

Wilson Stuart School
A Special Academy 

Governing Board Membership and Terms of Reference

Reviewed: September 2018



Governor
Services

Governing Board Membership – 2018/2019 Academic Year

Appointed by Members (1)	End of Office
Parent Governors (3)	End of Office
Kerry Hiller	29/09/2020
Mary Riddell	12/01/2021
VACANCY	
Headteacher (1)	End of Office
Stephen Hughes	Ex-Officio
Staff Governor (3)	End of Office
Nici Cutler	05/07/2020
Aron Davies	31/08/2020
Kelly McNicholas	15/02/2021
Community (9)	End of Office
Daniel Dawkins	28/03/2020
Debra Goodall	24/11/2019
Michael Jameson	16/10/2018
Andrew Seager	24/11/2019
Ayden Sims	24/11/2019
Juliette Taylor	11/07/2021
Devene Turner	19/11/2021
Alex Yip	24/11/2019
VACANCY	
Co-opted Governors	End of Office

Invited to Meetings as Required	End of Office
Kim Everton	Head of College (ISI)
Andrea Mason	Assistant Head
Chris Wilson	Deputy Head

Company Information	
Debbie Rush	Company Secretary
Stephen Hughes	Member
Michael Jameson	Member
Devene Turner	Member
Kerry Hillier	Member

Chair: Michael Jameson

Vice Chair: Kerry Hillier

Meeting Dates 2017-2018

	Autumn Term	Spring Term	Summer Term
Full Governing Board Start: 5.30pm	Thursday 20 th September 2018 Wednesday 21 st November 2018	Wednesday 27 th March 2019	Monday 15 th July 2019
Curriculum Committee Start: 5.30pm	Monday 8 th October 2018	Monday 11 th February 2019	Monday 20 th May 2019
Finance & Resources Committee Start: 5.30pm	Wednesday 7 th November 2018	Wednesday 13 th March 2019	Wednesday 26 th June 2019
Pay Committee: Start: 4.30pm	Wednesday 7 th November 2018	n/a	n/a

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 Governors Handbook January 2017)*

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 below:

[Governance Handbook January 2017](#)

[Competency Framework for Governance January 2017](#)

Academies Financial Handbook 2018

Please see web link below:

[Academies Financial Handbook 2018](#)

NB: Academy trusts completing financial statements for the period ending 31 August 2018 should refer to the [2017 edition](#) of the handbook.

Review of committees and delegation

The governing board must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing board must review the delegation of functions to committees and individuals annually.

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**. For academies and free schools refer to their articles of association for the quorum. In the event of equal votes the chair has the casting vote.

Committees

The legal minimum quorum for committee meetings is three voting governors.

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 Governors Handbook January 2017 – Page 50, paragraph 42)*. *Associate members do not have voting rights at full board meetings.*

No vote on any matter can be taken at a committee meeting unless the majority of members present are 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 body meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

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.

Curriculum Committee

Terms of Reference

The committee has responsibility delegated by the governing board:

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School Curriculum Policies.
- To receive regular reports on progress in order to monitor and review standards and achievement.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To make arrangements for the Governing Body to be represented at School Improvement discussions with a variety of partners and to produce update reports for the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. Literacy, Numeracy and current developments. To coordinate regular reports from them to advise the Governing Body'
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

- To inform parents of curriculum developments and post them on the parents section of the school website.
- To promote a healthy lifestyle to include both eating and drinking and to provide education and information on health related issues.
- To ensure the curriculum promotes pupil spiritual, moral, social, emotional and cultural development.
- To contribute to the school development plan
- Additional items which the Governing Body may need to include in light of current developments

The Committee will meet at least once per term and additional meetings will be called as and necessary.

Membership - Quorum (minimum of 3, at least 2 non-staff member)

Nici Cutler	<u>In Attendance:</u>
Kerry Hillier	Andrea Mason
Kelly McNicholas	Chris Wilson
Mary Riddell	
Andrew Seager	
Ayden Sims	
Juliette Taylor	

Committee Chair

Committee Vice Chair

Clerk

Ruth Mashiter

Finance & Resources Committee

Terms of Reference

The committee has responsibility delegated by the governing board:

- To elect a chair and vice chair person annually
- Ensure that the school operates within the Financial Regulations Manual and Scheme of Delegation agreed annually by the Governing Body.
- Agree the Budget Forecast with supporting reports from the MIS and present to the Governing Body for ratification.
- Establish and maintain a strategic financial plan.
- Agree the carry forward balance from the previous year.
- Review Monitoring reports including allocations and virements at least termly and to report significant anomalies from the anticipated position to the Governing Body.

- Monitor repairs and maintenance expenditure, including the development of premises issues linked to the school development plan.
- Monitor school fund income and expenditure.
- Annually review Charges and Remissions Policy, Governors Allowance Policy, Best Value statement and Head Teacher VFM statement.
- Make decisions on expenditure following recommendations from other committees including the payment of increments which are recommended by the Head Teacher.
- Ratify any policies that have financial implications and policies relating to the use of the school premises, including level of charges.
- Annually review the Emergency and Contingency Plan.
- Consider health and safety issues and take appropriate action.
- Act as the Audit Committee for the Academy by reviewing the Financial Management and Governance Self-assessment (FMGS) and agree a programme of work that will address these risks.

Personnel

- Oversee the appointment procedure and the process leading to staff reductions.
- Review the staffing structure annually.
- Ensure the Academy follow personnel policies that are in accordance with relevant national legislation.
- Consider adopting any LA HR policies and procedures.
- Review all policies relating to personnel and pay, including Pay Policy, Performance Management policies for teachers and support staff.
- Monitor staff absence.
- Make recommendations on personnel related expenditure to the Finance committee.
- Consider any appeal against a decision on pay grading or pay awards.
- Review staff work/life balance, working conditions and well-being.
- Review the arrangements for obtaining professional and legal advice in personnel matters.
- Review the arrangements for relationships with relevant professional associations and unions

The Committee will meet at least once per term and additional meetings will be called as and necessary.

Membership - Quorum (minimum of 3, at least 1 non-staff member)

Aron Davies
Daniel Dawkins
Debra Goodall
Stephen Hughes

In Attendance:
Debbie Rush, Company Secretary

Mike Jameson Kelly McNicholas Devene Turner	
Committee Chair	
Committee Vice Chair	
Clerk	Ruth Mashiter

Pay Committee

Terms of Reference	
The committee has responsibility delegated by the governing board:	
<ul style="list-style-type: none"> On recommendation from the appraisal reviewers and on the advice of the Head Teacher take decisions regarding the pay of the Deputy Head, Assistant Heads, Teaching and Support Staff. Submit report of these decisions to the Governing Body. Ensuring that the Head Teacher informs all staff of the outcome of the decision of the Pay Committee and of the right of appeal 	
Membership - Quorum (minimum of 3 governors)	
Michael Jameson Debra Goodall Ayden Sims	<u>In Attendance:</u> Head Teacher
Committee Chair	Michael Jameson
Clerk	Ruth Mashiter

Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> ➤ Staff grievance and discipline (in line with school policies) ➤ Staff dismissal, redundancy and redeployment ➤ Staff capability/management of absence 	
Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original incident and are not known personally to the member of staff 	
Minimum of three members required	
Chair of Committee	To be elected at each meeting

Clerk	
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Pupil Discipline and Complaints 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.
- 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 appellant parents, pupils and 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	

Head Teacher's Appraisal Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> Set and review the head teacher's/principal's appraisal targets, review annually and recommend pay progression to the staffing and finance committee. <p>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</p>	
Membership	
<ol style="list-style-type: none"> Michael Jameson Daniel Dawkins Kerry Hillier 	
Chair of Committee	Chair of Governors
Clerk	Not applicable

Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> Selection of the head teacher and deputy head teacher <p>Guidance on this process will be provided by your school improvement partner.</p> <p>The appointment must always be ratified by the full governing board.</p>	
Membership	
<ul style="list-style-type: none"> To be appointed as needed 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 *	Daniel Dawkins
Health and Safety Governor	Michael Jameson

Safer Recruitment Governor	Daniel Dawkins
Pupil Premium	Juliette Taylor
Governor Training	Devene Turner
School Development Plan Areas of Responsibility:	As Summary Schedule

**The DfE's statutory guidance on Keeping Children Safe in Education requires governing boards to:*

'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'