



Cantrell Primary School Governing Body

Terms of Reference and Scheme of Delegation

Academic Year 2021 - 2022

Date updated – October 2021 Review date Autumn 2022

Instrument of Government

1. The name of the school is **Cantrell Primary & Nursery School**;
2. The school is a community school;
3. The name of the governing body is "The governing body of Cantrell Primary & Nursery School";
4. The governing body shall consist of:
 - 2 Elected Parent Governors;
 - 1 Local Authority Governor;
 - 1 Elected Staff Governor;
 - 1 Headteacher;
 - 10 Co-Opted Governors;
 - 1 associate member.
5. The total number of governors is 15 plus 1 associate member;
6. The reconstitution of the Governing Body was agreed at the Full Governing Body meeting held on 17th December 2018, with effect to take place on 1st January 2019;

This instrument was made by order of Alistair Conquer, Head of Service, Education Partnerships.



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 work with the following committees: -

- School improvement committee;
- Curriculum, pupils and personnel committee.

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

| Function | Task | FGB | Comm | Head | Ind gov | Delegated to |
|---|--|-----------------------------|------|------|----------------------|---------------------|
| 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. | ✓ | ✓ | | | FGB |
| | To determine or not whether to pay governor allowances for out of pocket expenses and approve a governor's allowances policy. | ✓ | ✓ | ✓ | ✓ | FGB |
| 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 school's admissions policy every 7 years or when proposing changes. | ✓ | ✓ | | | FGB |
| | Implement LA's admission arrangements. | ✓ | ✓ | | | FGB |
| | 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 | |
| Behaviour Policy | | Recommended annually | | | Head | |
| Behaviour principles written statement | | Recommended annually | | | FGB or committee | |
| Register of pupils' admission to school | | Live document | | | FGB, ind Gov or Head | |
| 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. | ✓ | ✓ | | | FGB |

| | | | | | | |
|---|---|-----------------------------|-------------|-------------|------------------------|---------------------|
| | 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 | Consider any disapplication for pupil(s). | | | ✓ | | Head |
| | Ensure the curriculum is compliant with the Equality Act. | ✓ | ✓ | | | FGB |
| | Approve the Sex and Relationships Education Policy (SRE). | ✓ | ✓ | ✓ | ✓ | FGB |
| | Ensure provision of religious education. | ✓ | ✓ | ✓ | ✓ | Head |
| | Ensure arrangements, including risk assessments, are in place for residential and school visits. | ✓ | ✓ | ✓ | | Head |
| Policies/documents: | | Frequency of review | | | Approved by | |
| Equality information and objectives | | Every 4 years | | | FGB, committee or Head | |
| SRE Policy | | Recommended annually | | | FGB, committee or Head | |
| Function | Task | FGB | Comm | Head | Ind gov | Delegated to |
| Extended services | Approve the provision of extended services. | ✓ | ✓ | | | FGB |
| | Implement additional services provision and inform parents. | | | ✓ | | Head |
| | Ensure delivery of quality services. | ✓ | ✓ | ✓ | ✓ | Head |
| | Monitor the financial sustainability of school operated services. | ✓ | ✓ | | | FGB |
| | Cease the extended services provision. | ✓ | ✓ | | | FGB |
| Policies/documents: None to consider | | | | | | |
| Function | Task | FGB | Comm | Head | Ind gov | Delegated to |
| Finance & budgets | Approve the annual budget plan. | ✓ | ✓ | | | FGB |
| | Monitor school finances and agree adjustments as necessary. | ✓ | ✓ | | | FGB |
| | Approve the Lettings Policy. | ✓ | ✓ | ✓ | ✓ | Comm |
| | Approve the Charging and Remissions Policy. | ✓ | ✓ | ✓ | ✓ | Comm |
| | To approve arrangements for obtaining quotations and inviting tenders. | ✓ | ✓ | | | FGB |
| | Approve delegated spending authorities to the Head. | ✓ | ✓ | | | FGB |
| | Enter into contracts (within the financial limits set by the FGB). | ✓ | ✓ | ✓ | | Head |
| | Complete the School Financial Value Standard (SFVS). | | ✓ | | ✓ | Chair |
| | Receive, consider and approve the School Financial Value Standard (SFVS). | ✓ | | | | FGB |
| | Ensure the income from Pupil Premium/ PE and Sport Premium are being spent effectively pupils. | ✓ | ✓ | | | Comm |
| Policies/documents: | | Frequency of review | | | Approved by | |
| Finance and Administration Policy | | Recommend annually | | | FGB or committee | |
| Charging and Remissions Policy | | Recommended 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. | ✓ | ✓ | | | FGB |
| | Receive ad hoc notifications of serious incidents | ✓ | ✓ | | | FGB |

| | Approve Health and Safety Policy. | ✓ | ✓ | ✓ | | FGB |
|---|--|--|------|------|------------------------|--------------|
| | Ensure an emergency plan and business continuity plan is in place. | ✓ | ✓ | ✓ | | Head |
| Policies/documents: | | Frequency of review | | | Approved by | |
| First Aid Policy | | Recommended annually | | | FGB or committee | |
| Health and Safety Policy | | Annually | | | FGB or LA | |
| Emergency plan | | Live document | | | FGB, committee or Head | |
| Business continuity plan | | Live document | | | FGB, committee or Head | |
| Premises management documents | | Recommended annually | | | FGB, committee or Head | |
| Function | Task | FGB | Comm | Head | Ind gov | Delegated to |
| Parents & the community | Ensure all information on the school website is current and compliant with the School Information Regulations. | ✓ | ✓ | ✓ | ✓ | Head/FGB |
| | Approve the concerns and complaints procedure and Complaints Policy. | ✓ | ✓ | ✓ | ✓ | FGB |
| | Ensure statutory requirements are met in accordance to General Data Protection Regulations (GDPR) and the Data Protection Act. | ✓ | ✓ | ✓ | | Head/FGB |
| | Ensure the school is compliant with the Freedom of Information Act. | ✓ | | | | FGB |
| Policies/documents: | | Frequency of review | | | Approved by | |
| School information published on school website | | Live document, at least annually | | | FGB, committee or Head | |
| Complaints Policy | | Recommended annually | | | FGB, committee or Head | |
| Freedom of Information statement | | FGB to determine | | | FGB | |
| General Data Protection Regulation statement | | FGB to determine | | | FGB | |
| GDPR Policy (non-statutory but recommended) | | 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 | |
| Function | Task | FGB | Comm | Head | Ind gov | Delegated to |
| Pupil wellbeing | Appoint a designated to champion the educational achievement of looked after children on the school roll and reports to the GB annually. | ✓ | ✓ | ✓ | | Head |
| | Approve the LAC policy. | ✓ | ✓ | | | FGB |
| | Ensure school food standards are being met. | | | ✓ | | Head |
| | Ensure the provision of free school meals to pupils meeting the criteria. | | | ✓ | | Head |
| | Ensure the curriculum is compliant with the Equality Act legislation and publish equality objectives and KPI's. | ✓ | ✓ | ✓ | | Head |
| | Make arrangements for supporting pupils with medical conditions. | | | ✓ | | Head |
| | Approve the policy on supporting children with medical conditions. | ✓ | ✓ | | | Comm |
| Policies/documents: | | Frequency of review | | | Approved by | |
| Register of pupils' attendance | | Live document | | | FGB, committee or Head | |
| Accessibility Plan | | Every three years | | | FGB | |
| Looked After Children Policy | | Recommended annually | | | FGB | |
| Provider access statement (secondary only publish on school site) | | FGB to determine | | | Proprietor | |
| Child Protection Policy and procedures | | Annually | | | FGB | |

| Supporting pupils with medical conditions | | Recommended annually | | | FGB | |
|--|---|---|------|------|------------------------|--------------|
| Early Years Foundation Stage Policies | | FGB to determine | | | FGB or committee | |
| 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. | ✓ | | ✓ | ✓ | Chair |
| | Undertake Safeguarding checklist in the school. | | | ✓ | ✓ | Chair |
| | Review and approve the safeguarding/child protection policy and procedures, including Keeping Children Safe in Education, annually. | ✓ | ✓ | ✓ | | FGB |
| | 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 the dates of school terms, holidays and inset days. | ✓ | ✓ | ✓ | | Head |
| | 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 |
| Staff performance and pay | Approve the Teacher Appraisal Policy. | ✓ | ✓ | | | FGB |
| | Approve the School's Pay Policy. | ✓ | | | | FGB |
| | 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 pay recommendations. | | ✓ | | | Comm |
| 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. | ✓ | ✓ | ✓ | | Head |
| | Approve staffing structure changes. | ✓ | ✓ | | | FGB |
| | Appoint an external adviser to support appraisal governors in the Headteacher appraisal. | ✓ | | | | FGB |
| | Undertake the annual appraisal of the Headteacher. | | ✓ | | | Comm |
| | Consider and approve the recommendations of the appraisal governors from the Headteacher's appraisal. | ✓ | | | | FGB |

| | | | | | | |
|---|--|-----------------------------|---|---|-------------------------|-------|
| | Establish a selection panel to recruit the Headteacher or Deputy Headteacher. | ✓ | | | | FGB |
| | Accept the Headteacher or Deputy Headteacher resignation. | ✓ | | | | FGB |
| | Suspend the Headteacher. | | | | | Chair |
| | Dismiss the Headteacher. | ✓ | | | | FGB |
| | Appoint teaching/non-teaching staff. | | | ✓ | | Head |
| | Suspend teaching/non-teaching staff. | | | ✓ | | Head |
| | Dismiss teaching/non-teaching staff. | | | ✓ | | Head |
| | Regularly review, amend and approve policies relating to staffing matters (e.g. absence management, disciplinary, capability). | ✓ | ✓ | | | FGB |
| | Determine dismissal payments/early/phased retirement. | ✓ | ✓ | ✓ | | Head |
| Policies/documents: | | Frequency of review | | | Delegated to | |
| Staff Capability Policy | | Recommended annually | | | FGB or committee | |
| Staff discipline, conduct and grievance procedures | | Recommended annually | | | FGB | |
| Procedures for dealing with allegations of abuse against staff | | Recommended annually | | | FGB | |
| Newly qualified teachers (NQT's) | | Recommended annually | | | FGB | |
| Whistleblowing procedures | | Recommend annually | | | FGB or committee | |

Election of Officers

NAME School Governing Body has agreed: -

- The Chair and Vice Chair serve for a period of one year
- 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: Susan Anthony

Date Elected: 11th October 2021

Term End: Autumn 2022

Vice Chair of Governors: TBC

Date Elected: TBC

Term End: Autumn 2021

Committees

Curriculum, Pupils and personnel Committee

CHAIR: Julie Whitworth

Date elected: October 2021

Term end: Autumn 2022

School Improvement Committee

CHAIR: Susan Anthony

Date elected: October 2021

Term end: Autumn 2022

Pupil Discipline Committee

CHAIR: Susan Anthony

Date elected: October 2021

Term end: Autumn 2022

Staffing and HR processes committee

CHAIR: Susan Anthony

Date elected: October 2021

Term end: Autumn 2022

Staffing and HR processes appeals committee

CHAIR: Andrew Moore

Date elected: October 2021

Term end: Autumn 2022

Appendix 2

The decisions made by the governors at their meeting on **12th October 2021** regarding the review of committee membership.

Curriculum, Pupils and Personnel Committee

All Governors are invited to attend the meeting.

School Improvement Committee

All Governors are invited to attend the meeting.

Statutory Committees

Pupil Discipline Committee

This committee has the following members:

All members of the Governing Body, except the Head Teacher and staff governors, from which any three may be called upon, subject to availability and non-conflict of interest.

Eligible governors will be selected in alphabetical order.

Staffing & HR Processes Committees

This committee has the following members:

All members of the Governing Body, except the Headteacher and staff governors, from which any three may be called upon subject to availability and non-conflict of interest.

Eligible governors will be selected in alphabetical order.

Staffing & HR Processes Appeal Committee

This committee has the following members:

Different members of the Governing Body, except the Headteacher and staff governors, from which any three may be called upon subject to availability and non-conflict of interest.

Eligible governors will be selected in reverse alphabetical order.

Performance Management Governors

Mrs S Anthony and Mr Moore

Pay Committee

Mrs Anthony, Mr Moore and Mrs Acikgoz

Pay Appeals Committee

Mr Halcro, Mrs Whitworth and Mrs Curzon

Appendix 3

GOVERNOR(S) RESPONSIBILITY

Please indicate the name of the governor(s) who has been delegated the initial responsibility for the following categories. These responsibilities are to be reviewed annually by the full governing body.

| | Governor Name | Agreed dates of visits |
|--|--|-------------------------------|
| CHAIR: | Mrs S Anthony | |
| VICE CHAIR: | Mr A Moore | |
| CHILD PROTECTION GOVERNOR: | Mrs S Anthony Mrs J Whitworth | |
| EQUAL OPPORTUNITIES/EQUALITIES GOVERNOR: | Mrs R Acikgoz | |
| HIGHER ABILITY CHILDREN GOVERNOR: | Mrs J Whitworth | |
| MATHS / NUMERACY GOVERNOR: | Mr P Halcro | |
| HEALTH & SAFETY GOVERNOR: (links to healthy and safe educational visits) | Mr R Surman Mrs S Anthony | |
| ENGLISH / LITERACY GOVERNOR: | Mr A Moore | |
| ICT GOVERNOR: | Mrs S Anthony | |
| SPECIAL EDUCATIONAL NEEDS GOVERNOR: (inclusion / link to behaviour management) | Mrs J Whitworth | |
| PSHE | Mrs S Anthony Mrs J Whitworth | |
| TRAINING CO-ORDINATOR GOVERNOR: | Mrs S Anthony | |
| PERFORMANCE MANAGEMENT GOVERNORS: | Mrs S Anthony Mr A Moore | |
| COMMUNITY LIAISON / EXTENDING SCHOOLS GOVERNOR: | Mrs J Whitworth | |
| ASSESSMENT / STANDARDS OF ATTAINMENT GOVERNOR: | Mrs D Weaver | |
| HUMANITIES | Mr A Moore | |
| SCIENCE | Mr A Moore | |
| EARLY YEARS AND EXTENDED SERVICES | Mrs N Curzon Mrs J Whitworth | |
| PE | Mrs R Acikgoz | |
| MUSIC | Mrs R Acikgoz | |
| MFL | Miss S DeBarr | |
| Art | Mrs N Curzon | |