



**Lings Primary School**

**Governance Meetings  
Policy**

Date of Last Review: June 2017

Date of Next Review: July 2018

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## 1 Introduction

Governance at Lings Primary was traditionally conducted through three bodies: the School Improvement Committee, the Finance and Personnel Committee and the Full Governing Board. Although the Governors decided two years ago to discontinue the meetings of the sub-committees, in order to fall in line with governance across NPAT, they will be reinstated at the beginning of the academic year 2017/8: their Terms of Reference are appended to this document.

The proposed programme of meetings is as follows: the Full Governing Board is scheduled to meet at the beginning of the academic year and thereafter once per half term period: this is seven meetings per academic year. The dates for the forthcoming year are set at the end of the previous academic year in July. Where possible, the dates mirror the timings of the previous year, subject to terms dates and any other predictable occurrence.

In order to minimise the disruption to Governors, meetings of the sub-committees will take place immediately before the meetings of the full Governing Board. In light of previous experience, those committee meetings will start at 18.00h, scheduled to run to 18.30h, after which the FGB meetings will start.

The academic year at Lings has become more complex, due to the increased extra-curricula activities and the interactions with the other schools in the Northampton Primary Academy Trust partnership. Consequently, there are more calls upon the time of the staff, resulting in staff having to miss meetings. Similarly, pressures apply to all the other Governors: this is addressed in the document '**Policy Statement: Governors' Strategy**', tabled for the FGB July 2017.

## **2 Movement of Meetings**

It is the policy of the Governing Body that dates for meetings set at the beginning of the academic year should be fixed as much as possible. However, in the event of clashes in timing occurring as a result of imposed *force majeure* after the calendar has been ratified, some flexibility should be built into the schedule.

Chair of Governors, Chairs of Committees and the Head Teacher or Deputy may request the postponement of the date of a meeting, by no more than two weeks. Notice must be given to the members of the governance body no later than two weeks before the original date of the meeting. Agreement for the change in meeting date must be obtained from at least two thirds of the members of the governance body. No more than one change to a meeting date can be made.

## **3 Annual Review of Governance**

It is a requirement of the Articles of Association of NPAT that the Chairs and vice-Chairs of the Committees and the Full Governing Board must be elected annually. At the same time, the Terms of Reference of the sub-Committees should be reviewed and ratified.

This policy contains the following elements, which have to be reviewed and confirmed annually.

- (i) Dates of meetings for the forthcoming academic year
- (ii) Terms of Reference for the School Improvement Committee (in principle)
- (iii) Terms of Reference for the Finance and Personnel Committee (in principle)
- (iv) Structure of the Full Governing Board
- (iv) Structures of the Committees (within the Terms of Reference, in principle)

#### **4 Dates for the Academic Year 2017-8: Committees and Full Governing Board**

September 14, 2017	February 8, 2018
October 12, 2017	March 29, 2018
December 7, 2017	May 24, 2018
	July 12, 2018

All Committees and Full Governing Board meetings are scheduled for Thursdays, commencing at 18.00h.

#### **5 Full Governing Board: roles and responsibilities**

Tony Covington  
Chair of Governors  
School Improvement Committee  
Community Governor (science)  
Member of the Northampton Primary Academy Trust

Alan Scott  
Vice-Chair of Governors  
Chair, Finance and Resources Committee  
Community Governor

Matthew Bushell  
Teacher  
Associate Governor

Carol Crane  
Teaching Assistant  
Associate Governor

Marisa Hallcup  
Chair, School Improvement Committee  
Parent Governor (Collective Worship)

John Holland  
Finance and Resources Committee  
Community Governor

Emma Jacox  
Assistant Head and SENCO  
School Improvement Committee

Angela Manning  
Bursar, co-opted Governor  
Finance and Resources Committee

Emmeline Mitson  
School Improvement Committee  
Parent Governor (early years)

Hannah Denny  
Staff Governor  
Finance and Personnel Committee

Leigh Wolmarans  
Head Teacher  
Trustee of Northampton Primary Academy Trust Partnership

David Whitehead  
Associate Governor (finance, maths)



**Lings Primary School**

**School Improvement  
Committee**

**Terms of Reference:  
July 2017**

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## **Role**

The School Improvement Committee is established to assist the Full Governing Body in fulfilling its responsibilities in directing the management of the School.

The Committee will discuss and debate issues including Behaviour, Safeguarding, Inclusion, School Development, School Improvement, academic progress in the School, Special Educational Needs, Community Cohesion and Change Management in School and provide information and, where necessary, recommendations to the Full Governing Body.

See also list of Policies for which the Committee is responsible.

## **Membership**

The Committee will consist of at least four Governors, including the Chair of Governors and the Head Teacher. In addition, teachers may be co-opted as Subject Matter Experts or attend as Observers, but they will not have voting rights.

The Committee will appoint a Chair from within its membership.

## **Quorum**

A Quorum will consist of three members, but must include the Head Teacher or his/her representative.

## **Meetings**

The Committee will meet at least once per term or more frequently, as required by the membership.

## **Functions**

The main functions of the Committee are to monitor the outcomes of teaching with regard to attainment and achievement and the standards set by the Full Governing Body for the Head Teacher and Staff and to oversee the programme of improvement as it applies to standards in the School in general.

The Committee will ensure that the School continues in its programme to optimise its teaching provision and offer the pupils the best possible facilities and resources, consistent with prudent budgeting.

The Committee will therefore undertake the following tasks.

### **Attainment and Achievement**

1. Discuss the annual School targets with the Head Teacher and review the outcomes on a termly and annual basis.
2. Monitor and evaluate progress and standards through the analysis of data provided by the School and other agencies.
3. Monitor and evaluate progress through reviewing written work produced by the children.
4. Monitor and evaluate progress through reviewing the role of teacher-pupil interaction as evidenced in workbooks.
5. Report to the Full Governing Body on progress towards the targets set out in the School Development Plan.

### **School improvement**

1. Contribute to the preparation of the long term School Development Plan and the School Improvement Plan and monitor progress on the implementation of each against the five outcomes on Every Child Matters:
  - (i) Stay Safe

- (ii) Be Healthy
  - (iii) Enjoy and Achieve
  - (iv) Make a Positive Contribution
  - (v) Achieve Economic Wellbeing
2. Prepare and review policy documents relating to the strategic management of the School.
  3. Undertake, in consultation with the Head Teacher and the School Improvement Partner (SIP) or similar, a termly review of the Self Evaluation Form (SEF) to ensure it is kept up to date.
  4. Ensure that the statutory responsibilities of the Full Governing Body are fulfilled in relation to Safeguarding Children.
  5. Monitor and review pupil attendance.
  6. Review, at least annually, the pattern and use of exclusions within the School and report to the Full Governing Body.
  7. Promote and support positive Home-School relationships to the benefit of pupils, parents and staff, including the adoption and periodic review of the Home-School Agreement.
  8. Contribute to the School Profile or similar required literature.
  9. Undertake any other School Improvement tasks as required by the Full Governing Body.

## **Policies**

The Committee will review and approve the following Policies, for ratification at the appropriate Full Governing Body meetings.

Acceptable Use  
Accessibility Plan  
Anti-Bullying  
Attendance  
Behaviour  
Business Continuity Plan and Annexe  
Collective Worship  
Community Cohesion  
Data Protection  
Emergency Plan  
Equality and Diversity  
Exclusion  
Health and Safety  
Home-School Agreement  
Internet Use  
Learning and Teaching (Curriculum)  
Looked After Children  
Restrictive Handling  
Sex Education



# Lings Primary School

## Finance and Personnel Committee

### Terms of Reference: July 2017

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## **Role**

The Finance and Personnel Committee is established to assist the Full Governing Body in fulfilling its responsibilities in directing the management of the School.

The Committee will discuss and debate issues including School Finance, Personnel and Performance Management, Health and Safety, and Change Management and provide information and where necessary recommendations to the Full Governing Body.

## **Membership**

The Committee will consist of at least four Governors, including the Chair of Governors and the Head Teacher. In addition, teachers may be co-opted as Subject Matter Experts or attend as Observers, but they will not have voting rights.

The Bursar will be a co-opted member, but without voting rights. The Committee will appoint a Chair from within its membership.

## **Quorum**

A Quorum will consist of three members, but must include the Head Teacher or his/her representative.

## **Meetings**

The Committee will meet at least once per term or more frequently, as required by the membership.

## Functions

The main function of the Committee is to exercise the financial and staffing powers given to it by the Full Governing Body and to advise the Head Teacher on general financial and staffing matters relating to the school. It will ensure that the School has strategic plans in place to deliver effective teaching and learning within the School budget.

The Committee will therefore undertake the following tasks.

## Finance

1. Ensure the School adheres to the conditions of the Department for Education and the Northampton Primary Academy Trust for financial prudence and probity.
2. Oversee the longer term strategic planning of the School's finances.
3. Agree and recommend any financial arrangements between Lings Primary School and the Northampton Primary Academy Trust.
4. Oversee the preparation of the annual budget plan and ensure it links to the School Development Plan priorities agreed by the Full Governing Body.
5. Agree the final budget and recommend it for final approval to the Full Governing Body.
6. Agree the level of delegation to the Head Teacher for the day to day financial management of the School.
7. Monitor expenditure and ensure corrective action is taken where necessary.
8. Evaluate spending, to ensure value for money.
9. Monitor income and expenditure of all public funds according to the agreed timescale.
10. Monitor income and expenditure of monies from all other sources.

11. Approve transfer of monies between budget headings within agreed limits.
12. Ensure accurate accounts are kept.
13. Ensure key financial decisions are properly recorded.
14. Authorise signatories for the School bank account.
15. Ensure the audit of non-public (voluntary) funds.
16. Establish the procedures for Governors to claim expenses.
17. Undertake, with an External Facilitator (normally another Head Teacher from the Northampton Primary Academy Trust), the Annual Performance Review of the Head Teacher.
18. Define and recommend scales of pay for the Head and Deputy Head Teachers.
19. Ensure a register of pecuniary and business interests for Governors and staff is kept and is open to inspection.
20. Make decisions in respect of service agreements and contracts.
21. Determine whether sufficient funds are available for pay increments.
22. Ensure the School meets any required deadlines for financial management.
23. Exercise prudence in managing the School's financial health.

## **Personnel**

1. Determine and review the staffing structure of the School annually or as required.
2. Establish procedures for the recruitment and selection of staff, excluding Head Teacher appointments.
3. Review teachers' salaries and that of the Head Teacher annually, as required by the Teachers' Pay and Conditions document.
4. Contribute to the School Profile.
5. Carry out other staff related tasks as delegated by the Full Governing Body.

## Health and Safety

1. The Committee will undertake a full inspection of the premises and grounds, liaising with external agencies as appropriate, at least once in each academic year.
2. Carry out inspections of the School with the designated Security Officer and ensure that the School's Emergency Plan is rehearsed at least once a year.
3. Report each term to the Full Governing Body on security matters, including inspections of the premises and grounds, together with comments, recommendations and funding implications.
4. Be responsible for Safer Recruitment matters on behalf of the Full Governing Body.
5. Ensure that statutory Safeguarding training is completed by all relevant staff and kept up to date.
6. Designate a named, nominated Governor for Safer Recruitment.

## **Policies**

The Committee will review and approve the following Policies, for ratification at the Full Governing Board meetings.

Anti-Fraud and Corruption

Best Value Statement

Charging

Complaints

Code of Conduct

Delegation of Governing Body Financial Powers and Duties

Finance

Freedom of Information

Gifts, Hospitality and Entertaining

Grievance Procedure

Inclusion (with SEN)

Medicines

Minibus

Performance Management

Safe Recruitment

Teachers and Support Staff Pay

Whistleblowing

Whole School Food

NPAT Discretions

NPAT Pay