two members required</i></b></p>	
<b>Chair of Committee</b>	
<b>Clerk</b>	

## Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> <li>➤ Selection of the Headteacher and Deputy Headteacher (guidance on this process will be provided by your school improvement partner)</li> </ul> <p><b><i>The appointment must always be ratified by the full governing board</i></b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Colin Nicholls</li> <li>2. Julie Bodin</li> <li>3. Kerry Thornton</li> </ol> <p><b><i>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</i></b></p>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Special Responsibility Governors

Safeguarding/Child Protection Governor *	Colin Nicholls
SEND Governor	Angela Gibson
Health and Safety Governor	TBC
Safer Recruitment Governor	Kerry Thornton/Katarzyan Kujawa-Sogbesan
Computing Link Governor	VACANCY
Business Studies Link Governor	Abigail Rumano
Humanities Link Governor	Colin Nicholls - Geography and History
	Reverend John Bridge - RE
Looked After Child Governor	Kerry Thornton
Maths Link Governor	Katarzyan Kujawa-Sogbesan
Modern Foreign Language Link Governor	Kerry Thornton
ECT Link Governor	Colin Nicholls
Performing Arts Link Governor	Kerry Thornton
Science Link Governor	VACANCY
English Link Governor	Angela Gibson
PSHE/RSE	Colin Nicholls
Mental Health/Wellbeing	Reverend John Bridge

*\*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 has 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 Headteacher.

### Disposal of surplus stock

Delegated to Headteacher with the approval of the chair of the governing board.

### Delegation of Suspension

That suspension be delegated to the chair in instances where the Headteacher 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 the 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	<ul style="list-style-type: none"><li>• Headteacher or Deputy Headteacher</li><li>• Post Line Manager</li></ul>
Educational Support Staff	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 1 Governor</li></ul>
Business Manager	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 2 Governors</li></ul>
Teaching Staff	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 1 Governor</li></ul>
Senior Management Team* <i>* Headteacher and Deputy Headteacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 2 Governors</li></ul>