



## **THE BLIGH FEDERATION**

### **THE GOVERNING BODY, ITS COMMITTEE STRUCTURE, AND SUBSIDIARIES**

## 1. The Governing Body

### **Constitution**

The Governing Body constitution and arrangement of regulations are set out in The School Governance (Constitution) (England) Regulations 2012, referenced to The School Governance (Federations) (England) Regulations 2012 as amended by the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014.

In accordance with these regulations, the Governing Body of The Bligh Federation, which comprises of Bligh Infant School and Bligh Junior School, and are community schools, consists of the following Governors, as documented in the Federation's Instrument of Government that came into effect on 15<sup>th</sup> December 2016:

- 2 Parent Governors
- 1 (Local) Authority Governor
- 1 Headteacher
- 1 Staff Governor
- 7 Co-opted Governors

(Twelve Governors in all)

The maximum term of office for all categories of Governors is four years.

The quorum for any Governing Body meeting and vote is one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies. The Chair has a second, casting vote should there be an inconclusive vote.

Any member of the Governing Body shall be asked to declare an interest and/or withdraw where appropriate as decided by the Governing Body.

### **Terms of Reference**

The Governing Body shall act with integrity, objectivity and honesty in the best interests of the schools, and shall be open about decisions it makes and actions it takes, and be prepared to explain those decisions and actions to interested parties.

The Governing Body shall take a strategic role, support the schools and be accountable for its decisions. It will set aims and objectives and agree, monitor and review policies, targets and priorities as set out in the School Integrated Development Plan.

The Governing Body shall also have the responsibility to:

- 1.1 Hold at least three Governing Body meetings a year.
- 1.2 Elect a Chair and Vice-Chair and the removal of the Chair
- 1.3 Appoint or remove a Clerk to the Governing Body.
- 1.4 Establish the committees of the Governing Body and their Terms of Reference.
- 1.5 Decide which functions of the Governing Body will be delegated to committees, groups and individuals and review those delegations annually.
- 1.6 Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary.
- 1.7 With the Headteacher, set targets for school improvement.
- 1.8 Monitor the School Integrated Development Plan to assess the schools' priorities and progress.
- 1.9 Recruit new members as vacancies arise and to appoint new governors where appropriate.
- 1.10 Ensure that pupils receive access to a broad and balanced curriculum, according to their needs and abilities.

- 1.11 Support the Headteacher in the deployment of staff and resources to secure successful teaching and learning.
- 1.12 Keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- 1.13 Ensure that statutory policies are in place and that they are overseen and ratified, in accordance with DfE guidance on statutory policies that governing bodies and school proprietors are required to have by law, as amended, including:
  - Instrument of Government
  - Procedures for addressing staff discipline, conduct and grievance (LA documents)
  - Special Educational Needs Policy
  - Supporting Pupils with Medical Conditions Policy and Procedures
  - Teachers Pay Policy
- 1.14 Work as a team with staff, for the benefit of the federation and its pupils.

## **2. Associate Members**

The Governing Body will seek to appoint Associate Members to enhance and incorporate an additional source of expertise and skills as appropriate. Associate Members are not governors and are not recorded on the federation's Instrument of Government.

The Governing Body will appoint Associate Members in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, as amended.

Associate members will act in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, as amended, and The School Governance (Miscellaneous Amendments) (England) Regulations 2015.

Associate Member protocol, and the Governing Body's protocol in relation to Associate Members is summarised in Appendix 1.

## **3. Governing Body's Committees, panels and working parties**

### **Committees**

The Governing Body has agreed to the appointment of three committees:

- 1 Personnel, Finance and Premises
- 2 Curriculum, Standards and Pupil Welfare

### **Panels**

The Governing Body shall draw from its members (excluding Associate Members and Staff Governors) to sit on the following panels as and when required:

- i. Complaints Appeals
- ii. Disciplinary Capability & Grievance (Staff)
- iii. Disciplinary Capability & Grievance (Staff) Appeals
- iv. Exclusions
- v. Pay and Conditions (Appeals)

## **Working parties**

1. Children's Centre
2. Health and Safety

## **Performance Management**

1. Governor Reviewers for the Headteacher's Performance Management

## **Delegation of functions**

1. Individual Governor specialisms

## **4. Personnel, Finance and Premises Committee Constitution**

Committee membership: No fewer than three Governors, plus the Headteacher or their representative.

The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The committee may make recommendations for these appointments.

Quorum: Three governors. The committee shall not meet without the Headteacher being present or a substitute nominated by her.

### **Terms of Reference**

The committee shall:

- 4.1 Meet at least 3 times a year, or otherwise as required.
- 4.2 Elect a Chair annually at the committee's first meeting following the first Governing Body meeting in the new academic year.
- 4.3 Agree the first formal budget plan of the financial year. Review and agree a 3-year budget plan.
- 4.4 Determine in conjunction with the Headteacher the allocation of the schools' delegated budget(s) and to report such allocations to the Governing Body.
- 4.5 Amend the budget allocation / vire funds in conjunction with the Headteacher and Business Manager and to report such changes to the Governing Body.
- 4.6 Monitor expenditure through the receipt of regular financial reports from the Headteacher and Business Manager.
- 4.7 Delegate to the Headteacher such responsibility for budgetary matters as appropriate to ensure the day to day efficient operation of the schools, in accordance with the EHT agreed spending limits.
- 4.8 Delegate to the Headteacher such responsibility as may be necessary to ensure the efficient management of the schools in matters of Health and Safety.
- 4.9 Determine school policy statements which relate to finance, premises including contracts and lettings.
- 4.10 Make recommendations on the schools' dual use of premises and Health and Safety.
- 4.11 Receive regular reports from lead officers on the implementation of the aspects of the School Integrated Development Plan which fall under the committee's remit.
- 4.11 Monitor implementations of contracts.
- 4.12 Maintain oversight of the schools' Voluntary Fund.
- 4.13 The Headteacher shall have delegated authority to make all appointments of supply, temporary and part-time teachers and all ancillary staff other than senior managerial staff.

- 4.14 The Chair of Governors, in consultation with the Headteacher, shall involve governors in the appointment of all permanent teaching staff and ancillary managerial staff as follows:
- i) For teachers on the basic scale: the Headteacher and 1 senior member of staff.
  - ii) Appointments to the Leadership Team:
    - A member of the Senior Leadership Team, 1 Governor, and either 1 other senior leader or 1 further Governor.
- 4.15 Conduct an Annual Staffing Review in conjunction with the Headteacher.
- 4.16 Determine pay points for the Headteacher, Head of Schools, Deputy Head of Schools and Assistant Headteachers.
- 4.17 Ensure that statutory policies appropriate to this committee and other related policies and documents are in place and be responsible for their regular review and approval, as per the federation's policy schedule and including:
- Charging and Remissions (in consultation with the Headteacher)
  - Teacher Appraisal Policy
  - Managing Staff Absence ) Local Authority documents
  - Capability )
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## **5. Curriculum, Standards & Pupil Welfare Committee**

### **Constitution**

Committee membership: No fewer than four Governors, one of whom must be a member of staff.

The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The committee may make recommendations for these appointments, which should include such staff as the Headteacher shall determine in consultation with her colleagues.

Quorum: Three members, of which at least one must be a member of staff.

### **Terms of Reference**

The committee shall:

- 5.1 Meet at least 3 times a year, or otherwise as required.
- 5.2 Elect a Chair annually at the committee's first meeting.
- 5.3 Advise the Governing Body on the statutory obligations regarding the National Curriculum and Early Years Foundation Stage Curriculum.
- 5.4 With the assistance of the staff to provide information about how the curriculum is taught, evaluated and resourced.
- 5.5 Determine school policy statements which relate to Curriculum matters.
- 5.6 Ensure that statutory policies appropriate to this committee and other related policies and documents are in place and be responsible for their regular review and approval, including:
  - Sex and relationships education
- 5.7 Ensure that the requirements of children with special needs are met, including all groups.
- 5.8 Regularly monitor school attendance data.
- 5.9 Regularly monitor school performance.
- 5.10 Regularly review exclusion data.
- 5.11 Annually review information about school performance and benchmark data.
- 5.12 Contribute towards the School Integrated Development Plan.
- 5.13 Consider annually a report from the Headteacher on the implementation of the School Integrated Development Plan and to amend the Plan as and when required.

- 5.14 To make and agree decisions relating to school improvement, without Governing Body referral.
  - 5.15 Ensure the federation's effective engagement in working with stakeholders and promote and monitor the development of appropriate additional partnerships.
  - 5.16 To deal with other matters referred specifically by the Governing Body.
  - 5.17 Consult the Personnel, Finance and Premises Committee about any matters which impinge on the work of that committee.
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## **6. Panels**

The Governing Body shall draw from its members (excluding Associate Members, Staff Governors and Governors who are members of staff) to sit on the following panels as and when required. The selection is carried out by the Clerk to the Governors subject to the availability of eligible Governors.

### **6.1 Complaints Appeals**

Membership: Three Governors drawn from the Governing Body. The Chair of Governors, members of staff, and governors with any connection to the complainant or have prior knowledge of the complaint are all exempt from this panel.

Quorum: Three Governors.

#### **Terms of Reference**

The Complaints Appeal Panel shall act in accordance with the schools' Complaints Policy and procedures.

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### **6.2 Disciplinary Capability & Grievance**

Membership: Three Governors drawn from the Governing Body, Staff Governors and Governors who are members of staff exempt.

Note: Governors cannot sit on both Disciplinary Capability & Grievance Panel and Disciplinary Capability & Grievance (Appeals) Panel to hear the same case.

Quorum: Three Governors.

#### **Terms of Reference**

The Disciplinary Capability & Grievance Panel shall ensure the schools act in accordance with the Local Authority's Disciplinary Capability & Grievance (Staff) Procedures by conducting disciplinary hearings as necessary.

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### **6.3 Disciplinary Capability & Grievance (Staff) Appeals**

Membership: Three members drawn from the Governing Body, Staff Governors and Governors who are members of staff exempt.

Note: Governors cannot sit on both Disciplinary Capability & Grievance Panel and Disciplinary Capability & Grievance (Appeals) Panel to hear the same case.

Quorum: Three Governors.

## **Terms of Reference**

The Disciplinary Capability & Grievance (Staff) Appeals Panel shall ensure the schools act in accordance with the Local Authority's Disciplinary Procedures by conducting appeal hearings subsequent to meeting of the Disciplinary Capability & Grievance Panel.

An HR consultant is invited to an appeal and any notes of the meeting would be produced by them.

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### **6.4 Exclusion Panel**

Membership: Three members drawn from the Governing Body with a stipulation that these Governors will have completed six months in post, Staff Governors and Governors who are members of staff exempt.

Quorum: Three Governors. Governors with a connection to the pupil or have prior knowledge of the incident(s) that led to the exclusion are exempt from this panel.

#### **Terms of Reference**

A Chair will be elected prior to the commencement of each Exclusion hearing.

The Exclusions Panel shall ensure the schools act in accordance with Local Authority policy and 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, A guide for those with legal responsibilities' 2012 document, as amended, in respect of the exclusion of pupils when conducting statutory exclusion hearings.

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### **6.5 Pay & Conditions (Appeals)**

Membership: Three members drawn from the Governing Body, Staff Governors and Governors who are members of staff exempt.

Note: Governors cannot sit on the Pay and Conditions (Appeals) Panel if they are members of the Personnel, Finance and Premises Committee.

Quorum: Three Governors.

#### **Terms of Reference**

Ensure the Schools act in accordance with Local Authority and National conditions of service by hearing appeals against decisions of the Pay Committee as necessary.

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## **7. Children's Centre working party**

Membership: No fewer than three members, one of whom must be either the Headteacher or the Children and Families Services Manager (Associate Member).

#### **Terms of reference**

The working party shall:

- Meet as required until the Local Authority takes control on 1<sup>st</sup> January 2017.

- Services:**
- 7.1 With the assistance of the staff to provide information about how the Children's Centre services are delivered, evaluated and resourced.
  - 7.2 Ensure that all services are fully inclusive for all children and families.
  - 7.3 Ensure effective engagement in working with stakeholders, and promote and monitor the development of appropriate additional partnerships.
  - 7.4 Regularly review information about the Children's Centre performance.
  - 7.5 Contribute towards the Integrated Development Plan.
  - 7.6 Act as a link between the Governing Body and the Advisory Board, providing challenge on their behalf.
- Finance:**
- 7.7 Monitor finance expenditure against service outcomes and advise the Full Governing Body on attainment of Value for Money.
  - 7.8 The working party shall consult the Personnel, Finance and Premises Committee about any matters which impinge on the work of that committee.
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## **8. Health and Safety working party**

**Membership:** No fewer than three governors.

### **Terms of Reference**

The working party shall meet at least 3 times a year or otherwise as required.

- 8.1 To provide support and guidance for the Headteacher on all matters relating to site premises and grounds, security and health and safety.
- 8.2 Annually to inspect the premises and grounds and prepare a statement of priorities for maintenance and development for approval of the Governing Body before the annual budget is set. This should be done during the walk about.
- 8.3 To monitor the effectiveness of the site's health and safety arrangements, make periodic inspections of building, plant and equipment and report at least once a year to the Governing Body. Delegated to Headteacher/Caretaker/to appropriate Staff Member.
- 8.4 To recommend approval of the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- 8.5 To oversee the preparation and implementation of contracts. Recommend approval by the Personnel, Finance and Premises Committee.
- 8.6 To ensure that both schools and the Children's Centre comply with health and safety regulations.
- 8.7 To ensure that Governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
- 8.8 To ensure any necessary consents and communication liaison with the Authority's Property Services Department.
- 8.9 To assist the Governing Body and Headteacher to discharge their responsibilities under the Health and Safety at work Act 1974 and other relevant legislation in collaboration with the Local Authority.

- 8.10 To ensure that appropriate statutory policies and other related policies and documents are in place and be responsible for their regular review and recommend approval, including the Health and Safety Policy and Procedures.
- 8.11 To ensure that the necessary site management organisation is in place to implement the policy.

## **9. Governor Reviewers for the Headteacher's Performance Management**

Membership: Three Governors drawn from the Governing Body, Staff Governors and other staff working at the school exempt.

Quorum: Three Governors

### **Terms of Reference**

The Governor Reviewers shall:

- 9.1 Meet with the Headteacher and the External Adviser to review the Headteacher's performance against previously agreed objectives.
- 9.2 Decide, with the support of the External Advisor, whether the targets have been met and to agree and set new targets for the Headteacher for the forthcoming Performance Management Cycle relating to:
- Pupil Progress
  - Leadership and Management
  - The Headteacher's Professional Development
- 9.3 Monitor through the year the performance of the Headteacher against those targets.
- 9.4 Make recommendations regarding any pay awards relating to the Headteacher's performance to the Personnel, Finance and Premises Committee before 31<sup>st</sup> December annually.
- 9.5 Record and notify the Governing Body of the outcome of performance management review meetings.

The Governor reviewers for the Headteacher's performance management 2016-2017 are:	Kim Gunn Anne Robinson Susan Ormes
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## **10. Delegation of responsibility to individual Governors**

Additional independent finance checker as per LA stipulation	Chair, Personnel, Finance & Premises Committee
EYFS Governor	Rachel Donoghue
Health and Safety Governor	H&S working party
Link Governor	Clerk
SEND/Pupil Premium Governor	Ruth Ebaretonbofa-Morah
Safeguarding Governor (incl. Looked After Children, Single Central Record checks and PREVENT)	Kim Gunn

## Terms of Reference

Individual Governors to whom responsibility has been delegated by the Governing Body shall carry out their functions within the following Terms of Reference:

- 10.1 Liaise with the appropriate member(s) of staff.
  - 10.2 Visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school.
  - 10.3 Regularly report to the appropriate committee and also the Governing Body on developments and progress within their area of responsibility.
  - 10.4 Raise the profile of the area of responsibility when related matters are considered by the Governing Body.
  - 10.5 Attend training as appropriate.
  - 10.6 Any items which individual governing bodies may wish to include
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## **Associate Members**

In accordance with In accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, as amended, the Governing Body can appoint Associate Members to serve on one or more Governing Body committees and attend full Governing Body meetings.

The definition of an Associate Member is wide and pupils, school staff and people who want to contribute specifically on issues related to their area of expertise can be appointed as associate members. Associate members add to the range of experience and skills within the team.

An Associate Member may hold office for a period of between one and four years as determined by the Governing Body on the date of appointment. An Associate Member is not a governor and is not recorded on the Instrument of Government.

Associate Members are appointed as members of any committees established by the Governing Body, and are given such voting rights in a committee to which that person is appointed as determined by the Governing Body. However, an Associate Member may not vote on any business transacted by any committee unless s/he is aged over 18.

The School Governance (Miscellaneous Amendments) (England) Regulations 2015 (March 2015) allow the delegation of staffing decisions to a committee established by the Governing Body. Previously staffing matters could only be delegated to the Headteacher, one or more Governors, or one or more Governors working with the Head. To this effect, Associate Members may now serve on discipline or appeal panel and a staffing/personnel committee and participate in making its decisions, however members of staff remain exempt.

An Associate Member may be removed from office by the Governing Body at any time.