



**St James's CofE  
Primary School**  

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**Let Your Light Shine**

**St James's C.E  
Primary School  
Governing Board  
Membership &  
Terms of Reference**

**Reviewed & Adopted: 4<sup>th</sup> July 2024**

## **Governing Board Membership** **2024/2025 Academic Year**

<b>LA (1)</b>	<b>End of Office</b>
Nicolas Barlow	31 <sup>st</sup> August 2027
<b>Parents (3)</b>	<b>End of Office</b>
Alexander Powell	<b>TBC</b>
Daniel Hickman	23 <sup>rd</sup> November 2024
<b>Ex-Officio</b>	<b>End of Office</b>
Rev'd Diana Farmer	NA
<b>Headteacher (1)</b>	<b>End of Office</b>
Natalie Sefton	NA
<b>Staff Governor (1)</b>	<b>End of Office</b>
Emma Kay	31 <sup>st</sup> August 2027
<b>Co-opted (3)</b>	<b>End of Office</b>
Lee Salton- McLaughlin	TBC
<b>Foundation Governor</b>	
Matt Loftus	24 <sup>th</sup> November 2024
Sian Morgan	9 <sup>th</sup> February 2025
Dennis Carty	TBC
Alice Craciun	TBC

**Chair:** Lee Salton- McLaughlin

**Vice Chair:** Sian Morgan

## Meeting Dates 2024-2025

	Outcomes 9:00 am start	Provisions 9:00 am start	FGB 5:00pm start	Strategic Planning Meeting 1pm start	Pay Committee 10:00am start
<b>Autumn Term</b>	Thursday 26 <sup>th</sup> September	Wednesday 16 <sup>th</sup> October	Thursday 28 <sup>th</sup> November		Wednesday 16 <sup>th</sup> October
<b>Spring Term</b>	Thursday 16 <sup>th</sup> January	Wednesday 26 <sup>th</sup> February	Thursday 27 <sup>th</sup> March		
<b>Summer Term</b>	Thursday 8 <sup>th</sup> May	Wednesday 4 <sup>th</sup> June	Thursday 3 <sup>rd</sup> July	Monday 7 <sup>th</sup> July	

## 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.**

### Governance Handbook/Competency Framework for Governance

Please refer to the Governance Guidance published by the Department for Education. The latest versions are available online below:

[Maintained schools governance guidance - March 2024](#)

### Review of committees and delegation

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

### Terms of Reference

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

The Headteacher/principal can attend all meetings of any committee established by the governing board but in some instances, this may only be in an advisory capacity. When an issue

is being discussed which directly affects the Headteacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

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

## **Committees**

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

The appointed clerk will undertake the clerking of the committees.

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

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

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

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

### **The governing board cannot delegate any functions relating to:**

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

## **Associate Members**

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors and they are not recorded in the instrument of government

*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.*

## Provisions Committee

The committee has responsibility delegated by the governing board to:

### Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums over **£10,000**, sums below that amount are delegated to the Headteacher.
- Review Pupil Premium/ PE& Sports Premium and COVID19 Catch Up Premium and ensure impact statements are published on the school's website.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
  - A Cost Centre Group Report or Account Summary Report (or equivalent)
  - A Virement Report,
  - A copy of the latest Suspense File (non-cheque book and EPA schools only)
  - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold. The tender limit for the European Threshold currently being £189,330 for supplies and services, and £4,733,252 for works.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

### Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).
- 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.

**Premises Health & Safety:**

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit, and monitor any action plans that come out of the audit.
- Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply 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.
- Ensure Fire risk assessment is carried out and reviewed annually, and any recommendations identified will be transferred to an action plan, which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (Site visit). The inspection to be documented any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
  - Electronic testing – PAT testing
  - Asbestos (where applicable)
  - Annual gas service
  - Glassing risk assessment
  - Ladder log
  - Playground equipment and gym inspection
  - Lifting equipment
  - Local exhaust ventilation (where applicable)
  - Legionella risk assessment and relevant checks

- Ensure premise log book is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

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

**Membership**

1. Lee Salton
2. Nicolas Barlow
3. Sian Morgan
4. John Nicholson
5. Emma Kay
6. Alice Craciun

***Minimum of three members required***

<b>Chair of Committee</b>	To be appointed at the first meeting
<b>Clerk</b>	Cath Ludwig

## Outcomes Committee

The committee has responsibility delegated by the governing board to:

- Review/approve all policies relevant to the curriculum and roles of the committee

### **Achievement:**

- Monitor and review information on school performance to include ASP & Data Dashboard.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium/COVID19 catch up).
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

### **Teaching and Learning:**

- Review data published by DfE ensuring the school is meeting standards.
- Ensure 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 (inc. pupil premium/ COVID19 catch up).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

### **Curriculum:**

- Ensure the school is meeting national curriculum requirements and review the curriculum policy statement ensuring it meets pupil's needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

### **Behaviour and Attendance:**

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.



<b>Any item referred by the full governing board</b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Matt Loftus</li> <li>2. Dennis Carty</li> <li>3. Rev. Diana Farmer</li> <li>4. Alex Powell</li> </ol>	
<b>Minimum of three members required for quorum</b>	
<b>Chair of committee</b>	To be appointed at the first meeting
<b>Clerk</b>	Cath Ludwig

**Commented [JC1]:** I've just heard from Lee this morning that Daphne has chosen to retire from her role.

## Staffing Committee:

### Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:	
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies)</li> <li>➤ Staff dismissal, redundancy and redeployment</li> <li>➤ Staff capability</li> <li>➤ Management of absence</li> <li>➤ Dignity at work</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Cath Ludwig

## Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam</li> <li>➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently</li> <li>➤ Comply with exclusion procedures in accordance with the LA &amp; DfE guidance</li> </ul>	
<b>Any item referred by the full governing board</b>	

<b>Membership</b>	
<ul style="list-style-type: none"> <li>To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Cath Ludwig

## Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>At the relevant stage hear any complaint made under the school complaints procedures</li> </ul>	
<b>Any item referred by the full governing board</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>To be made up of members who have no awareness of the original incident and are not known personally to the complainant</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> <li>Pay</li> <li>Redundancy</li> <li>Staff grievance</li> <li>Leave of absence – if appropriate</li> <li>Staff dismissal</li> <li>Dignity at Work</li> <li>Any Item referred by the full governing board</li> </ul>	
<b>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</b>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>To be made up of members who have no awareness of the original hearing and are not known personally to the appellant</li> </ul>	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	

## Pay Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Undertake functions in relation to appraisal and pay progression as determined in the pay policy</li> </ul> <p><b>Committee to meet once per year in the autumn term</b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Lee Salton</li> <li>2. Sian Morgan</li> <li>3. Nicolas Barlow</li> <li>4. John Nicholson</li> <li>5. Alice Craciun</li> </ol> <p>Minimum of three members required. Cannot be HT or governor employed by the school Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee.</p>	
<b>Chair of Committee</b>	To be appointed at the meeting
<b>Clerk</b>	Cath Ludwig

## Headteacher Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> <li>➤ Meet the external advisor to discuss the Headteacher's performance targets</li> <li>➤ Decide whether targets have been met and set new targets annually</li> <li>➤ Recommend pay progression to the relevant committee and in accordance with the pay policy</li> <li>➤ Undertake mid-year monitoring of the Headteacher's performance against targets</li> </ul>	
<b>Membership</b>	
<b>Minimum of two members required</b>	
<ol style="list-style-type: none"> <li>1. Lee Salton- Mclaughlin</li> <li>2. Nick Barlow</li> </ol>	
<b>Chair of Committee</b>	To be appointed at the first meeting

## Selection Panel

The panel has responsibility delegated by the governing board for the:	
<ul style="list-style-type: none"> <li>➤ Selection of the Headteacher and Deputy Headteacher (Guidance on this process will be provided by your school improvement partner)</li> </ul> <p><b>The appointment must always be ratified by the full governing board</b></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>• Minimum number of members as per appointment of staff delegations. 3 members to be agreed as and when and must be available at all stages of the process</li> </ul>	

## Special Responsibility Governors

Safeguarding/Child Protection Governor *	Lee Salton
SEND/Inclusion Governor	Matt Loftus & Alice Craciun
Health and Safety Governor	Nicolas Barlow
Safer Recruitment Governor	Alex Powell
Early Career Teacher Governor	Emma Kay
Prevent & British Values Governor	
Pupil Premium and Child in Care	Dennis Carty
Attendance Governor	John Nicolson
Christian Distinctiveness	Sian Morgan and Rev Diana Farmer

*\*In accordance with Keeping Children Safe in Education 2024 '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.*

## SIP Preference Areas

Outcomes	Provision
The Quality of Education (Impact) including EYFS <b>Names: Dennis Carty Alex Powell</b>	The Quality of Education (Intent and Implementation) including EYFS <b>Names: Lee Salton- Mclaughlin Alice Craciun</b>
Behaviour and Attitudes <b>Names: Matt Loftus</b>	Leadership and Management (including Governance) <b>Names: Sian Morgan John Nicholson</b>
Personal Development <b>Names: Emma Kay</b>	Learning Environment (including H&S) <b>Names: Nicolas Barlow</b>
Christian Distinctiveness <b>Names: Sian Morgan Rev. Diana Farmer</b>	

## Items Delegated to an Individual(s)

### Delegation of expenditure and virements

That sums below £10,000 be delegated to the Headteacher

### Disposal of surplus stock

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

### Delegation of Suspension

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

### Approval for Expenditure

The Chair of governors or Chair of the provisions committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

### Appointment of Staff (ensure no appointment is carried out by one person alone)

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none"><li>• Deputy Headteacher or Assistant Headteacher</li><li>• Post Line Manager</li></ul>
Educational Support Staff	<ul style="list-style-type: none"><li>• Headteacher</li><li>• Post Line Manager</li><li>• 1 Governor if available</li></ul>
Support Staff	<ul style="list-style-type: none"><li>• Headteacher or Deputy Headteacher</li><li>• Post Line Manager</li></ul>
Business Manager	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 2 Governors</li></ul>
Teaching Staff	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 1 Governor</li></ul>
Senior Management Team* <i>* Headteacher and Deputy Headteacher appointments must be ratified by the relevant body.</i>	<ul style="list-style-type: none"><li>• Headteacher</li><li>• 2 Governors</li></ul>