

SHERINGDALE BOARD OF GOVERNORS

Terms of Reference and Scheme of Delegation

The Sheringdale 'Board of Governors' operates at a strategic level, leaving the head teacher and senior school leaders responsible and accountable to it for the operational day-to-day running of the school.

- Setting the vision and strategic direction of school
- Holding the Headteacher to account for its educational performance
- Ensuring financial resources are well spent.

The board avoids its time being consumed with issues of secondary importance and focuses strongly on the three core functions.

(The School Governance Regulations 2013)

The core functions are elaborated in our Code of Conduct as follows:

Establishing the strategic direction by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability by:

- Appointing the Headteacher
- Monitoring progress towards targets
- Performance managing the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

There are 10 places on the Governing Board at Sheringdale:

- 2 parent governors elected by parents at the school
- 2 staff governors - the Headteacher and a member of staff elected by the staff.
- 1 governor appointed by Wandsworth Borough Council (WBC)
- 5 co-opted governors who are appointed by the Board

COG will have the controlling vote in the case of a split.

The Board of Governors meets three times a year.

The Board has high expectations of the governors. They are the strategic leaders of the school and have a vital role to play in making sure every child gets the best possible education. For maintained schools this is reflected in the law, which states that the purpose

of maintained school governing boards is to 'conduct the school with a view to promoting high standards of educational achievement at the school' (Education Act 2002).

The Governing Board provides non-executive leadership. Its role is to operate as a board akin to the board of trustees of a charity, or the board of directors of a company.

The Governing Board has delegated some responsibilities to three committees. These are:

- Curriculum, Standards and Safeguarding
- Finance and Resources
- Pay

The current arrangements for the committees, their terms of reference and details of delegation are outlined on the following pages. These are reviewed annually at the governors' autumn term meeting. The committees report to the termly meetings of the Full Governing Board which remains responsible for the decisions they have taken.

In particular, the governing Board has delegated to each committee a specific list of school policies. For each policy on this list committees are responsible for its review and implementation as described in the attached appendix.

Last reviewed: October 2022

Curriculum, Standards and Safeguarding Committee

Current Arrangements

- **Membership:** We try to ensure that all categories of Governors are represented on the committee. Membership is reviewed in the Autumn term meeting of the Full Governing Board. The Chair is elected at the first committee meeting of the academic year.
- **Meetings:** Termly, prior to the Governors meeting.
- **Quorum:** 3
- **Agenda:** Drawn up by the Clerk and approved by the Head and the committee Chair prior to the meeting. Documents to be dispatched by the Clerk. The Standing agenda also to include the task list from the previous Full Governing Board meeting.
- **Minutes:** Responsibility of the Clerk. First approval to the Head and Chair before committee approval.
- Policies to be managed by the Clerk for review in committee

All governors take responsibility to monitor key areas in order to fulfil the key functions of the Governing Board. Governors visit the school twice a year to monitor and report on their area. Monitoring visits focus on the School Improvement plan key objectives and policy. Visits are by prior arrangement and reports are reviewed by the staff member involved, prior to presentation at FGB.

Link Governors:

- | | |
|---|-------------------|
| ➤ PE/PHSE/Sports Premium | Duncan Roberts |
| ➤ Equalities/SEND/Groups/Pupil Premium | Debbie Lawrence |
| ➤ Health and Safety | Duncan Roberts |
| ➤ Child Protection and Safeguarding | Debbie Lawrence |
| ➤ English- standards and assessment | James Goode |
| ➤ Maths- standards and assessment | Tom McElroy |
| ➤ EYFS | Lucy Haines |
| ➤ Broad Curriculum (to include Art, Foundation & Computing) | Dylan Bourguignon |

Guideline standard agenda items to include:

Autumn term:

Review terms of reference

Review new SIP Priorities

Presentation: Summer test results

Curriculum review

Link Governor reports

School Self Evaluation

Review of Quality of Education

Review of Attainment

Review attendance & exclusions

SEND update

PP and SP update

Approval of School Journey plans

Review school website – key information to be published online

Review Safeguarding policy

Review Medical Needs policy
Review & Adopt Pupil Premium policy
Review & Adopt Teaching & Learning policy
Review & Adopt Accessibility Plan
Review Central Record of Recruitment and Vetting checks
Work and Links with other schools

Spring term:

Review progress SIP Priorities
SEND update inc SENCO presentation
Review Destination of School Leavers
Secondary School transfer
Review Curriculum Offer
Review of Quality of Education
Review of Attainment
Work and links with other schools
Review bi-annual survey feedback

Summer term:

Review progress SIP Priorities
Subject leader's presentation: TBC
Review of Quality of Education
Review of Attainment
Initial review of exam/assessment results
Review attendance & exclusions
Pupil Premium report
Sport and PE report
Review SEND policy
Review SEND Information report
Review PSHE policy
Review & Adopt Online Safety policy
Work and links with other schools
Elect Committee Chair for next year

Terms of Reference

CURRICULUM STANDARDS AND SAFEGUARDING:

- To review curriculum policy for the school in consultation with the Head and, in accordance with statutory provisions, prior to its submission to the Governing Board for consideration and approval.
- To monitor implementation of curriculum policies, including the National Curriculum, and to report to the Governing Board.
- To promote and support curriculum development through the school improvement plan and to monitor the level of resourcing in line with the current budget.
- To deal with any complaints from parents referred to the Governing Board in accordance with the Council's Curriculum Complaints procedure.
- To deal with any disputed appeals made by parents for temporary withdrawal or disapplication from any part of the National Curriculum.
- To monitor assessment and testing arrangements arising from the National Curriculum or WBC policy.
- To prepare and monitor policies and procedures for identifying and addressing Special Education Needs and to report to the Governing Board.
- To analyse attainment results at the different Key stages and to set targets for the school as appropriate.
- To co-ordinate and review the success of link governor visits to school, to raise any issues as appropriate and report to the Governing Board.
- To ensure the school has an effective Child Protection Policy in place, to monitor the implementation of the school's procedures and to receive an annual report from the Headteacher on child protection matters, which have arisen during the year.

OTHER AREAS OF WELFARE AND DISCIPLINE:

- To prepare policies on ethos, discipline and equality and diversity within the school, in consultation with the Head, prior to their submission to the Governing Board for consideration and approval. To monitor implementation of these policies on a yearly basis and to report as appropriate.
- To monitor pupil attendance and punctuality and to set attendance targets.
- To review programmes of extra-curricular activities.
- To monitor liaison with parents and other outside agencies (including arrangements for reporting progress of pupils to parents), links with industry and the local community, and arrangements for transfer of pupils to secondary school.

- To approve arrangements for all school journeys and outside visits, in line with the guidelines provided by the WBC.
- To consider matters relating to pupil exclusions referred to the committee by the Head in accordance with the provisions of current DfE circulars. Also, to monitor the incidence of and reasons for pupil exclusions and to report any findings to the Governing Board. Particular cases involving exclusion will be considered by a Pupil Discipline Committee of three Governors (not including the Head). Membership will be drawn from the main Curriculum and Policy Committee and determined as soon as the need is identified; the members in each case will appoint a Chair.
- To review school CPD

The committee will also determine any other matters referred to it by the Governing Board.

Resolution and recommendations from the committee will be reported to the next meeting of the Governing Board.

To review October 2022

Finance and Resources

Current Arrangements

- **Membership:** currently 7, to include the Headteacher and Chair or Vice-chair of Governors. We try to ensure that all categories of governor are represented on the committee. The Committee Chair is elected at the first autumn term meeting. The Senior Admin Officer attends meetings as a non-voting adviser. The Premises Officer attends relevant sections of meetings on a non-voting basis.
- **Meetings:** One per term ahead of the FGB. 2020-21 meetings will be attended by the financial consultant.
- **Quorum:** 3
- **Agenda:** drawn up by the Clerk for approval by the Head and Committee Chair in conjunction with the SBM and circulated with documentation prior to meeting
- **Minutes:** drafted by the Clerk for first approval by head and Chair before committee approval

Guideline standard agenda items to include:

Autumn term:

Review terms of reference
Review funding implications of SIP Priorities
Impact of Covid-19 on budget
Review progress against budget
School Roll and Nursery places
Review Sports and Pupil Premium funding
Staffing update
Review financial delegation limits
Review Premises Improvement plans
Approve school journey accounts
Review school meal and other debts
Update SFVS
Lettings Information and Income
Approve/adopt LA Financial Policies & Procedures
Review Asset Inventory register
Review & Adopt Data Protection Policy
Review & Adopt Complaints Procedure Statement
Review Pay policy

Spring term:

Review end of year budget
Set new budget
Schools Financial Value Standard submission
Review school insurance
Audited School Fund accounts report
Review Premises Improvement plan
Discuss Enrichment Fund priorities and spending plan
Review cost of school clubs
Discuss school journey grants
Review benchmarking data
Review/adopt Health & Safety policy

Summer term:

Review Outturn report and carry forward
Review progress against budget and adjust
Plan implementation of capital funding projects
Review SFVS action plan
Pupil roll
Draft Enrichment Fund report
Review use of Pupil Premium & other government grants
Conduct GB H&S inspection
Review/adopt Charging Policy
Review/adopt Lettings Policy
Review Plan
Review/adopt Staff Handbook
Elect Committee Chair for next year

A risk assessment report from the Premises Officer is considered each term.

Terms of Reference

Finance

- To prepare the school's annual budget, in consultation with the Head and in line with the current School Improvement Plan, prior to its submission to the Governing Board for consideration and approval. In addition, to identify requirements for one-off bids outside the normal budget cycle.
- To monitor income and expenditure of the school's budget through the year and to report any significance variance to the Governing Board.
- To prepare an annual School Financial Value Standard (SFVS) submission and monitor progress in implementing SFVS action plans.
- To receive and approve annual school journey accounts and audited school fund accounts.
- To authorize virements between budget headings, as permitted by the Council's Scheme for Financing Schools, provided proposals to vire more than £15,000 are referred to the Governing Board without any other action being taken. The Head is authorized to vire up to £8,000 between budget headings without prior reference to the Committee.
- To approve orders for expenditure below the LA tender limit and to delegate authority for amounts below £10,000 to the Head or to other staff (see attached Appendix for delegation of responsibilities). The Head will provide reports of delegated expenditure to the Committee.
- To approve a list of certifying officers for submission to the Council; the current officers are shown in the Appendix.
- To monitor compliance with the regulations set out in the WBC Financial Management Handbook for Schools and with agreed local financial procedures, and to consider action required as a result of audit reports.

- To follow tendering thresholds as follows:

No quotations required for goods, works and services estimated to cost no more than £10,000

Three written quotations OR tenders (plus where appropriate the DLO or DSO unless they specifically ask to be excluded) or the maximum number available from the market if the market is small or specialized and approval obtained from the Head of Procurement for goods, works and services estimated to cost between £10,000 and the Local Authority tender limit

- To review policy as per the schedule
- To approve the school's staffing complement and staffing structure for teaching, admin and support posts, in line with the current SIP and budget plan.
- To apply the provisions of and keep under annual review the whole school pay policy, including all statutory and contractual obligations.

Premises

- To ensure that statutory directions given by the Council in respect of health and safety are met and that regular health and safety inspections are carried out.
- To receive reports, including termly risk assessment reports, from the Premises Officer and to take appropriate action in consultation with the Head and Premises Officer.
- To agree and monitor short, medium and long-term programmes of planned maintenance for the school.
- To monitor the use of funds allocated for repairs, cleaning materials and equipment.
- To make recommendations to the Governing Board about building works, security measures, grounds improvements and other premises related projects involving capital expenditure outside planned maintenance programmes.
- To ensure that, as far as possible, all reasonable steps are taken to achieve maximum energy conservation.
- To receive reports on the result of the annual inventory check and to approve write-offs of items.
- To ensure, in consultation with the Council, that adequate insurance is provided for the school premises and contents.
- To make recommendations on the use of the school premises by outside users on non- school activities, within guidelines and policy agreed by the Governing Board, and to review annually the Lettings Policy and the charges to be levied.

- To make recommendations to the Governing Board in respect of contract agreements with contractors for services such as ground maintenance, cleaning etc and to monitor such agreements.
- To review the conditions of occupation of the Premises Officer's house on a regular basis and to review maintenance requirements as required.

The Committee will also determine any other matters referred to it by the Governing Board.

Resolutions and recommendations from the Committee will be reported to the next termly meeting of the Governing Board.

To review October 2022

Delegation of Responsibilities (To review October 2022)**Current Certifying Officers**

| | |
|------------------|----------------------|
| Sarah Jones | Head |
| Jo Robinson | Deputy Head |
| Rebecca Davidson | SBM |
| Sue Guest | Senior Admin Officer |
| Ben Matthews | Assistant Head |
| Des Nunes | Assistant Head |

All above officers are authorised to sign school cheques.

The SBM and Senior Admin Officer approve all invoices.

Only the Head, the Deputy Head, the SBM and SAO are authorised to sign off payroll documentation.

Approving orders for expenditure

The Head has the authority to approve orders for expenditure up to £10,000 without prior reference to the Finance & Premises Committee. Other staff to whom responsibility for particular budget headings has been delegated (as specified in their job descriptions) are authorised to approve orders for expenditure from these budgets up to a limit of £100 or up to a limit of £1,000 where the Head has given prior approval.

Authorising virements between budget headings

The Head is the only officer with authority to authorise virements (up to a limit of £8,000 without prior reference to the Finance & Premises Committee).

Member of the FGB sit on panels comprising the following:

- Headteacher Performance Management – 2 members (annually Autumn term)
- Pay committee (annual review of teacher salaries and annual report on performance management) – 3 members (annually Summer term)
- Staff disciplinary – 3 members as required
- Recruitment – as required

Guideline standard agenda items to include:

Summer term:

- A pay panel comprising the school's Link Inspector, Chair and one other non-staff governor will review the pay of the Headteacher annually.
- To ensure that the school's Appraisal Policy (Performance Management Policy) for appraisal of teaching staff is operating effectively through annual reports from the Headteacher. Governors on the Pay Panel will review the performance of the Headteacher each year with the assistance of an accredited advisor.
- To determine any matters referred to the Sub-Committee regarding grievance or discipline of staff, other than decisions about particular cases (see below).
- To ensure the Finance and Premises Sub Committee is informed of the financial implication prior to implementation of any decision taken by the committee which will impact on the budget.

The Sub Committee will also determine any other matters referred to it by the Governing Board.

Resolutions and recommendations from the Sub Committee will be reported to the next termly meeting of the Governing Board.

Panels for Personnel and Disciplinary Hearings to consist of Chair and two other governors

Staff Appointments

The usual composition of appointment panels will be as follows:

Headship vacancy Chair, Vice Chair and two governors representing other categories of governor

Deputy Head vacancy Headteacher, Chair or Vice Chair

Teaching posts Appointments delegated to the Headteacher

School Business Manager Headteacher, Chair/Vice Chair of Governors

Senior Admin Officer Headteacher, SBM

Support staff Appointments delegated to the Headteacher – operational delegation to DHT

The Headteacher will also be responsible for recruiting and appointing supply or temporary staff for up to 3 terms to fill permanent vacancies within the approved staffing structure, subject to this action being reported to the Personnel Committee. Operational delegation to DHT

Staff grievance, discipline and dismissal

The Headteacher or delegate, in conjunction with the designated Education Personnel Officer, will deal with the initial stages of all cases. A Staff Appeals Committee of governors will be constituted as required; to include one of either the Chair or Vice Chair and two other non-staff governors. Should an appeal against any decision be made, an additional panel will be set up with either the Chair or Vice Chair (depending on who sat on the original committee) and two other non-staff governors (again not on the original committee).

To review October 2022