



Southwold Primary School Governing Body

Terms of Reference and Scheme of Delegation

Academic Year 2019 - 2020

Date completed: Autumn 2019

Review date: Autumn 2020

Instrument of Government

1. The name of the school is Southwold Primary School and Early Years Centre
2. The school is a community school.
3. The name of the governing body is “The Southwold Primary School and Early Years Centre”
4. The governing body shall consist of;
 - 8 x Co-Opted Governors;
 - 1 x Headteacher;
 - 1 x Local Authority Governor;
 - 2 x Elected Parent Governors
 - 1 x Elected Staff Governor.
5. Total number of governors 13
6. The reconstitution of the Governing Body was agreed at the Full Governing Body meeting on 12th February 2015, this instrument of government comes into effect on 1st March 2015.

This instrument was made by order of Mr 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 conduct all its business as a full Governing Body, and to work collectively without committees OR to work with the following committees:-

- Pupil & Personnel
- Strategic & Development
- Finance

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.	✓	✓			
	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	
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.	✓	✓			

	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.	✓	✓			
	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	
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.	✓	✓			
	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		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.	✓				
	Ensure appropriate actions are taken and resources are available to meet health and safety statutory requirements.	✓	✓			
	Receive ad hoc notifications of serious incidents	✓	✓			

	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		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.	✓	✓	✓	✓	
	Approve the concerns and complaints procedure and Complaints Policy.	✓	✓	✓	✓	
	Ensure statutory requirements are met in accordance to General Data Protection Regulations (GDPR) and the Data Protection Act.	✓	✓	✓		
	Ensure the school is compliant with the Freedom of Information Act.	✓				
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.	✓	✓	✓		
	Approve the LAC policy.	✓	✓			
	Ensure school food standards are being met.			✓		
	Ensure the provision of free school meals to pupils meeting the criteria.			✓		
	Ensure the curriculum is compliant with the Equality Act legislation and publish equality objectives and KPI's.	✓	✓	✓		
	Make arrangements for supporting pupils with medical conditions.			✓		
	Approve the policy on supporting children with medical conditions.	✓	✓			
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.	✓		✓	✓	
	Undertake 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.	✓				
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.	✓	✓	✓		
	Ensure that the school meets for 380 sessions in a school year.			✓		
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staff performance and pay	Approve the Teacher Appraisal Policy.	✓	✓			
	Approve the School's Pay Policy.	✓				
	Establish a pay committee to manage the annual salary review.	✓				
	Ensure that evidence of performance reflects the pay progression recommendations for all teachers. Approve the pay recommendations.		✓			
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.	✓	✓			
	Appoint an external adviser to support appraisal governors in the Headteacher appraisal.	✓				
	Undertake the annual appraisal of the Headteacher.		✓			
	Consider and approve the recommendations of the appraisal governors from the Headteacher's appraisal.	✓				

	Establish a selection panel to recruit the Headteacher or Deputy Headteacher.	✓				
	Accept the Headteacher or Deputy Headteacher resignation.	✓				
	Suspend the Headteacher.					Chair
	Dismiss the Headteacher.	✓				
	Appoint teaching/non-teaching staff.			✓		
	Suspend teaching/non-teaching staff.			✓		
	Dismiss teaching/non-teaching staff.			✓		
	Regularly review, amend and approve policies relating to staffing matters (eg. absence management, disciplinary, capability).	✓	✓			
	Determine dismissal payments/ early/phased retirement.	✓	✓	✓		
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

Southwold Primary School Governing Body has agreed:-

- The Chair and Vice Chair serve for a period of four years
- 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: Kathryn Truman

Date Elected: 01.03.2019

Term End: 28.02.2023

Vice Chair of Governors: Wendy Greenwood

Date Elected: 01.03.2019

Term End: 28.02.2023

Committees

Finance Committee

Chair: Wendy Greenwood

Date Elected: 18.11.2019

Term End: 17.12.2020

Pupil Discipline Committee

Chair: Kathryn Truman

Date Elected: TBC

Term End:

Pay Committee

Chair: Wendy Greenwood

Date Elected: TBC

Term End:

Committee membership

The governing body meeting on 18TH November 2019, the membership and remits, detailed in the Scheme of Delegation, of committees were reviewed and agreed.

Finance committee

Committee members:-

Wendy Greenwood

Kathryn Truman

Chris Birchall

Pay committee

Committee members:-

Wendy Greenwood

Michelle Gabbitas

Eleanor Forward

Pay appeals committee

Committee members:-

Kathryn Truman

Caroline Hennigan

Pupil discipline committee

Committee members:-

Kathryn Truman

Sally Holmes

Staff Dismissal Committee

Committee members:-

Kathryn Truman

Michelle Gabbitas

Staff Dismissal Appeal Committee

Committee members:-

Wendy Greenwood

Eleanor Forward