



Jesse Gray Primary School Governing Body

Terms of Reference and Scheme of Delegation

2019/20

Date completed: October 2019 [Autumn 2019] Review date: Autumn 2020

Instrument of Government – copy held at school, original by Notts CC

The Purpose of Governance

(Reference: The Governance Handbook 2017)

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

All boards, no matter what type of schools or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.”

Quoracy.

The quorum for a full governing body meeting is 50% (rounded up to the nearest whole number). Governing body decisions may only be made if a meeting is quorate. The minimum quorum for a committee meeting is three governors (not all staff).

Delegation of functions of the governing body.

A governing body can delegate many of its statutory functions to a committee, an individual governor or the Headteacher. The governing body must review the scheme of delegation annually.

The Governing Body has resolved to conduct all its business as a full Governing Body, and to work with the following committees:-

- Resources committee;
- PAY

Delegation to committees.

All decisions made at committee level are taken on behalf of the full governing body. The committee must report decisions to the governing body who will then consider whether any further action is required.

The committee may consider other items for which it does not have delegated authority and make recommendations to the Governing Body.

Annual review.

The governing body must review the scheme of delegation annually. The governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

Scheme of delegation.

The table on pages 2 to 6 provides a grid identifying the governing body functions and tasks and options for delegation.

For a function which has only one tick means there is no option to delegate, the end column has been partially completed to reflect this. Where there are multiple options, this will require the governing body to decide where the responsibility for the function will lie. This will need to be approved by the governing body.

Scheme of Delegation						
Function	Task	Options				Delegated to
		FGB	Comm	Head	Ind gov	
Governing Body procedures (operational)	Draw up the Instrument of Government and amendments thereafter.	✓				FGB
	Appoint co-opted, appointed parent, sponsor and LA governors and associate members.	✓				FGB
	Suspend/remove any governor.	✓				FGB
	Elect or remove the Chair and Vice Chair and agree the term of office.	✓				FGB
	Appoint or remove the clerk.	✓				FGB
	Decide the meeting structure (minimum 3 FGB meetings per year).	✓				FGB
	Establish committee/panel membership, their remits and delegation of functions.	✓				FGB
	Set up and maintain the GB Register of Interests.	✓				FGB
	Approve the Governors' Code of Conduct.	✓	✓			
	To determine or not whether to pay governor allowances for out of pocket expenses and approve a	✓	✓	✓	✓	

	governors allowances policy.					
Policies/documents:		Frequency of review			Approved by	
Governors' Allowances		Annually			FGB to determine	
Instrument of Government		Recommend annually			FGB	
Register of business interests		Annually/changes to FGB				
Governors' Code of Conduct		Annually/changes to FGB			FGB or committee	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Academy conversion	Agree to start the application process for conversion.	✓				FGB
	Set up consultation with key stakeholders and consider responses.	✓				FGB
	Manage the application process.			✓		Head
	Pass a resolution to convert.	✓				FGB
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Admissions & Exclusions	Consider the LA consultation on admissions arrangements. Foundation and VA schools must consult on the schools admissions policy every 7 years or when proposing changes.	✓	✓			
	Implement LA's admission arrangements.	✓	✓			
	Implement and review the Behaviour Policy.			✓		Head
	Approve the membership of the pupil exclusion committee.	✓				FGB
	Act in line with statutory guidance.		✓			Pupil Exclusion com
Policies/documents:		Frequency of review			Approved by	
Admissions arrangements (only applies where the school is an admissions authority).		Annually			FGB or committee	
Behaviour Policy.		Recommend annually			Head	
Behaviour principles with written statement		Recommend annually			FGB	
Register of pupils' admission to school.		Live document				
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Collective worship	In community and non-faith foundation schools, the FGB receive consultation from the Head concerning collective worship.	✓	✓			
	In VA, VC and foundation schools with a religious character, the FGB arrange collective worship after consulting with the Head.	✓	✓			
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Curriculum	Ensure National Curriculum is taught to all pupils.	✓	✓			
	Consider any disapplication for pupil(s).			✓		Head
	Ensure the curriculum is compliant with the Equality Act.	✓	✓			
	Approve the Sex and Relationships Education Policy (SRE).	✓	✓	✓	✓	
	Ensure provision of religious education.	✓	✓	✓	✓	
	Ensure arrangements, including risk assessments, are in place for residential and school visits.	✓	✓	✓		
Policies/documents:		Frequency of review			Approved by	
Equality information and objectives		Every 4 years			FGB, committee or Head	
RSE Policy		Recommend annually			FGB, committee or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Extended services	Approve the provision of extended services.	✓	✓			
	Implement additional services provision and inform parents.			✓		Head
	Ensure delivery of quality services.	✓	✓	✓	✓	
	Monitor the financial sustainability of school operated services.	✓	✓			

	Cease the extended services provision.	✓	✓			
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Finance & budgets	Approve the annual budget plan.	✓	✓			
	Monitor school finances and agree adjustments as necessary.	✓	✓			
	Approve the Lettings Policy.	✓	✓	✓	✓	
	Approve the Charging and Remissions Policy.	✓	✓	✓	✓	
	To approve arrangements for obtaining quotations and inviting tenders.	✓	✓			
	Approve delegated spending authorities to the Head.	✓	✓			
	Enter into contracts (within the financial limits set by the FGB).	✓	✓	✓		
	Complete the School Financial Value Standard (SFVS).		✓		✓	
	Receive, consider and approve the School Financial Value Standard (SFVS).	✓				
	Ensure the income from Pupil Premium/ PE and Sport Premium are being spent effectively pupils.	✓	✓			
Policies/documents:		Frequency of review			Approved by	
Finance and Administration Policy		Recommend annually			FGB or committee	
Charging and Remissions Policy		Recommend annually			FGB, committee or Head	
Lettings Policy (non-statutory)		FGB to determine			FGB, committee or Head	
SFVS		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Health & safety	Receive an annual health and safety report covering compliance and performance and consider recommendations.	✓				FGB
	Ensure appropriate actions are taken and resources are available to meet health and safety statutory requirements.	✓	✓			
	Receive ad hoc notifications of serious incidents.	✓	✓			
	Approve additional closure days	✓	✓			
	Approve Health and Safety Policy.	✓	✓	✓		
	Ensure an emergency plan and business continuity plan is in place.	✓	✓	✓		
Policies/documents:		Frequency of review			Approved by	
First Aid Policy		Recommend annually			FGB or committee	
Health and Safety Policy		Annually			FGB or LA	
Emergency plan		Live document				
Business continuity plan		Live document				
Premises management documents		Recommend annually			FGB, committee or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Parents, stakeholders & the community	Ensure all information on the school website is current and compliant with the School Information Regulations.	✓	✓	✓	✓	
	Approve the concerns and complaints procedure and Complaints Policy.	✓	✓	✓	✓	
	Ensure statutory requirements are met in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act.	✓	✓	✓		
	Agree the governing body communication strategy.	✓	✓			
	Ensure the school is compliant with the Freedom of Information Act.	✓				FGB
	Approve the Equality objectives and KPI's.	✓	✓	✓		
Policies/documents:		Frequency of review			Approved by	
School and governance information published on school website		As required and at least annually			FGB, committee or Head	
Complaints Policy		Recommend annually			FGB, committee or Head	
Freedom of Information statement		FGB to determine			FGB or committee	
General Data Protection Regulation statement		FGB to determine			FGB or committee	
GDPR Policy		FGB to determine			FGB or committee	

Data Protection Policy		Biennially (minimum). An annual registration with the Information Commissioners Office is also required.			FGB to determine	
Equality information and objectives statement		Equality information updated and published annually (minimum) Equality objectives at least every four years.			FGB, committee or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Pupil wellbeing	Appoint a designated teacher to champion the educational achievement of looked after children on the school roll and report to the GB annually.	✓	✓	✓		
	Receive annual Looked After Children Report	✓	✓			
	Approve the Looked After Children Policy.	✓	✓			
	Ensure school food standards are being met.			✓		Head
	Ensure the provision of free school meals to pupils meeting the criteria.			✓		Head
	Make arrangements for supporting pupils with medical conditions.			✓		Head
	Approve the policy on supporting children with medical conditions.	✓	✓			
Policies/documents:		Frequency of review			Approved by	
Register of pupils' attendance		Live document				
Accessibility Plan		Every three years			FGB, committee or Head	
Looked After Children Policy		Recommend annually			FGB, committee or Head	
Provider access statement (must be published on school w/site)		FGB to determine			Proprietor	
Supporting pupils' with medical conditions		Recommend annually			FGB	
Early Years Foundation Stage Policies		FGB to determine			FGB	
SEN information report and Policy		Recommend annually .			FGB	
Equality information and objectives statement		Equality information updated and published annually (minimum) Equality objectives at least every four years.			FGB, committee or Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Safeguarding	Ensure the Central Record and DBS checks for staff and governors are constantly reviewed and updated.	✓		✓	✓	
	Complete Safeguarding checklist in the school.			✓	✓	
	Review and approve the safeguarding/child protection policy and procedures, including Keeping Children Safe in Education, annually.	✓	✓	✓		
	Receive the annual Safeguarding Report.	✓				FGB
Policies/documents:		Frequency of review			Approved by	
Children with health needs who cannot attend school		Recommended annually			FGB or committee	
Protection of biometric information of children in schools and colleges		Recommended annually			FGB or committee	
Single Central Record (recruitment and vetting checks)		Live document				
Safeguarding/ Child Protection Policy		Annually			FGB or comm	
Safeguarding checklist		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
School organisation	Set the times of school sessions and inset days.	✓	✓	✓		
	Ensure that the school meets for 380 sessions in a school year.			✓		Head
Policies/documents: none to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
	Approve the Teacher Appraisal Policy.	✓	✓			

Staff performance and pay	Approve the School's Pay Policy.	✓	✓			
	Establish a pay committee to manage the annual salary review.	✓				FGB
	Ensure that evidence of performance reflects the pay progression recommendations for all teachers. Approve the changes to incremental pay.		✓			Pay committee
	Appoint an external adviser to support appraisal governors in the Headteacher appraisal.	✓				FGB
	Undertake the annual appraisal of the Headteacher.		✓			Appraisal gov's
	Consider the recommendations of the appraisal governors and approve any changes to the Headteacher's appraisal.		✓			Pay committee
Policies/documents:		Frequency of review			Approved by	
Teacher Appraisal Policy		Annually			FGB or committee	
Pay Policy		Annually			FGB or committee	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staffing:- Recruitment Management Structure	Determine the staff structure of the school in line with the budget.	✓	✓	✓		
	Approve staffing structure changes.	✓	✓			
	Establish a selection panel to recruit the Headteacher or Deputy Headteacher.	✓				FGB
	Approve the appointment of the Headteacher or Deputy Headteacher	✓				FGB
	Accept the Headteacher or Deputy Headteacher resignation.	✓				FGB
	Suspend the Headteacher.				✓	Chair
	End the suspension of the Headteacher.		✓		✓	FGB
	Dismiss the Headteacher.	✓	✓			FGB
	Appoint teaching/non-teaching staff in line with the agreed staffing structure.			✓	✓	
	Suspend teaching/non-teaching staff.			✓		
	End the suspension of teaching/non-teaching staff		✓		✓	
	Dismiss teaching/non-teaching staff.		✓	✓		
	Regularly review, amend and approve policies and personnel relating to staffing matters (eg. absence management, appeals, disciplinary, capability).	✓	✓			
Determine dismissal payments/ early/phased retirement.	✓	✓	✓			
Policies/documents:		Frequency of review			Delegated to	
Staff Capability Policy		Recommend annually			FGB or committee	
Staff discipline, conduct and grievance procedures		Recommend annually			FGB	
Procedures for dealing with allegations of abuse against staff		Recommend annually			FGB	
Whistleblowing procedures		Recommend annually			FGB or committee	
Newly Qualified teachers [NQTs]		Recommend annually			FGB	

Election of Officers

Jesse Gray Primary School Governing Body has agreed:

- The Chair and Vice Chair serve for a period of undetermined year(s) - reviewed annually
- Nominations to be sought at the Autumn term meeting.
- A secret ballot should be held if more than one nomination for Chair or Vice Chair is received.

Chair of Governors: Chris Walker

Date Elected: 1.9.18

Term End: reviewed annually , [co-opted governor term of office : 4 years]

Vice Chair of Governors: Kaj Ghattoara

Date Elected: ?

Term End: ?

Committees

Resources Committee

Chair: Rashmi Patel

Date Elected: 9/10/17

Term End: 4 years

Pay Committee

Chair: Rashmi Patel

Date Elected: 9/10/17

Term End: 4 years

Committee membership

The governing body meeting on 30.9.19 the membership and remits, detailed in the Scheme of Delegation, of committees were reviewed and agreed.

Resources committee

Committee members:

Name - Chris Walker

Name - Rashmi Patel

Name- Jim Silver

Name -Kelly Harris Whittle

Name – Liz Hopkins

Name – Sarah Law [Headteacher]

Pay committee

Committee members:

Name – Rashmi Patel [Chair]

Name – Rob Woods

Name –Jim Silver

Pay appeals committee

Committee members:-

Any governor who is not a pay governor – led by Chair of Govs

Pupil discipline committee

Committee members:

All governors

Staff Dismissal Committee

Committee members:

All Governors

Staff Dismissal Appeal Committee

Committee members:

Any governor not involved in initial dismissal committee

Complaints Committee

Name – Rashmi Patel

+ 2 other governors

Complaints Appeal Committee

Name – Chris Walker [CoG]

Name - any other not on complaints committee

Name - any other not on complaints committee