

# Clerking in new contexts: LA maintained schools

## Sedgeworth Terms of Reference

### Sedgeworth Community Primary School Governing Body Standing Orders and Committee Terms of Reference 2021-22

#### Governing Body standing orders

1. **Membership.** The composition of the governing board (GB) is recorded in the Instrument of Government. The GB can appoint Associate Members to serve on the Pay and Performance Committee and the FGB will decide on their voting rights. Associate Members are entitled to attend GB meetings but have no voting rights.
2. **Code of Conduct.** The GB will annually adopt a Code of Conduct. Governors will act in accordance with the agreed Code of Conduct at all times.
3. **Clerk to the Governors.** The GB appoints the Clerk to Governors. In the absence of the clerk a governor (but not the headteacher) may take the minutes of a meeting. The GB must have regard to advice from the clerk as to the nature of its functions.
4. **Meetings.** The GB will meet at least six times per school year. All meetings will be convened by the clerk including any additional meetings. The written notice of meetings, with an agenda and any papers to be considered at the meeting, will be made available at least 7 days before the meeting and where possible allowing for two weekends to allow time to read and digest all paperwork.

The Chair may ask the clerk to call a meeting with a shorter notice period if he/she considers that there are matters that demand urgent consideration, but the period of notice will be at least 7 days if the matters include certain specified matters such as the removal of the Chair or the suspension of any governor. In addition, any 3 governors can request that the clerk convenes a meeting.

Governors must be present at a meeting in person or virtually to participate and vote. Virtual attendance will be permitted in line with the adopted Virtual attendance policy.

If both the chair and vice chair are absent, another governor (but not any person employed to work at the school) can take the chair for that meeting.

5. **Governor Interests.** The clerk will maintain a Register of Governors' Interests. Governors may also declare interests in any item on the agenda at every meeting.

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Any staff governor shall withdraw when the performance or pay of another member of staff is discussed. If there is a dispute about a person being required to withdraw from a meeting when an interest has been declared, the matter of withdrawal shall be determined by the GB. The register must be published on the website.

6. **Quorum and Decisions.** The quorum for FGB meeting and for decisions to be made is 50% of the total number of governors in post at the time, rounded up. All decisions are made by the GB, except where the GB has delegated the function to a committee or an individual. Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted. In the event of a tie the chair (or committee Chair if a governor) has a second, or casting, vote. Decisions of the governing body are binding on all members.
7. **Chair and Vice Chair.** If the chair or vice-chair resigns the governing body must elect one of their number to fill that vacancy at the next meeting. The Vice Chair will act as the Chair in the Chair's absence. The election of Chair and Vice Chair and committee chairs as is follows:
  - *Governors to submit written nominations prior to the GB meeting. A governor can nominate him/herself and does not need to be present at the meeting to be considered. Governors may nominate another person but must ask their permission before doing this.*
  - *The clerk runs the meeting for the election of the Chair but does not have a vote.*
  - *A ballot will be conducted even where there is only one nominee. All nominees will be asked to leave the room whilst discussion and voting takes place.*
  - *The remaining governors vote. If there is a tie the process is repeated until a nominee polls a majority of votes in their favour.*
  - a. *The nominee(s) will return to the meeting.*
8. **Delegation of Functions.** The GB can delegate any of its statutory functions to a committee, a governor or to the headteacher, **subject to prescribed restrictions.** The GB remains responsible for any decisions taken, including those relating to a function delegated to a committee or an individual. The GB can still perform functions it has delegated. No action may be taken by an individual governor unless authority to do so has been formally delegated by the GB. This does not preclude the chair or vice chair taking action under their emergency powers.

The delegation of functions will be reviewed annually. The GB agrees the delegation of the functions as described below in the committee terms of reference:

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### Committee Terms of Reference

#### All committees

- Membership** The committee shall consist of a minimum of 8 governors except for pay and panels which require only 3.
- Chair** The chair (not an employee) will be appointed by the committee annually/as required.
- Clerk** Minutes will be produced by the clerk to governors and will be reported back at the next meeting of the governing body
- Quorum** Three governors appointed to the committee who are not employees at the school. Staff members may attend in an advisory capacity.
- Meetings** The committee will meet as required. An agenda will be drafted by the clerk, and agreed by the committee chair in consultation with the headteacher and circulated at least 7 days prior to the meeting

#### Resources Committee

1. To prepare and review financial policy statements
  2. To draw up and provisionally agree the annual budget proposal
  3. To monitor the budget over the year,
  4. To ensure completion of the SFVS for board approval and submission
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1. To monitor staff attendance
  2. To review and agree the staffing structure when required
  1. To monitor the effectiveness of the school's H&S arrangements
  2. To review the annual inspection of the premises and grounds
  3. To ensure any necessary liaison with the LA regarding premises issues.

#### Standards Committee

1. To review and monitor the implementation of the school's curriculum To set curriculum choices and determine how much of the budget will be spent on these
- 2.
3. To monitor achievement by pupils

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4. To monitor continuing professional development
5. To ensure that the requirements of children with special educational needs are met
6. To monitor the school improvement plan.

### **Pay and Performance Committee**

1. To review and approve as applicable the headteacher's recommendations for salaries of teaching staff annually in accordance with the Pay and Appraisal policies, ensuring the policies have been applied consistently when determining pay for each member of staff.
2. To review and approve as applicable the performance management governors' written recommendations for the headteacher's salary in accordance with the pay policy.
3. To monitor and review the Teachers' pay policy annually for FGB approval and to ensure that it complies with the most recent version of the School Teachers' Pay and Conditions Document (STPCD).
4. Consider any changes to individual staff responsibilities/accountabilities that might impact their job descriptions and pay and consider the impact on the budget of the agreed pay recommendations to see if any action is required.

### **Panels/Appeals Panels**

The GB has agreed a pool of governors to form panels for matters to include disciplinary, grievance, other HR, complaints, and exclusions

1. All panels will consist of 3 members from the pool who have not had any prior involvement in the matter and have the relevant training/skills/experience.
2. The quorum for the panel is 3. There must be an odd number on the panel and the panel chair does not have a casting vote.
3. The panel will agree a chair for this committee based on skills and experience.
4. All panels will be conducted in accordance with the relevant policy(s) and current DfE statutory guidance.
5. The panel must report back any decisions at the next GB meeting and the panel chair will follow up any recommendations made by the panel.

### **General**

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### **Decisions**

All decisions and monitoring taking place outside of the FGB meetings must be reported back at the next GB meeting or in line with the annual planner.

### **Equality Duty**

In relation to the School's public sector equality duty under the Equality Act 2010, each committee must assess the impact of policies and practices (and the likely impact of proposed policies and practices) that are within the remit of the committee, taking account of any information received and noting details of any engagement that has taken place with interested parties in the process.

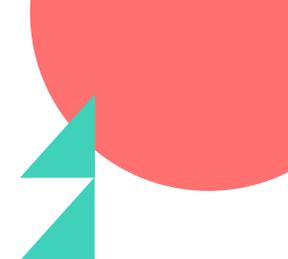
### **Policies**

Policies will be reviewed and adopted by the FGB, committees or headteacher in line with the agreed delegation in the policy review schedule agreed by the FGB.

This document was **agreed** by the Governing Board at the meeting held on **XX/XX/XX**

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### Sedgeworth Community Primary School - annual planner

To be used in conjunction with the terms of reference

	Autumn term	Spring term	Summer term	Throughout year as required
<b>Standards Committee</b>	<p>Review summer results and new targets</p> <p>Review school improvement plan</p> <p>Review school monitoring and evaluation timetable</p> <p>Plan governor monitoring visits for the term</p> <p>Review attendance and exclusions: pupils</p>	<p>Review summer results and new targets</p> <p>Review school improvement plan</p> <p>Review progress of cohorts</p> <p>Plan governor monitoring visits for the term</p> <p>Review attendance and exclusions: pupils</p>	<p>Review summer results and new targets</p> <p>Review school improvement plan</p> <p>Plan governor monitoring visits for the term</p> <p>Review attendance and exclusions: pupils</p>	<p>Review of school effectiveness /LA/external reports</p>
<b>Resources Committee</b>	<p>Review of budget monitoring, virements and year end forecast</p> <p>Review and approve financial scheme of delegation</p> <p>Review benchmarking reports</p>	<p>Review of budget monitoring, virements and year end forecast</p> <p>Recommend budget proposal and three year plan</p> <p>Review service level agreements/ contracts</p>	<p>Review of budget monitoring, virements and year end forecast</p> <p>Approve best value statement for submission</p> <p>Ensure review of financial controls initiated</p>	<p>Receive</p>

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	Autumn term	Spring term	Summer term	Throughout year as required
	Review and approve inventory of assets School fund audit Review SFVS Attend the health and safety tour Review attendance: staff	(buybacks) for inclusion in budget Submit updated SFVS document (by 31 March) Monitor premises action plan Review attendance: staff Review staffing structure	Review financial competencies of resources committee members (self-assessment for SFVS) Monitor premises action plan Review attendance: staff	
<b>Pay Committee</b>	Review all pay recommendations and Teachers pay policy for approval All other responsibilities as set out in the terms of reference			
<b>Full governing body</b>	Review reports from the headteacher and SLT Annual safeguarding report Review strategic objectives, school	Review reports from the headteacher and SLT to include safeguarding, SIP and finance updates Receive committee reports	Review reports from the headteacher and SLT to include safeguarding, SIP and finance updates Receive committee reports	Review Ofsted/other reports Review succession planning

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	Autumn term	Spring term	Summer term	Throughout year as required
	<p>improvement plan and SEF</p> <p>Receive committee reports</p> <p>Receive governor visit reports</p> <p>Receive finance report</p> <p>Review and approve policies in line with the policy review schedule</p> <p>Review pupil attendance, incidents and exclusions</p> <p>Review risk register</p>	<p>Receive governor visit reports</p> <p>Review and approve FGB level policies in line with the policy review schedule</p> <p>Review pupil attendance, incidents and exclusions</p> <p>Ratify budget</p> <p>Review SFVS prior to submission</p>	<p>Receive governor visit reports</p> <p>Review and approve FGB level policies in line with the policy review schedule</p> <p>Review pupil attendance, incidents and exclusions</p> <p>Review admissions and destinations of leavers</p> <p>Review risk register</p>	<p>Monitor school website</p> <p>Evaluate impact of governance</p> <p>Undertake appropriate training/ governor induction</p> <p>Appraisal of clerk</p> <p>Complete skills audits</p>

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	Autumn term	Spring term	Summer term	Throughout year as required
<b>Full governing body – admin meeting</b>	<p>Elect Chair and Vice Chair</p> <p>Forms: Code of Conduct/KCSIE/ declarations of interest</p> <p>Agree performance management arrangements and external advisor</p> <p>Review standing orders, terms of reference and instrument of government</p> <p>Review and agree committee membership and link governors</p> <p>Review and annual planner and policy review schedule</p>			