



Wolverley CE Secondary School Governing Board Membership and Terms of Reference

**Reviewed and Adopted: 15th September
2020**

Current version as at: 15th September 2020

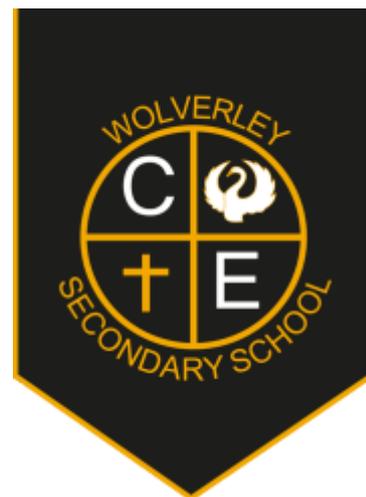
Governing Board Membership 2020/2021 Academic Year

LA (1)	End of Office
VACANCY	
Foundation (2)	End of Office
VACANCY	
VACANCY	
Parents (4)	End of Office
VACANCY	
Graeme Brown	3 rd March 2023
Rachael McKinlay	3 rd March 2023
Phil Rose	3 rd March 2023
Headteacher (1)	End of Office
Bryn Thomas	Ex-Officio
Staff Governor (1)	End of Office
Jane Hill	27 th December 2021
Co-opted (7)	End of Office
Tracey Rose	31 st August 2023
John Thompson	31 st August 2023
Chris Withers	31 st August 2023
Diane Perks	15 th January 2022
Jacqui Bennett	9 th July 2022
Stephen Pugh	9 th July 2022
Karen McGrath	9 th December 2023
Associate members	End of Office
Adrian Hobday	23 rd September 2024
Gil Hancox	6 th October 2024

Chair: Chris Withers

Vice Chair: Karen McGrath

Wolverley CE Secondary School Ethos for Governors



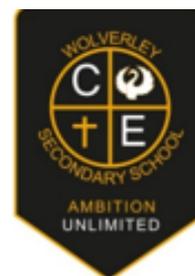
The Governors of Wolverley CE Secondary have 'Ambition Unlimited' for everyone within the school community. We aim to ensure school leaders provide unlimited opportunity within a safe, caring and inspirational setting so that everyone can achieve their very best and fulfil their potential.

We are passionate about ensuring Wolverley students develop into responsible and well-rounded individuals. We place this goal at the heart of our drive for excellence. Our Christian values and ethos of mutual respect and understanding are at our core. The school is inclusive and governors have a role in making sure that all students, regardless of their specific needs or differences, are admitted and make the best possible progress in school.

We believe that the governing body should provide the right balance of challenge and support to school leaders in order to maintain a high-quality academic curriculum, enriched with wider cultural and social development for our students.

The governing body should also ensure the school manages its finances prudently and maintains the estate responsibly to guarantee its long-term viability.

Meeting Dates 2020-2021



Proposed Dates For Governors' Meetings 2020-21

Autumn 1	
Sep-15	Full Governors 5.30pm
Oct-06	Management 5.30pm
Oct-13	Education 5.30pm
Oct-20	Pastoral 5.30pm
Autumn 2	
Nov-17	Management 5.30pm
Dec-08	Full Governors 5.30pm
SPRING 1	
Jan-12	Management 5.30pm
Jan-19	Education 5.30pm
Feb-09	Pastoral 5.30pm
SPRING 2	
Feb-23	Management 5.30pm
Mar-23	Full Governors 5.30pm
SUMMER 1	
Apr-20	Management 5.30pm - stand alone: BUDGET APPROVAL
Apr-27	Education 1pm
May-04	Management 5.30pm
SUMMER 2	
Jun-15	Management 5.30pm
Jun-22	Pastoral 5.30pm
Jun-29	Full Governors 5.30pm
END OF YEAR	

Documents and Emails

The school has an important responsibility to protect data about its students and employees. All meetings have pre-advised agenda and documents that may contain personal information. Some emails may also require control.

To manage this information the school has created an Office365 online account where governors can access documents and emails. Each governor has a user name in the form firstname.surname@wcess.onmicrosoft.com and will be issued with a password to give access to the services. Users should change their passwords on a regular basis. Help is available from the IT department for governors who have difficulty setting up access or navigating the site.

Personal emails may also be used for non-sensitive information such as alerts.

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:

[Governance Handbook March 2019](#)

[Competency Framework for Governance January 2017](#)

Review of committees and delegation

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

Terms of Reference

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

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. In the event of equal votes the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of “virtual attendance” at meetings (approved at FGB meeting on 23rd September 2020).

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

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.

Committees

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

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

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

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

The governing board cannot delegate any functions relating to:

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

Delegation of functions

- Three Monitoring and Development groups (known as 'Committees') will be:
 - Education
 - Pastoral
 - Management
- The Clerk will take minutes for each meeting and the outcomes will be shared with the rest of the Full Governing Body and ratified if necessary.
- One of each of the Committee meetings will take place during the school day and this will allow Governors to see the school in action.

The following functions will be delegated to Committees; should the Committee structure be changed; the delegation of these issues will be agreed by the full governing body:

- Approval of first draft budget is delegated to the Management Committee
- Health and safety issues are delegated to the Management and Pastoral Committees as necessary.
- The School behaviour policy is delegated to the Pastoral Committee
- Consideration of student exclusions is delegated to the Discipline Committee
- Admission issues will be considered by the Full Governing Body and delegated to the Management Committee if required.
- The annual appraisal process is delegated to the Management Committee.
- Other matters are delegated as set out below

Associate Members

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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.

Education Committee

The committee has responsibility delegated by the governing body to:

- *Oversee and monitor all Quality of Education priorities on the School Development Plan.*
- *Review/approve all policies relevant to the curriculum and roles of the committee*
- *Monitor and review information on school performance to include 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.*
- *Monitor achievement for all groups of pupils*
- *Monitor pupils' work and carry out pupil consultation.*
- *Monitor school target setting systems and how this is reported to parents.*
- *Review data published by DfE to ensure the school is meeting standards.*
- *Ensure targeted support and action plans are in place for all teachers who are not at least good.*
- *Monitor and review quality of teaching across the school.*
- *Monitor teaching for groups of pupils*
- *Monitor homework arrangements.*
- *Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupils' needs.*
- *Monitor and review the curriculum including skills coverage*
- *Review and update SEF (self-evaluation form).*
- *Monitor and review school improvement plan.*
- *Monitor how school are developing pupils' spiritual, moral, social and cultural development.*
- *Any item referred by the full governing body*

Membership

1. *John Thompson*
2. *Jane Hill*
3. *Chris Withers*
4. *Stephen Pugh*
5. *Rachael Mackinlay*
6. *Phil Rose*

In Attendance:

7. *Sheena Howard*
8. *Laura Parsons*

Minimum of three members required for quorum

Chair of committee

John Thompson

Clerk

Vicky Coombes

Pastoral Committee

The committee has responsibility delegated by the governing body to:

- *Monitor and review any relevant policies including safeguarding, inclusion, equality, drugs education, and behaviour.*
- *Review and monitor school behaviour.*
- *Review and monitor attendance data against school and national targets.*
- *Review/approve all policies relevant to the curriculum and roles of the committee*
- *Monitor and review in year progress for all groups of pupils, including SEND, pupil premium*
- *Monitor and review any student related safeguarding issues via the LGB and Designated Safeguarding Lead*
- *Monitor and review exclusion data.*
- *Monitor and review provision for identified cohorts of student causing concern e.g. disaffected students*
- *Review the arrangements for educational visits to ensure accessibility for all*
- *Monitor and review the provision of school meals including to those eligible for free school meals*
- *Receive regular feedback on student voice activities including school council minutes*
- *Any item referred by the full governing body*
- *Review E-Safety Policy and Procedures*

Membership

1. *Chris Withers*
2. *Tracey Rose*
3. *Diane Perks*
4. *Adrian Hobday*
5. *Jacqui Bennett*
6. *Graeme Brown*

In Attendance:

7. *Stuart Knott*
8. *Kay Hodgetts*
9. *Teresa Clipson*

Minimum of three members required

Chair of Committee

Diane Perks

Clerk

Vicky Coombes

Management Committee

The committee has responsibility delegated by the governing body to:

- *Finance:*
- *Review and approve all policies relevant to finance and roles of the committee.*
- *Approve the annual budget and present it to the full governing body for ratification.*
- *Review the statement of actual expenditure compared with budget at least once a term.*
- *Receive & review financial projections, compare with relevant benchmarks.*
- *Approve expenditure and virements of sums over £10,000 sums below that amount are delegated to the Head Teacher.*
- *Ensure conformance to the Schools Financial Value Standards in Schools.*
- *Assess the financial progress towards achieving the objectives in the school improvement plan.*
- *Review 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.*
- *Ensure LA financial procedures are complied with.*
- *Review quotations with a view to placing contracts or orders.*
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- *Staffing:*
- *Review/approve all policies relevant to staffing and roles of the committee.*
- *Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).*
- *Ensure all personnel records are held securely.*
- *Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.*
- *Review staff work/life balance, working conditions and well-being, including the monitoring of absence.*
- *Implement the appraisal policy and monitor teacher appraisal process.*
- *Equal Opportunities.*
- *Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.*
- *Staff training and CPD.*
- *Review staff pay progression in accordance with the pay policy and annual appraisal cycle*
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- *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.*
- *Receive Health and safety audit, and monitor any action plans that come out of the audit.*
- *Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.*

- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Ensure compliance with current fire safety legislation and regulations
- 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.
- Inspect the school site and buildings to monitor maintenance and improvement, including security (Site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion.
- 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.
- **Any item referred by the full governing body**

Membership

1. Chris Withers
2. Stephen Pugh
3. Karen McGrath
4. Gil Hancox

In Attendance:

5. Bryn Thomas
6. Rebecca Hawthorne
7. Anthony Derrer

Minimum of three members required

Chair of Committee

Stephen Pugh

Clerk

Vicky Coombes

Ad Hoc Committees

Committees will be formed as required for dealing with specific issues or incidents:

The Staffing Committee will deal with

- ❖ Staff grievance and discipline (in line with school policies)*
- ❖ Staff dismissal, redundancy and redeployment*
- ❖ Staff capability/management of absence*

Pupil Discipline Committee

- ❖ Review each use of permanent exclusion within school, or exclusions of more than 15 school days or where exclusion 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.*

Complaints Committee

- ❖ At the relevant stage will hear any complaint made under the school complaints procedures*

Each of the above committees will comprise a minimum of 3 governors who have no knowledge of the incidents involved

The Appeals Committee

- ❖ Will hear appeals against decisions taken by the school and/or governing body.*

The appeals process is set out in the relevant policy document.

The appeals committee will contain at least as many members as were on the committee that made the original decision and they should have no awareness of the original issue.

Head Teacher Appraisal Committee will

- ❖ Meet the external advisor to discuss the Head Teacher's performance targets.*
- ❖ Decide whether targets have been met and set new targets annually.*
- ❖ Recommend pay progression to the relevant committee.*
- ❖ Undertake mid-year monitoring of the Head Teacher's performance against targets*

Membership - Chair and Vice Chair

Review Officer - John Thompson

Selection Panel

- ❖ Selection of the head teacher and deputy head teacher*
- ❖ Guidance on this process will be provided by the school improvement advisor*
At least one Governor will sit on the selection panel for any senior management position.

The appointment must always be ratified by the full governing body.

Special Responsibility Governors

Safeguarding/Child Protection Governor *	Diane Perks
SEND Governor	Jacqui Bennett
Health and Safety Governor	Chris Withers
Safer Recruitment Governor	Diane Perks / Chris Withers
Governor Training	Bryn Thomas / (Rebecca Hawthorne)

**In accordance with Keeping Children Safe in Education 2020 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below £10,000 be delegated to the head teacher.

Disposal of surplus stock

Delegated to Head Teacher/Principal with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure

The chair of governors or chair of finance committee be given approval for expenditure above the set limit prior to the finance 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">• Head Teacher/Principal or Deputy Head Teacher/Vice Principal• Post Line Manager
Educational Support Staff	<ul style="list-style-type: none">• Head Teacher/Principal• 1 Governor
Business Manager	<ul style="list-style-type: none">• Head Teacher/Principal• 2 Governors
Teaching Staff	<ul style="list-style-type: none">• Head Teacher/Principal• 1 Governor
Senior Management Team* <i>* Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none">• Head Teacher/Principal• 2 Governors