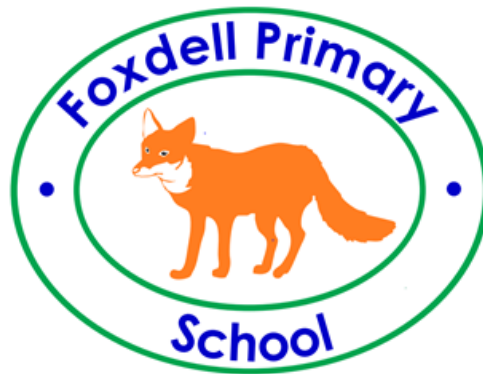


Foxdell Primary School



Governing Board & Committee Structure

with scheme of delegation to
Headteacher, Deputy Headteachers & Curriculum Managers

September 2024

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1.0 INTRODUCTION

1.1 Background

The Governing Board is required to operate under the guidance of the “Governance Handbook for academies, multi-academy trusts and maintained schools” as issued by the Department of Education in January 2017 and subsequent updates.

This document sets out the terms of Reference for the Governing Board of Foxdell Primary School comprising Foxdell Infant School and Foxdell Junior School and its sub-committees along with the Governing Board Decision Planner, Cycle of Business, and Delegation of authority to the Senior Management Team.

1.2 Review

This document shall be reviewed annually at the Governors' Business Meeting and updated as required to meet the needs of the schools and changes in statutory guidance.

1.3 Instrument of Government

The Governing Board is constituted under the Instrument of Government which defines the composition of the Governing Board as:

- a. Two Parent Governors (one from each school)
- b. The Headteacher
- c. One Staff Governor
- d. One LA Governor
- e. Nine co-opted Governors.

The Instrument of Government came into effect on the 19th April 2022 and was made an order by Luton Local Authority on 19th November 2022. A copy is included as Appendix A.

1.4 Declaration of Interests

At the beginning of each academic year, each Governor shall complete a copy of the Declaration of Interests Form for the forthcoming academic year before or at the Business Meeting, which shall be completed via Governor Hub. Clerk to the Governors to monitor.

At each meeting there will be the opportunity to declare any changes to the declaration made and any specific interest in the items on the agenda and these will be recorded within the minutes.

1.5 Competency Review

At the beginning of each academic year, the Governing Board will undertake a competency review as outlined within the document “A Competency Framework for Governance – The knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts” as issued by the Department of Education in January 2017 and subsequent updates.

It should be noted that it is not necessary for each Governor to have a detailed knowledge of each area, as set out in the guidance.

Each Governor is required to complete an evaluation form to enable the Governing Board to determine if it is necessary to strengthen the Governing Board in areas where there are weaknesses.

1.6 Code of Conduct

The members of the Governing Board are expected to operate under the Code of Conduct as issued by the National Governance Association and a signed copy from each Governor for the forthcoming academic year shall be handed to the Clerk to the Governors before or at the Business Meeting.'

1.7 Governor Training

Each Governor is expected to undertake regular training sessions to update themselves on the areas of governance and specific responsibilities that they are responsible for as a member of the Governing Board. It is a Governing Board target that each member attends at least one training course during an academic year and any courses relevant to their particular responsibility. Every academic year, the GB will review the training undertaken by governors and assess whether there are any significant gaps that need to be addressed.

1.8 Governor Performance

At end of each academic year:

- GB will assess their effectiveness by using the 20 'key questions every Governing Board should ask itself', as developed by the All Party Parliamentary Group on Education, Governance and Leadership.
- Each governance committee will assess whether they have properly addressed all elements of their Respective Terms of Reference.

2.0 GENERAL ROLE OF THE GOVERNING BOARD

The Governing Board is the regulatory authority of Foxdell Primary School and is responsible for the governance of the school.

For full Governing Board meetings the quorum is half the number of serving Governors. For committees this is set out in their individual terms of reference. If a meeting is not quorate, or if Governors leave during the meeting and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later.

The Governing Board recognises its strategic role and that it would be impractical to undertake all required governance activities. It is, therefore, necessary to delegate a number of its functions to its committees and the Headteacher. These delegations are clearly outlined in committee terms of reference or relevant minutes.

The Governing Board has the following committees:

- a) Finance and Personnel,
- b) Curriculum, Achievement and Standards,
- c) Headteacher's Performance Management,
- d) Pay,
- e) Exclusions.

The Terms of Reference, membership and quorum of these committees is set out elsewhere in this document.

The Governing Board must review the delegation of functions annually and remains accountable for any decisions taken, including those delegated to committees or individuals.

The Governors understand the corporate nature of the Governing board.

It is expected that committees provide a report of the committee meeting and make specific recommendations to the full Governing Board for ratification. It is not expected that there is a full discussion on the subjects under the committee's terms of reference. The committee's minutes will be circulated to all members of the Governing Board with the papers for the full Governing Board meeting.

The Governing Board will keep under review its financial management arrangements and make amendments as necessary, in accordance with the requirements and needs of the Schools.

The Governing Board recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Luton Borough Council and amended from time to time (including the Financial Standard in Schools).

Where any committee proposes a new policy (or a variation to an existing policy) that affects or may affect the schools finances, it will submit a report to the Full Governing Board at its next meeting for review and discussion.

The Governors will respect the confidential nature of the School's business.

In seeking its goals, the Governing Board will conduct itself in a responsible and confidential manner towards the staff, pupils, parents/guardians and the community.

If Governors know that they will be absent from a committee or full Governing Board meeting, they must notify the Clerk to the Governors in advance giving a valid reason. Apologies for absence must be approved or not approved at every meeting.

If a Governor misses three consecutive meetings within a six-month period, they shall be contacted in writing and asked to consider their future availability.

Governors may be disqualified if they have failed to attend meetings for six months, following a resolution proposing disqualification made to the full Governing Board.

The Governing Board will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised. Everyone is encouraged to participate and is listened to, and the views of others are respected.

The Agenda and Papers for a Full Governing Board or Committee shall be provided to the relevant Governors at least seven days prior to the date of the meeting. Governors are expected to review all the paperwork prior to the meeting and if they are unable to attend the meeting provide the Chair or Clerk to the Governors of any comments they would like raised.

If a Governor wishes an item to go on the agenda, it must be submitted in writing to the Clerk of the Governing Board at least 10 days in advance of the meeting, or it may be brought up under Any Other Business.

Members of the Governing Board shall make the Chair of the Governing Board aware of any items of Any Other Business that they require to be discussed at a meeting prior to the start of the meeting.

2.1 Governing Board Decision Planner

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BOARD MAY LEGALLY DELEGATE FUNCTIONS

KEY

Level 1: Full Governing Board

Level 2: A committee of the Governing Board

Level 3: An individual governor

Level 4: Headteacher

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Although decisions may be delegated, the Governing Board as a whole remains responsible for any decision made under delegation

| Key Function | No | Tasks | Decision Level | | | |
|-------------------|----|--|----------------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| Budgets | 1 | To approve the first formal budget plan each financial year | | X | | |
| | 2 | To monitor monthly expenditure. | | X | | |
| | 3 | To establish a charging and remissions policy | | X | | |
| | 4 | Miscellaneous financial decisions | | X | | |
| | 5 | To enter into contracts (GB may wish to agree financial limits) | | | | X |
| | 6 | To make payments | | | | X |
| Staffing | 7 | Headteacher appointments (selection panel) | X | | | |
| | 8 | Deputy appointments (selection panel) | X | | | |
| | 9 | Appoint other teachers | | | | X |
| | 10 | Appoint non teaching staff | | | | X |
| | 11 | Agree a pay policy | | X | | |
| | 12 | Pay discretions | X | | | |
| | 13 | Establishing disciplinary/capability procedures | X | | | |
| | 14 | Dismissal of Headteacher | X | | | |
| | 15 | Dismissal of other staff | | | | X |
| | 16 | Suspending head | X | | | |
| | 17 | Suspending staff (except head) | | | | X |
| | 18 | Ending suspension (head) | X | | | |
| | 19 | Ending suspension (except head) | | X | | |
| | 20 | Determining staff complement | X | | | |
| | 21 | In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights | n/a | n/a | n/a | n/a |
| | 22 | Determining dismissal payments/ early retirement | | X | | |
| Curriculum | 23 | Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s) | | | | X |

| Key Function | No | Tasks | Decision Level | | | |
|-------------------------------|----|---|----------------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| | 24 | To establish a curriculum policy | | | | X |
| | 25 | To implement curriculum policy | | | | X |
| | 26 | To agree or reject and monitor curriculum policy | | X | | |
| | 27 | Responsible for standards of teaching | | | | X |
| | 28 | To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day) | | | | X |
| | 29 | Responsibility for individual child's education | | | | X |
| | 30 | Provision of sex education – to establish and keep up to date a written policy | | X | | |
| | 31 | To prohibit political indoctrination and ensuring the balanced treatment of political issues | X | | | |
| | 32 | To establish a charging and remissions policy for activities (non NC based) | | X | | |
| Performance Management | 33 | To formulate a performance management policy | | | | X |
| | 34 | To establish a performance management policy | | X | | |
| | 35 | To implement the performance management policy | | | | X |
| | 36 | To review annually the performance management policy | X | | | |
| Target Setting | 37 | To set and publish targets for pupil achievement | X | | | |
| Discipline/Exclusions | 38 | To establish a discipline policy | | X | | |
| | 39 | To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to Chair/Vice-Chair in cases of urgency) | | X | | |
| | 40 | To direct reinstatement of excluded pupils (Can be delegated to Chair/Vice-Chair in cases of urgency) | | X | | |
| Admissions | 41 | To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the Governing Board) | X | | | |
| | 42 | To consult annually before setting an admissions policy (VA and Foundation schools) | n/a | n/a | n/a | n/a |
| | 43 | To establish an admissions policy (special schools where pupils do not have a statement) acting with LA | | | | |

| Key Function | No | Tasks | Decision Level | | | |
|---------------------------------|----|---|----------------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| | 44 | Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the Governing Board) | | | | |
| | 45 | Admissions: application decisions (VA, Foundation and special schools) | n/a | n/a | n/a | n/a |
| | 46 | To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority) | | X | | |
| Religious Education | 47 | Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus | | X | | |
| | 48 | Decision to revert to previous RE syllabus (Foundation Schools except VA of religious character) | | | | X |
| | 49 | Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character at request of parents) | n/a | n/a | n/a | n/a |
| | 50 | Decision to provide RE in line with locally agreed syllabus (VA schools – only if parents request it. All other schools not covered in 49 above) | | | | |
| Collective Worship | 51 | In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB) | | | | X |
| | 52 | To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB) | | | | X |
| | 53 | Arrangements for collective worship (schools without religious character (after consulting GB) | | | | X |
| | 54 | Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head) | n/a | n/a | n/a | n/a |
| Premises & Insurance | 55 | Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision) | X | | | |
| | 56 | Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision) | X | | | |

| Key Function | No | Tasks | Decision Level | | | |
|--------------------------------|----|---|----------------|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| | 57 | Procuring and maintaining buildings, including developing properly funded maintenance plan | | X | | |
| Health & Safety | 58 | To institute a health and safety policy (in community and VC schools this would be the LA) | X | | | |
| | 59 | To ensure that health and safety regulations are followed | | X | | |
| School Organisation | 60 | To publish proposals to change category of school | X | | | |
| | 61 | Proposal to alter or discontinue voluntary foundation or foundation special school | n/a | n/a | n/a | n/a |
| | 62 | To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA | | | | |
| | 63 | To ensure that the school meets for 380 sessions in a school year | | | | X |
| | 64 | To ensure that school lunch nutritional standards are met where provided by the Governing Board. | | | | X |
| Information For Parents | 65 | To prepare and publish the school prospectus | | | | X |
| | 66 | To prepare and publish the school profile | | X | | |
| | 67 | To ensure provision of free school meals to those pupils meeting the criteria | | | | X |
| | 68 | Adoption and review of home-school agreements | X | | | |
| GB Procedures | 69 | To draw up instrument of government and any amendments thereafter | X | | | |
| | 70 | To appoint (and remove) the Chair and Vice-Chair of a permanent or a temporary Governing Board | X | | | |
| | 71 | To appoint and dismiss the Clerk to the Governors | X | | | |
| | 72 | To hold a full Governing Board meeting at least three times in a school year or a meeting of the temporary Governing Board as often may require | X | | | |
| | 73 | To appoint and remove community or sponsor governors. | X | | | |
| | 74 | To set up a Register of Governors' Business Interests | X | | | |
| | 75 | To approve and set up a Governors Expenses scheme | | X | | |
| | 76 | To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools | X | | | |
| | 77 | To consider whether or not to exercise delegation of functions to individuals or committees | X | | | |

| Key Function | No | Tasks | Decision Level | | | |
|-------------------------|-----|---|----------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| | 78 | To regulate the GB procedures (where not set out in law) | X | | | |
| Extended Schools | 82* | To decide to offer additional activities and to what form these should take | X | | | |
| | 83 | To put into place the additional services provided | | | | X |
| | 84 | To ensure delivery of services provided. | | X | | |
| | 85* | To cease providing extended school provision | X | | | |

*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions could be undertaken by the full Governing Board.

2.2 Governors' Annual Timetable

| Autumn Action Points | Spring Action Points | Summer Action Points |
|--|---|---|
| <ul style="list-style-type: none"> • Review budget monitoring, virements and year end forecast at Quarter 2 • Review progress on School Development Plan, School Asset Plan and Capital Plan • Authorise expenditure as per scheme of delegation • Review school charging and remissions policy • Update and approve School Development Plan • Update Register of Interests • Review changes to and approve/adopt Financial Regulations • Approve Financial procedures • Review Benchmarking reports • Review Performance Management Policy • Review Headteacher Performance • Review Whistle blowing policy • Review pay of teachers • Review Governors Allowance policies • Review committee membership and structure • Review policy file • Update and approve Statement of roles and responsibilities/ scheme of delegation and financial terms of reference • Review Pay policy | <ul style="list-style-type: none"> • Review budget monitoring, virements and year end forecast at Quarter 3 • Review progress on School Development Plan, School Asset Plan and Capital plan • Authorise expenditure as per scheme of delegation • Draft provisional budget • Review Staffing structure • Pay review for non teaching staff • Ensure School Fund Audit completed • Ensure review of financial controls initiated • Review Service Level Agreements/Contracts (for inclusion in budget) | <ul style="list-style-type: none"> • Review budget monitoring, virements and year end forecast at Quarter 1 • Review progress on School Development Plan, School Asset Plan and Capital Plan • Authorise expenditure as per scheme of delegation • Approve and submit budget (30th May) • 3 Year Financial Plan approved and submitted (30th May) • Review end of year figures • Planned use of unspent balances agreed and submitted to LA (30th May) • Approve and submit Statement of Internal Control (30th May) • Best Value Statement approved and submitted (30th May) |

3.0 FINANCE AND PERSONNEL COMMITTEE

The Finance and Personnel Committee will review the school budget.

3.1 Membership

The Committee shall consist of at least **five** Governors

The Committee shall have such co-opted non-voting members as the Governing Board shall appoint. The Committee may make recommendations for these appointments.

The Committee shall elect its own Chair and Vice-Chair (at the first meeting of the academic year).

The Chair or Vice Chair shall not be an employee of the school.

3.2 Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed at the school. This includes Staff Governors.

Any Governor may be asked to leave the meeting when he/she has a pecuniary interest or potential conflict of interest in the topic under discussion.

3.3 Quorum

The quorum shall be three Governors.

The Committee shall not meet without the Headteacher, or their nominated substitute, being present. The School Business Manager/Bursar (person responsible for presenting finance reports) shall be present for the relevant part of the meeting. This will provide Governors with the opportunity to ask critical and probing questions with regard to finance procedures.

3.4 Meetings

The Committee shall meet once a term and otherwise as required. Papers for the meeting shall be circulated to all Governors, who can either attend the meeting or email questions to the Clerk for raising at the meeting.

Minutes of Committee meetings shall be circulated to all members of the Governing Board for the full Governing Board meeting.

3.5 Terms of Reference

Finance

- a) To provide guidance and assistance to the Headteacher and the Governing Board in all matters relating to budgeting and finance.
- b) To prepare the school's budget plan and review financial statements including consideration of long term planning and resourcing.
- c) To consider each year the School's Development Plan priorities and to present an annual budget plan to the Governing Board for approval.
- d) To monitor the budget over the year, report the financial situation each term and make recommendations where necessary.
- e) To monitor and report on how resources have been allocated for Special Educational Needs.
- f) To monitor expenditure and full year projections and discuss any variation with those responsible for the appropriate budget(s).

- g) To agree the level of delegation to the Executive Headteacher and Head of School for the day-to-day financial management of the school. (It is likely that this will be up to 50% of the total supplies and services budget in any one term. In addition, an upper limit for any single item should be set)
- h) To determine the Charging policy in the school.
- i) To ensure free provision of activities in school time.
- j) To liaise and consult with other Committees as necessary.
- k) To vire funds, as and when necessary, and to report virement to the Governing Board. (It is likely that this will not exceed 5% of the total budget in any financial year without prior reference to the Governing Board)
- l) To monitor and report on any governor expenses
- m) To monitor the income and expenditure of all public funds.
- n) To receive and where appropriate respond to periodic audit reports of public funds.
- o) To ensure the audit of all funds, including gifts, relating to the school for presentation to the Governing Board.
- p) To review the completed SFVS document, review and discuss the matrices summary reports, discuss training requirements for Governors and adopt the SFVS document.
- q) To review these terms of reference on an annual basis.
- r) To consider other financial matters raised by the Executive Headteacher or delegated by the Governing Board.

Personnel

- a) To prepare a pay policy for adoption by the Governing Board.
- b) To review on an annual basis the School Pay Policy.
- c) To review and recommend for adoption the procedures for dealing with staff discipline and grievance in accordance with the model recommended by the LA.
- d) To review, termly, the staffing structure of the school in conjunction with the Executive Headteacher.
- e) To prepare a recruitment pack about the school for adoption by the Governing Board.
- f) To produce for adoption by the Governing Board, policies in respect of staffing reductions, including redundancy, early retirement in accordance with the model policies recommended by the LA.
- g) To prepare and recommend to the Governors criteria to identify staff for compulsory redundancy where necessary.
- h) To prepare and recommend to the Governing Board an appropriate appraisal policy in accordance with guidelines issued by the LA.
- i) To monitor governor training in order to ensure that Governors involved in recruitment and selection have undertaken the relevant training course and, where appropriate, attended so far as is possible, other training related to personnel matters.
- j) To carry out an annual review of all staff job descriptions in consultation with the Headteacher.
- k) To receive reports on and monitor staff training and professional development.

- l) To review these terms of reference on an annual basis.
- m) To ensure that the Governing Board has procedures for personnel issues, such as:
- dealing with capability
 - recruitment and selection
 - equality and diversity
 - relocation expenses
 - sickness and absence
 - leave of absence
 - job share
 - performance management
 - staff welfare, e.g. stress, assaults
 - grievances
 - redeployment, redundancy and early retirement
 - conduct

4.0 CURRICULUM, ACHIEVEMENT AND STANDARDS COMMITTEE

As each school work at a different key stage the Curriculum, Achievement and Standards Committee shall review the individual school data by splitting the meeting into two sections with each section concentrating on one school.

4.1 Membership

The Committee shall consist of no fewer than **four** governors including the Headteacher.

The Committee shall have such co-opted non-voting members as the Governing Board shall appoint. The Committee may make recommendations for these appointments.

The Committee shall not meet without the Headteacher being present or a substitute nominated by him/her.

The Committee shall elect its own Chair and Vice-Chair (at the first meeting of the academic year).

The Chair or Vice Chair shall not be an employee of the school.

4.2 Quorum

The quorum shall be **two** Governors plus the Headteacher or their nominated representative.

4.3 Meetings

The Committee shall meet once each term and otherwise as required by the Headteacher or the Chair of the Committee. The Chair shall not be an employee of the school and will be elected annually by the Committee.

Papers for the meeting shall be circulated to all Governors, who can either attend the meeting or email questions to the Clerk for raising at the meeting.

Minutes of Committee meetings shall be circulated to all members of the Governing Board for the Full Governing Board meetings.

4.4 Terms of Reference

a) To recommend to the Governing Board for adoption the school's curriculum policy statement, which will:

- I. reflect the school's stated aims and objectives
- II. meet statutory requirements
- III. take up matters delegated to it by the Governing Board

b) To review the School's Development Plan and make recommendations with regard to budget requirements to the Finance and Personnel Committee.

c) To monitor the School's Development Plan and highlight areas of concern to the Headteacher, Deputy Headteacher and full Governing Board.

d) To recommend to the Governing Board for adoption a policy for sex education, which shall include education about HIV and AIDS and other sexually transmitted diseases, human growth and reproduction as set out in the national curriculum.

e) To recommend to the Governing Board for adoption a policy for religious education and collective worship, in accordance with the locally agreed syllabus as appropriate.

f) To recommend to the Governing Board for adoption a policy for special education needs (SEN) in line with the 2001 Code of Practice and to receive a report during each school term from the governor named as the responsible person for SEN.

g) To recommend to the Governing Board for adoption the school's policy for considering disapplication from the national curriculum.

h) To recommend to the Governing Board for adoption policies for all national curriculum subjects, including their assessment, which take account of equality and opportunity and special educational needs.

i) To recommend to the Governing Board for adoption any other whole school policies as required e.g. school visits, environment, and anti-bullying.

j) To consider reports from senior members of staff on progress and outcomes within the school's annual cycle of planning, monitoring and review according to the following timetable:

i. Autumn Term –

- Assessment test outcomes

ii. Spring Term –

- Curriculum Care,
- Guidance and Support, Attitudes, Values and Personal Qualities,
- School Improvement Planning

iii. Summer Term –

- Working in partnership
- Leadership and Management
- Team and school self-evaluations
- Review of school improvement plan

k) To recommend to the Governing Board for adoption a complaints procedure for the school in accordance with section 23 of the Education Reform Act 1988.

l) To determine a timetable for the systematic review of all curriculum policies.

m) To evaluate all curriculum policies in the context of the school development plan and their effectiveness within the school's stated aims and objectives.

n) To consider other such matters raised by the Headteacher or delegated by the Governing Board, including any issues raised for the committee by the Governing Board at its termly meeting.

5.0 HEADTEACHERS' PERFORMANCE MANAGEMENT COMMITTEE

5.1 Membership

The Committee shall consist of no fewer than **two** governors.

This shall be the Chair of Governors and one other excluding the Vice Chair who shall chair any appeal committee along with another governor not involved in the original performance management committee.

5.2 Disqualification

The Headteacher.

Any person employed to work at the school.

5.3 Quorum

The quorum shall be **two** Governors.

5.4 Meetings

As required to monitor through the year the performance of the Headteacher against targets, but at least an interim discussion (spring / summer term) and a final discussion (autumn term).

5.5 Terms of Reference

- a) To arrange to meet with the External Advisor/SIP/SIA (whichever is appropriate) to discuss the Headteacher's performance targets.
- b) To decide, with the support of the External Advisor etc, whether the targets have been met and to agree new targets annually with the Headteacher.
- c) To make recommendations to the Pay Committee in respect of awards for the successful meeting of targets set.
- d) To report annually to the Governing Board.

6.0 PAY COMMITTEE

The Pay Committee shall consider and decide upon all matters relating to staff pay, in accordance with the whole school salary policy agreed by the Governing Board, in respect of the following staff:

- School Teachers
- Employees covered by the NJC 'Green Book'
- Any other staff as determined by the Governing Board.

6.1. Membership

The Committee shall consist of **three** members of the Governing Board (plus the Headteacher). It will be chaired by the Vice Chair of the Governing Board.

6.2 Disqualification

Any person employed to work at the school.

6.3 Quorum

The Committee shall be quorate only when at least two Governors (excluding the Headteacher) nominated to serve on the Committee are in attendance.

6.4 Meetings

The Committee will meet at least once each financial year. Additional meetings may be arranged if deemed necessary by the Chair of the Committee or the Headteacher.

The Headteacher will withdraw when the Committee considers the pay of the Headteacher..

6.5 Terms of Reference

The terms of reference are set out in the Pay Policy Appendix 3

6.6 Pay Appeals Committee

The Pay Appeals Committee shall be constituted on an ad hoc basis to consider any staff appeals against the decision of the Pay Committee.

6.6.1 Membership

The Committee shall consist of **three** members of the Governing Board. It shall be chaired by the Chair of the Governing Board.

The Headteacher shall be invited to attend the meeting to answer any questions and may be asked to leave for the Committee's final deliberation.

6.6.2 Disqualification

Any person employed to work at the school or any Governor who was on the Pay Committee.

6.6.3 Quorum

The Committee shall be quorate only when at least **three** Governors who are available to serve on the Committee are in attendance.

6.5.4 Terms of Reference

The procedure to be adopted and the information to be provided are set out in Appendices 1 and 2 of the Pay Policy.

7.0 EXCLUSIONS COMMITTEE

7.1 Membership

The membership of this committee shall consist of no fewer than **three** Governors drawn from the eligible Governors on the Governing Board. If insufficient eligible Governors are unavailable then appropriately trained Governors of other schools within the area will be invited to join the Committee.

7.2 Disqualification

The Headteacher.

Any person employed to work at the school.

Any person with a link to the issue being discussed.

7.3 Quorum

The quorum shall be **three** Governors.

7.4 Meetings

As required through the year.

7.5 Terms of Reference

The procedures to be adopted are set out in the Department for Education Document – Exclusion from maintained schools, academies and pupil referral units in England, Statutory guidance for those with legal responsibilities in relation to exclusions. September 2017. This must be strictly followed otherwise any decision may be overturned by the courts.

The committee shall:

- a) Hear the evidence submitted by interested parties.
- b) Question the interested parties to understand the evidence.
- c) Decide whether or not to uphold the school's decision to exclude the pupil.
- d) Advise all parties of the committee's decision.

8.0 FINANCIAL DELEGATION TO SCHOOL STAFF

8.1 Amount Delegated to Headteacher

The level has currently been agreed at £10,000 for single item spending limit and virements.

The Governing Board annually reviews and decides the level of delegation to the Headteacher for the day to day financial management of the school.

8.2 Delegation to the Deputy Headteachers

The budget will normally be managed by the Headteacher, including the signing of orders and cheques. However, the following are contingency arrangements:

The Deputy Heads are authorised to sign orders for curriculum managers, if the Headteacher is absent for more than five working days, providing the orders comply with the terms of delegation.

The Deputy Heads are authorised to sign orders for goods requested by the Headteacher to comply with segregation of duties, or if the Headteacher is absent for more than two weeks of term time providing the goods or services ordered comply with the budget spending plans as identified in the budget approved by the Governing Board and the spending plans outlined in the school development planning.

The Deputy Heads are authorised to approve urgent necessary repairs identified by the appropriate LEA officer if it is a matter of health and safety and if the Headteacher cannot be contacted. Reasonable steps must be taken to contact the Headteacher before such an authorisation is given however.

The Deputy Heads are authorised to countersign cheques:

- if requested to do so by the Headteacher
- if they match an order previously signed by the Headteacher
- if an urgent order is required by a curriculum manager and the request falls within the terms of delegation identified in the delegation document.*
- if the payee is the Headteacher (in this case, the Deputy and not the Headteacher will be a signatory)

The Deputy Heads are not authorised to sign cheques against non-order invoices except in emergency for health and safety reasons, where an appropriate officer of the LA deems urgent repairs necessary and where the Headteacher cannot be contacted.

* *The documents referred to are the “Financial Delegation to Curriculum Managers” and “Terms of Delegation to Curriculum Managers” for the current year.*

8.3 Delegation to Curriculum Managers

ALL expenditure must be in accordance with LA financial regulations, and the school’s internal budgetary arrangements, and through the SIMS Financial Management System.

The curriculum co-ordinator will be a budget holder with authority to spend up to the amount specified in writing.

The budget holder has no authority to exceed the specified amount unless agreement has been obtained in writing from the Headteacher.

If there is an agreed “overspend”, compensatory savings may be required in the next financial year.

If there is an underspend, this will not be carried forward into the next financial year.

All expenditure must be in accordance with:

- School Development Planning

- The National Curriculum
- The School Curriculum Guidelines
- Governor's Policies LEA policies and guidance
- The wishes/needs of the staff and school
- Any existing books, materials and equipment (and any "gaps")
- Current educational thinking

There must be no changes of policy (e.g. purchase of sets of textbooks, change of agreed schemes) or any other significant change, without prior consultation with the Headteacher and the staff.

The budget holder should ask for and receive at monthly intervals, a ***Budget Account Transaction List*** from the SIMS Financial Management System. This will give itemised details of their expenditure.

The budget holder is responsible to the Headteacher for monitoring all expenditure which has been delegated to her/him.

As part of the monitoring process, the budget holder is required to keep an accurate record of all expenditure, actual and committed, on the books, material and equipment ordered. These records should be kept in the Subject Manager's file.

These records must be available to the Headteacher on request, and are the property of the school to be passed on to any successor (or the Headteacher) in the event of the budget holder no longer retaining that specific responsibility.

The budget holder must provide the Headteacher with any financial information related to their delegated responsibilities on request, on receipt of reasonable notice.

All requests for the ordering of books, materials and equipment must be on: ***an Order Form, signed and dated by the budget holder*** before the orders may be processed. Your order will be kept on file and attached to the official LA Order Form for the whole financial year. This will help to answer any queries that may arise during the year. You will receive a copy of the LA form.

Orders made by telephone should not be made without obtaining an order number from the **Finance Office** prior to placing an order.

All requests for petty cash purchases or reimbursements must be on ***the Petty Cash Form, signed and dated by the budget holder*** before purchases or reimbursements are made.

If the budget holder is experiencing any difficulties related to the delegated funds, then s/he should consult the Headteacher.

The budget holder should keep the Headteacher in touch with developments as appropriate.

The curriculum coordinators will be invited to meet annually with the Headteacher once the budget for the new financial year has been set, to discuss and to determine the allocation of funds within the overall budget for the specific delegations.

The budget holders will be responsible for keeping an inventory of the books, materials and equipment they purchase, and monitoring any loss/ replacement/ renewal / updating as required.

The budget holder will be responsible for determining, in consultation with the Headteacher and staff, projected expenditure and drawing up future budgetary requirements for the area of their specific financial delegation.

These delegations should be reviewed in consultation with the Headteacher and the budget holders at the end of the financial year.

9.0 AREAS OF SPECIAL RESPONSIBILITY

Governors will be appointed to the following areas of Special Responsibility and will be expected to provide a short written report at least annually for their area of responsibility to the full Governing Board meeting to update fellow Governors.

- a) Attendance.
- b) Relationships, Health Education and Equality.
- c) Educational Visits.
- d) Health and Safety.
- e) Inclusion.
- f) Pupil Premium and Sports Premium.
- g) Safeguarding.
- h) Safer Recruitment.
- i) ICT/ Filtering/Cyber Security
- j) Training Link.

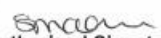
Additional areas of responsibility for Governors will be agreed as appropriate by the Governing Board e.g. areas of the school development plan. Governors appointed to these will also be expected to provide a short written report for each full Governing Board meeting to update fellow Governors.

Appendix A INSTRUMENT OF GOVERNANCE

INSTRUMENT OF GOVERNMENT: COMMUNITY AND SPECIAL SCHOOLS

1. The name of the school is **Foxdell Primary School**
2. The school is a community school
3. The name of the Governing Body is "The Governing Body of Foxdell Primary School"
4. The governing body shall consist of:
 - a. 2 parent governors;
 - b. 1 LA governor;
 - c. 1 staff governor;
 - d. 1 headteacher;
 - e. 9 co-opted governors.
5. Total number of governors: 14.
6. This instrument of government comes into effect on 19th April 2022
7. This instrument was made by order of Luton Local Education Authority on 9th November 2022
8. A copy of the instrument must be supplied to every member of the governing body (and the head teacher if not a governor).

THE COMMON SEAL of THE)
COUNCIL OF THE BOROUGH)
OF LUTON was hereunto affixed)
in the presence of:-)


Authorised Signatory
SAMANTHA
MCKEE


Authorised Signatory
COLIN MOORE

DEL
2/41
7108
SM

