



# Governors Handbook

## October 2023

Review Date: October 2024

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# Introduction

Thank you for giving up your time to be a governor of Beckers Green School. I hope you will find the experience interesting and rewarding. This short booklet gives you some practical information about the school and governing body, which I hope you find useful. It is not meant to be a definitive guide so please contact me or another governor if you have any problems or queries.

The school is a part of the Saffron Academy Trust. Each academy is served by a Local Governing Body (LGB) which meet jointly and are dedicated to the belief that that the education of the whole child is fundamental.

Rachel Foster  
*Chair of Governors*

## Statement to parents

Governors are the strategic leaders of our schools and have a vital role to play in making sure every child gets the best possible education. For maintained schools such as ours this is reflected in the law, which states that the purpose of maintained school governing bodies is to ‘conduct the school with a view to promoting high standards of educational achievement at the school’

In all types of schools, governing bodies should have a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils;
3. Overseeing the financial performance of the school and making sure its money is well spent.

As Governors we will work with staff and parents to help children enjoy their learning and achieve their potential in all aspects of school life. Our vision is evidenced in the school statement, “Be challenged, Be inspired, Be you.”

We do this by:

- Ensuring that all our pupils enjoy and benefit from the highest quality teaching and learning, delivered by a team of teachers and support staff who are pupil centered, passionate about their roles/responsibilities and who are experts in their field.
- Ensuring that the school is financially sound, making best use of its income in ways which have a positive impact on the quality of teaching and learning, achievement, assessment and pupils’ experience of school.
- Ensuring support for all groups of children to include boys, girls, more able, vulnerable learners, EAL, Pupil premium and children with special educational and or medical needs is of the highest standard so that all children are supported to achieve their best.
- Evaluating the school’s effectiveness and benchmarking performance against other schools locally and nationally.
- Ensuring that all stakeholders have the opportunity to contribute to the development of the school and the quality of education it provides.
- Helping to create and sustain a school community in which all parents and carers, pupils, staff and visitors feel welcome and valued.
- Working in collaboration with other schools in our local community and the wider education community to ensure that all pupils receive the best provision possible and that the transition between schools is as smooth as possible.

## **School Details**

Beckers Green Primary School  
Beckers Green Road  
Braintree  
Essex  
CM7 3PR

Tel: 01376 322687

E-mail: [admin@beckersgreen.essex.sch.uk](mailto:admin@beckersgreen.essex.sch.uk)  
[www.beckersgreen.essex.sch.uk](http://www.beckersgreen.essex.sch.uk)

## **Statistics September 2023**

Number of classes: 11

Number of children on roll: 311

Number of teaching staff: 16

Number of teaching assistants: 30

Number of admin staff: 4

Number of support and catering staff: 5

Number of governors: 9 plus Headteacher

Member of Saffron Academy Trust from September 2020

**Date of last OFSTED inspection: June 2023**

# The Governors Role

For both new Governors the role is often exciting and challenging;

- What do we need to do?
- Are we doing it?
- Is it helpful to the school?

To remind us of our purpose the key activities are set out below.

**Working Strategically:** Through setting clear targets e.g. annual budgets and the school improvement plan, we help achieve the short and long-term objectives for school improvement.

**Monitoring:** Ensuring policies are working and standards are met. Evaluating how well we are doing and where to go next.

**Being Accountable:** Achieving best value, providing information to parents and carers, the LEA, the Trust and OFSTED.

**Having a Structure:** Working together through planned meetings and keeping accurate records.

**Supporting the School:** Visiting to know and understand the school. Developing links with subject managers and staff to develop our knowledge and skills.

**Training:** Attending training to develop our knowledge and skills in Governance

There is a clear distinction between the role of the Governing body and that of our Head, we need to remind ourselves of this, as it is easy to confuse the roles.

To find out more look at 'Roles of Governing Bodies and Head Teachers' - a copy is available on the Governor shelf in the first-floor resource area.

## Other useful sources of information

A guide to the law for school Governors  
Committee Terms of References  
Last Ofsted inspection report and action plan  
SATS results  
School prospectus

School Development Plan  
SEF  
Latest Headteacher Report  
Financial regulations  
Trust website – Saffron Academy Trust

These documents are available to you, please ask if you would like a copy.

The school website also holds valuable information including many statutory policies.

# Mutual Expectations

## **Governing Body expects that the School will:**

- Understand and respect its statutory role and purpose
- Recognise the shared commitment to improving the education provided for all pupils
- Respect governors as volunteers who bring other skills, experiences and perspectives, and value their contribution
- Work openly with the Governing Body and provide clear, concise and relevant information on which to base decisions
- Enable all governors to become involved in the life of the school
- Contribute to the induction, training and development of governors
- Ensure that where educational jargon is unavoidable it is, at least explained
- Direct the Governors role, so that they have an impact on school development

## **School expects that the Governing Body will:**

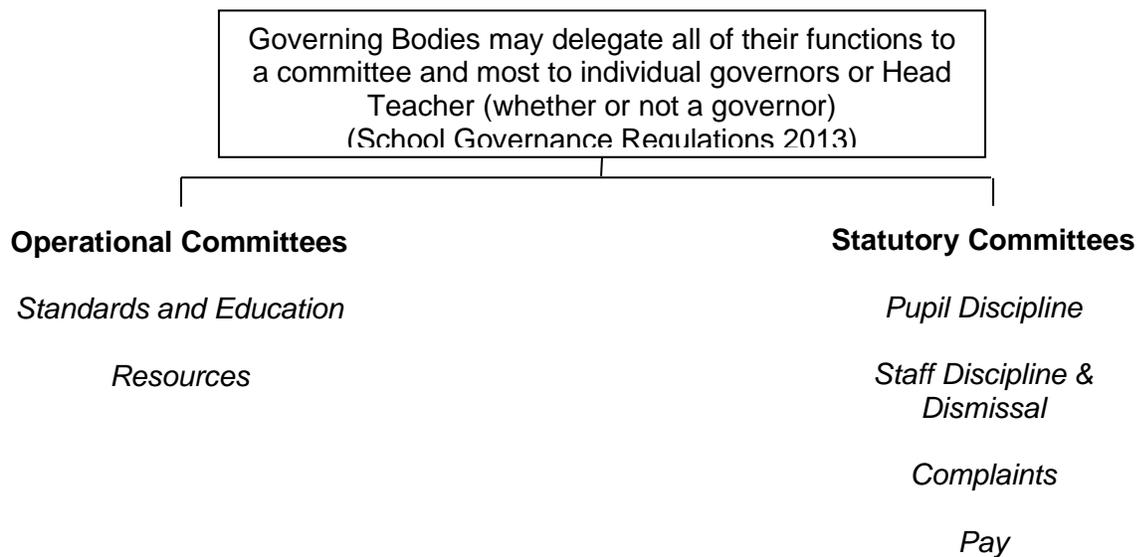
- Undertake their governance role and become involved and known in school
- Respect the professional expertise of the Head Teacher and staff
- Work openly in partnership with the Head Teacher and staff for the benefit of the school and its pupils
- Demonstrate its commitment, collectively and individually
- Act and take decisions that are in the best interests of the school and not those of self, individuals or groups
- Support the school with parents and in the community
- Recognise the need for both governor induction and on-going training and development

## **It is expected of individual governors that they will:**

- Enhance the work of the Governing Body
- Be a critical friend at meetings but not openly critical in public
- Demonstrate their commitment by getting to know the school and being involved in supporting school activities

- Prepare for meetings so that they are well informed, having as a minimum read all the papers sent out with the agenda
- Attend meetings (Governing Body/committees/working groups) and play an active part
- Support the school with parents and in the community
- Recognise the corporate status of the Governing Body and the concept of collective responsibility
- Respect confidentiality and the need to act with circumspection
- Accept responsibility for their own training and development

## Governing Body Structure



The issue of confidentiality is significant, and all governors must respect that information gained in a governance role cannot not passed to others as it may compromise the school or individuals associated with it. Staff and parent governors may find themselves at times in a difficult role but the need for confidentiality must prevail

The Governing Body has many specific responsibilities as defined in the School Governance regulations etc. including:

- The responsibility for the conduct of the school
- Setting targets in standards and achievement
- Ensuring the School has a Curriculum policy; in particular, the teaching of National Curriculum subjects and RE and deciding on provision of sex education
- Statutory responsibilities regarding SEND
- Ensuring policies relating to the School's operation are prepared and are reviewed regularly
- Providing information for parents
- Financial Management
- Personnel matters, including staff appointments as appropriate
- Management and maintenance of buildings
- Pupil discipline and behaviour
- Monitoring and evaluating the activities of the school
- Drawing up an Action Plan after an inspection by OFSTED and overseeing its implementation

If you are struggling in any way with your role as a governor, please contact any member of the governing body for support and advice.

## **Beckers Green Primary School Governing Body Standing Orders**

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and Governors' Handbook 2015.

### **1 Chair and Vice-Chair**

- 1.1 The governing body must set the term of office for the chair and vice chair before the election takes place. This can be between one and four years. The term of office for each will end on a date agreed by the governing body.
- 1.2 The governing body cannot conduct its business without an elected chair.
- 1.3 When the chair and vice-chair are due for election, the governing body will elect both positions from among its number (though excluding any employee of or a pupil at the school).
- 1.4 The governing body will decide in advance of the election the process of election for either or both positions.
- 1.5 If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- 1.6 The clerk will take the chair when the chair is being elected. Otherwise, the chair will conduct all meetings of the governing body except that, in his/her absence, the vice-chair will take the chair.
- 1.7 If the election of the chair or vice-chair is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.
- 1.8 If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.
- 1.9 If the chair resigns, or has to relinquish the office for any reason, the vice-chair will act as chair until a successor is appointed at the next meeting of the governing body. The election of chair will be a specific item of business on the agenda for that meeting.
- 1.10 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be elected at the next meeting of the governing body.
- 1.11 If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 10 days to elect their successors.
- 1.12 The chair and/or vice-chair can be removed from office by resolution of the governing body, unless the chair has been nominated by the Secretary of State pursuant to section 67 of the EIA 2006.
- 1.13 A resolution to remove the chair or vice-chair from office will not take effect unless the matter is specified as an item of business on the agenda. The governor proposing the removal must state his/her reasons for doing so at the meeting. The chair or vice-chair must be given the opportunity to make a statement in response before he/she withdraws from the meeting and the governing body votes on the proposal to remove the chair or vice-chair from office.

### **2 Calendar of Meetings**

- 2.1 The governing body will meet at least three times per academic year.
- 2.2 Committees will meet at a frequency determined by the governing body, currently once a term.
- 2.3 The governing body will set the dates for its meetings, including those of any committee for the next school year at the final meeting of the previous school year.

### **3 Timing and Duration of Meetings**

- 3.1 Meetings will start at times which are acceptable to the governing body.

#### **4 Alternative arrangements for governor participation at meetings**

4.1 The governing body may approve alternative arrangements for governors to participate or vote at meetings.

Governors may only participate or vote at meetings which they attend at the venue stated on the agenda;

4.2 A meeting will only take place if there is a physical quorum for the meeting (i.e. if a quorate number of governors is in attendance at the stated venue for the meeting). If governors participate/vote at meetings but are not in attendance due regard will be paid to confidentiality and fair and equal contribution to the meeting.

4.3 The clerk will physically attend the meeting in order to record the minutes.

#### **5 Quorum**

5.1 The quorum for all business of the governing body is one half (rounded up to a whole number) of the total number of governors in place; not including any governor vacancies.

5.2 Meetings which become inquorate will be discontinued, or meetings which become inquorate will continue but no legal decisions may be made.

#### **6 Clerking**

6.1 The governing body will determine the arrangements for appointing a clerk for meetings of the full governing body and committees.

6.2 Governors and the headteacher cannot be clerk to the governing body.

6.3 The headteacher cannot be appointed as clerk to a committee.

6.4 If the clerk does not attend a meeting the governors present at the meeting can appoint a member of the governing body or committee (but not the headteacher) to act as clerk for that meeting.

6.5 The governing body can remove their clerk from office by resolution at a governing body meeting. If the school does not have a delegated budget, the local authority may dismiss the clerk and appoint a substitute, but the local authority must consult the governing body before doing so.

#### **7 Associate Members**

7.1 The governing body can appoint Associate Members to serve on one or more governing body committees and attend full governing body meetings.

7.2 An associate member may be removed from office by the governing body at any time.

7.3 Associate Members are appointed as members of committees established by the governing body or as members of the governing body. They are appointed for a period of between one and four years and can be reappointed at the end of their term of office. Associate Members are not governors and are not recorded on the Instrument of Government.

7.4 Associate Members do not have the right to vote at governing body meetings. The governing body can give limited voting rights to Associate Members on committees at the time of appointment.

7.5 Associate Members cannot count towards a quorum for any meeting of the full governing body or committee on which they serve.

#### **8 Withdrawal from meetings**

8.1 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

8.2 If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.

## **9 Convening meetings**

9.1 All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.

## **10 Notice of Meetings**

10.1 Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each governor, (b) the headteacher (whether or not that person is a governor), (c) any associate member and (d) the local authority, where an agenda item for the meeting involves consideration of a change of school category.

10.2 Non-receipt of notice of a meeting will not invalidate the meeting

10.3 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

## **11 Agenda**

11.1 The agenda will be prepared by the clerk in accordance with any determination of the governing body and in consultation with the chair and the headteacher and where the clerk is also the clerk to any committees the chair of the committee and the headteacher.

11.2 Any governor may place an item on the agenda by writing to the clerk.

11.3 Wherever possible papers that inform agenda items will be put on the One drive with the agenda.

## **12 Late Items/Any Other Business**

12.1 The agenda will include 'Notification of AOB' immediately after 'Apologies for Absence' and any governor wishing to raise an urgent meeting item must give notice at this time.

12.2 The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

## **13 Suspension of Governors**

13.1 The governing body may suspend a governor for a period of up to six months under circumstances set out in Regulation 17 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

13.2 A governor can only be suspended if one or more of the following grounds apply:

- the governor is paid to work in the school and is the subject of disciplinary proceedings in relation to his/her employment
- the governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a governor under Schedule 6 of the Constitution Regulations
- the governor has acted in a way that is inconsistent with the school's ethos or with the religious character and has brought or is likely to bring the school or the governing body or his office into disrepute
- the governor is in breach of his/her duty of confidentiality to the school or the staff or to the pupils

13.3 Any motion to suspend a governor must be specified as an agenda item of the meeting for which at least seven days' notice must be given.

13.4 A governor who is suspended must be given notice of any meetings and must be sent agendas, reports and papers for any meetings during their suspension.

#### **14 Governors' Expenses**

14.1 The governing body will prepare a policy on the payment of expenses of governors in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

#### **15 Attendance**

15.1 The clerk will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.

15.2 Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned).

#### **16 Minutes of Meetings**

16.1 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.

16.2 Within 10 school days of the meeting, the draft minutes will be sent by the clerk to the chair for checking and to the headteacher.

16.3 Copies of the draft minutes, once 'approved' by the chair, will be circulated on the One Drive.

16.4 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.

16.5 Those matters which the governing body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

16.6 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

16.7 Minutes made available for inspection will include papers forming part of the meeting

16.8 A copy of the signed minutes will be sent to the LA if requested.

#### **17 Confidentiality of Proceedings**

17.1 Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting

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#### **18 Correspondence**

18.1 Significant items of correspondence will be circulated to all governors as and when received/presented to each meeting of the governing body for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.

18.2 The governing body will determine by resolution who may write letters on behalf of the governing body, either generally or on specific issues.

#### **19 Information and Advice**

19.1 The headteacher has a statutory duty to keep the governing body fully informed and will present a written report to each termly meeting of the governing body.

19.2 At the autumn term meeting each year the governors will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results.

19.3 Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.

19.4 Where information required by the governing body is not readily available, reasonable time will be given for its production.

19.5 Where expertise is needed but not available within the governing body, the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members.

## **20 Discussion and Debate**

20.1 The chair will ensure that meetings are run effectively, focusing on priorities and making best use of time available and ensuring that all governors enjoy equality of opportunity to express their views and participate in decision making.

20.2 The governing body will receive and note, without debate, any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.

## **21 Decision-making**

21.1 Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or to an individual.

21.2 Every question to be decided at a meeting of the governing body is to be determined by a majority of the votes of the governors present and voting on the question; proxy voting is not allowed. Voting by telephone or video conferencing is only permitted where the governing body have adopted alternative arrangements for governor participation as set out in Section 4 above.

21.3 Where there is an equal division of votes the chair (or the person acting as chair for the purpose of the meeting) has a second or casting vote – except in the case of a selection panel deciding who, if any, candidate to recommend to the governing body for appointment as head/deputy.

21.4 Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors request a secret ballot. There is no second or casting vote in the election of chair.

21.5 Decisions of the governing body are binding upon all its members.

21.6 Decisions of the governing body (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.

## **22 Urgent Action**

22.1 The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff
- a meeting could not be called in sufficient time to deal with the matter
- the matter is one which can be delegated to an individual under regulations

22.2 If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing body.

## **23 Public Statements**

23.1 Public statements on behalf of the governing body will be made only by the chair or those delegated to make them.

## **24 Access to Meetings of the Governing Body**

24.1 Apart from governors, the only people entitled to attend a meeting of the governing body are the headteacher (whether or not they are a governor), the clerk, where appropriate, associate members and any such other persons as the governing body may determine. No substitute members are permitted.

24.2 Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.

24.3 When the headteacher is absent, the deputy headteacher will attend in his/her place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting headteacher).

24.4 The governing body can require any non-governor present at a meeting to leave at any time.

24.5 If a meeting is to be opened to parents/the public, reasonable notice will be given.

24.6 The deputy headteacher/s will be invited to attend meetings of the governing body as observer/observers, as part of their professional development.

24.7 The headteacher may invite officers (deputy headteacher, bursar, head of department etc.) to attend meetings on an occasional or regular basis. All officers are there in an advisory role and have no voting rights, unless they have an additional role such as staff governor.

## **25 Pecuniary Interests and Other Specified Conflict of Interest**

25.1 The governing body will maintain a register of the pecuniary and personal interests of its members in a file, each entry being a statement completed by and signed by the relevant governor.

25.2 As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.

25.3 The register of interests form will be published on the website and reviewed on annual basis.

25.4 A governor must withdraw from a meeting, if he/she (or a close relative or partner):

- stands to gain financially from a matter under consideration
- has a personal interest in a matter under consideration
- is a relative of a pupil, a parent or an employee being discussed
- is a school employee, other than the headteacher, and the pay or performance of school employees is under discussion
- is the headteacher and the pay or performance of the headteacher is under discussion

25.5 When a committee is considering:

- disciplinary action against an employee or against a pupil or
- a matter arising from an alleged incident involving a pupil

a governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations, or is a witness in the case.

## **26 Complaints and Staff Discipline**

26.1 The governing body will establish procedures for dealing with general complaints.

26.2 The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

## **27 Delegation of Functions**

27.1 No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 22.1) unless authority to do so has been delegated formally by resolution of the governing body.

27.2 Where required under the school governance regulations and in other cases in order to ensure the most efficient conduct of its business, the governing body will:

- delegate work to committees, individual members of the governing body and/or the headteacher, if not a governor
- set up working groups to provide information and/or make recommendations to the governing body

27.3 The arrangements for delegating functions will be reviewed annually by the full governing body.

27.4 In delegating functions to individuals, the governing body will have regard to the restrictions set out in Regulation 18 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

## **28 Committees**

28.1 Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation.

28.2 When establishing committees the governing body will ensure compliance with the regulations concerning the constitution of the committees and will:

- determine the membership (including non-governors where permitted and appropriate)
- determine the reserve membership to cover for the absence of ordinary members
- appoint the chair of each committee annually/allow the committee to elect its chair
- establish and record terms of reference
- review the membership and terms of reference annually
- decide whether or not to confer voting rights on any or all non-governors for those matter where non-governors are not prohibited from voting under the regulations
- determine when the committees shall meet
- determine arrangements for reporting back
- review the need for, and the membership of, committees annually; set the quorum for each committee (minimum quorum is 3)

28.3 The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.

28.4 The governing body will establish committees for the following purposes:

- a staff appeal (pay, discipline and grievance)
- pupil discipline (exclusions)

28.5 All committees and individuals with delegated powers will report in writing to the next meeting of the governing body about any decisions made or action taken.

28.6 No governor who served on the relevant first committee or had any previous involvement with the matter under appeal may serve on an appeal committee.

28.7 All committees with delegated powers will keep formal minutes, and copies will be presented to the next meeting of the governing body.

28.9 All meetings of committees will be clerked by a person who is not the headteacher.

## **29 Working Groups**

29.1 In establishing working groups the governing body will:

- determine the membership, including non-governors, and the method of appointing the chair
- allow working groups to determine their own timetables within given limits
- determine procedures for reporting back

29.2 The headteacher has the right to attend any working group meeting.

29.3 Working groups established for specific purposes will be discontinued when their work has been completed.

29.4 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body/committee.

## **30 Safeguarding Pupils**

30.1 All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body.

30.2 Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

## **31 Code of Conduct**

31.1 Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the (autumn) term meeting.

# **ROLE OF THE CHAIR OF GOVERNORS**

The Chair's functions include:

- Ensuring the business of the Governing Body is conducted properly, in accordance with the legal requirements
- Ensuring that meetings are run efficiently, focusing on priorities and making best use of the time available
- Ensuring that all members have equal opportunities to participate fully in discussions and decision making
- Encouraging all members of the Governing Body to work together as a team
- Forwarding to and advising the Governing Body on information received
- Liaising with the Head teacher

- Acting in cases which may properly be deemed “emergency”. This is defined in the statutory School Governance (Procedures) Regulations 2003 and applies where a delay in exercising the function would be seriously detrimental to the interests of the school, a pupil, parent or member of staff
- Acting in accordance with functions delegated by the Governing Body to “take action on day to day matters as may be required by the Head teacher and report on any such actions at each full Governing Body meeting”
- Making public statements on behalf of the Governing Body (including any contact with the press).
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### **ROLE OF THE VICE CHAIR**

The Vice Chair will deputise for the Chair in their absence and carry out the duties as specified in the Role of the Chair.

### **ROLE OF THE CLERK**

The Clerk will be accountable to the Governing Body, working effectively with the Chair, Head teacher and other governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad legislative framework. The Clerk will secure the continuity of Governing Body business and observe confidentiality requirements.

### **Meetings**

The Clerk will:

- Work effectively with the Chair and Head teacher before the Governing Body to prepare a purposeful agenda which takes account of DfE, LEA and Trust issues and is focussed on school improvement
- Encourage the Head teacher and others to produce agenda papers on time
- Produce collate and distribute the agenda and papers so that recipients receive them at least seven days and preferably ten before the meeting
- Record the attendance of governors at the meeting and take appropriate actions re absences
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting
- Take notes of Governing Body meetings to prepare minutes, including indicating who is responsible for actions

- Record all decisions accurately and objectively with timescales for actions
- Send drafts to the Chair and Head teacher for amendment/approval by the Chair
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing body – forward to the Trust
- Advise absent governors of the date of the next meeting
- Provide signed minutes to be retained at School, as an archive record
- Liaise with the chair, before the next meeting to receive an update on progress of actions agreed previously by the Governing Body
- Chair that part of the meeting at which the Chair is elected

## **Membership**

The Clerk will:

- Maintain a database of names, addresses and category of Governing Body members and their term of office
- Maintain copies of current Terms of Reference, committee membership and nominated governors
- Advise governors and appointing bodies of the expiry of the term of office before the term expires so that elections or appointments can be organised in a timely manner
- Inform the Governing Body and LEA of any changes to its membership
- Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors
- Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged with the school

## **Advice and information**

The Clerk will:

- Advise the Governing Body on procedural issues
- Have access to the appropriate legal advice, support and guidance
- Ensure that new governors have a copy of the DfES Guide to the Law and other relevant information
- Advise on the requisite contents of the school prospectus
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the Governing Body
- Maintain records of the Governing Body correspondence

## **Additional tasks**

The Clerk may:

- Clerk some or all statutory and non-statutory Governing Body committees
- Assist with the elections of parent, teacher and staff governors
- Give advice and support to governors taking on new roles
- Participate in and contribute to the training of governors in areas appropriate to the clerking role
- Prepare briefing papers for the Governing Body as necessary
- Maintain the policy schedule and advise the relevant committees when policies are due for review

## Training and the link Governor

All new governors will be inducted into the school. All Governors are then expected to undertake training during their time in office. Training courses are free of charge and organized through Governor Services.

Each Governor will receive a course catalogue with all courses and venues listed.

Governors must attend the induction courses to develop a basic understanding of governance. This training is then supplemented by training relevant to your role within the governing body and to suit your interests.

Online training is also available. Ask the link governor for details.

Our link governor will book places on courses for you, advise on suitable training and record who has undertaken training. We will use this information to ensure our team is suitably trained and up to date.

The link will provide us with reminders and a gentle push if we need it!

A record will be maintained of all training completed so we can match the needs of the Governing body with the skills required.

Our link governor is Rachel Foster. Please ask her for information or support on training and advise her of any training you have recently attended.

# Governor Visits

In order to develop our Governors role and profile within school it is essential that Governors visit school and take an active part in school life. However, we need to balance this against the needs of our school and staff, as our role is mainly a strategic one. To help us achieve this balance the following protocol has been developed;

- All Governors will have some subject/accountability role.
- Governors should aim to visit at least once each term and develop a positive working relationship.
- Appointments should always be made for visits into school and these should be arranged through the school office. Please try to give at least one week's notice.
- All visits should have a purpose and an outcome. Visit details should be recorded on the visit form and filed in the school office. A copy is shown on page 12 of this booklet and can be emailed to you.
- Governors should always sign in via the online system held in the reception area and wear a visitor badge during each visit.
- Governors should be prepared to provide feedback on visits at meetings as required.
- Governors are welcome to join staff for coffee and tea breaks but we must be careful not to infringe on staffs' personal time e.g. lunch breaks.
- Class visits are not inspections; please do not take notes in the classroom. Join in with class activities and get a feel for what is going on. These visits are about getting to know staff and pupils, building trust and learning how the school works.
- Monitoring visits are more formal and involve assessing how the school is performing against key school objectives such as those in the single plan or an OFSTED report. Here you need to be objective and professional in your assessment, judgement and feedback. This is about school practice; it is not our role to consider individual performance.

- **Before a class visit**

Always speak to the class teacher before a visit to find out about the lesson, if there are any issues you need to be aware of and how you can support the teacher in class

- **During the visit**

Be on time, follow the agreed protocol, be prepared to get involved and take positive actions to support the school. Try not to take notes in classroom settings remember what you have seen and heard

- **After the visit**

Thank the teacher and the children. Discuss with the teacher what you have seen and done and what has happened.

Write up your report and email to Chair of Governors, Headteacher & Clerk of Governors.

## Governor Responsibilities

<b>Responsibility</b>	<b>Governor</b>
<i>Child Protection/ Safeguarding</i>	<i>Vicky Powell / John Styman</i>
<i>Health and Safety</i>	<i>Daniel Humphreys</i>
<i>Link Training Governor</i>	<i>Rachel Foster</i>
<i>Special Educational Needs and Academically More Able and Talented Pupils</i>	<i>Rachel Foster</i>
<i>Whistleblower Governor</i>	<i>Chair</i>
<i>English</i>	<i>Rachel Foster</i>
<i>Maths</i>	<i>John Styman</i>
<i>EYFS</i>	<i>Rachel Foster</i>
<i>Science</i>	<i>Vicky Powell</i>
<i>Geography and History</i>	<i>Vicky Powell</i>
<i>Computing and E-Safety</i>	<i>Ravi Thokala</i>

# Governor Visit Form

## Beckers Green Primary School Governors Visit Report

<b>Name of Governor:</b>				
<b>Date of Visit:</b>				
<b>Staff/class/key stage or activities visited:</b>				
<b>Activities that took place during the visit (please tick):</b>	Classroom visit		Talking to pupils	
	Attending assembly		Looking at displays	
	Looking at pupil's work		Meeting with coordinator	
	Talking to other staff		Looking at resources	
	Attending lunchtime		Meeting the Headteacher	
	Observing Support Staff			

<b>Purpose of Visit:</b>
<b>Links with the SDP (identify the area and target in the SDP this visit is linked to):</b>
<b>Questions or actions carried over from previous visits or Governor meetings:</b>
<b>Observations or questions answered related to the visit purpose (record what you saw or experienced):</b>
<b>Other comments (children's behaviour, quality of wall displays, inclusion):</b>
<b>Any key issues arising for the governing body (Resource allocations, issues for the future, further visits):</b>

Signed (Governor)

Date:

Please send completed form to CoG / Head / Clerk of Governors

# Monitoring

Monitoring is a key activity for governors

The purpose is to find out what we are doing.

In your monitoring role you must be familiar with school policy and the school targets for your allocated responsibility area.

For your meetings with your subject link/coordinator you may wish to discuss the following:  
Additional questions can be found on the governor section of the School development plan for each priority.

What is the subject plan?

How is the subject taught?

How well are we progressing in relation to our targets?

What are our strengths and weaknesses?

How well do different pupils progress? (e.g. boys and girls, pupil premium or special needs children)

Are pupils making good progress i.e. at least two thirds of a level each year

What are our targets and are we on track to meet them?

How do we check?

What are we doing to improve?

## **In relation to SATs results/ IDSR report**

Have we met our targets; if not why not?

How do our results compare with .... ?

Previous years? – Is there a trend?

Similar schools?

National standards?

Other subjects?

Our targets?

Boys/girls

SEN/FSM

Pupil Premium

This is not an exhaustive list; however, it should help you to develop your knowledge and understanding and allow you to provide informed feedback to the governing body.

It is useful to read the subject leads latest report before your visit

## Staff

Mrs C Smyth	Headteacher, Assessment lead, Designated safeguarding lead
Mrs E Carvalho	Deputy Headteacher / SENCO – Pupil Premium and Music Lead
Mr C Butler	Class Teacher Kangaroos – UKS2 lead and Math's lead
Mr N Browning	Class Teacher Jaguars – Modern Foreign Language Lead
Mrs E Westwood	Class Teacher Iguanas - Healthy schools and PE
Mrs T Sanders	Class Teacher Iguanas –
Miss K Finch	Class Teacher Hippos – English Lead
Mrs K Barefield	Class Teacher Giraffes – LKS2 Lead, Curriculum and PSHE Lead
Ms. N Edwards	Class Teacher Flamingos
Mrs J Ward	Class Teacher Elephants (Job Share) – RE and Computing Lead
Miss E Healy	Class Teacher Elephants (Job Share) – Art Lead
Mrs L Perry	Class Teacher Dolphins – Geography Lead
Miss R Hatchman	Class Teacher Crocodiles – EYFS and KS1 Lead, Phonics and Early Reading Lead
Mrs N Jones	Class Teacher Bears
Miss L Wheatley	Class Teacher Antelopes – Design Technology Lead
Mrs E Godier	Cover Teacher

### **P.E Co-Ordinators**

Miss S Brown	P.E Coordinator
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### **Admin**

Mrs D Frisby	Business Manager
Mrs Z Di Paola	Office Assistant
Mrs C Darch	Office Assistant
Mrs T Fenn	SENCO Admin Support

### **Caretaking**

Site Manager	Mr. S Dale
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### **Learning Support Assistants**

Mrs D Amos	Mrs E Barrett	Mrs Chandler
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Mrs L Dorrian  
Mrs C Earle  
Mrs L Geall  
Mrs J Lloyd  
Mrs S Sheldrick (EAL)  
Mrs C Sudbury  
Mrs Phillips  
Miss Louis  
Miss Brown

Mrs K Charles  
Ms. O'Dell  
Mrs J Marks  
Mrs Smith  
Mrs Martin  
Miss K Thorogood  
Mrs Pascal Millington  
Miss Lampard  
Mrs C Stock

Miss E Terry  
Mrs Hanlon  
Mrs J Mathew  
Mrs C Gray  
Mrs S Munford  
Mrs F Malek  
Miss Barclay  
Miss R Blackwell

**Inclusion Team**

Mrs E Carvalho	SENCO
Mrs W Dunne	Pastoral support manager
Mrs S McCormick	Family Liaison Worker

**Lunchtime Supervisors**

Mrs C Earle

**Breakfast Club**

Mrs D Amos  
Mrs J Lloyd

**Catering Team**

Mrs T Guppy	Catering Manager
Mrs Baker	Kitchen Assistant
Mrs Delfino	Kitchen Assistant
Mrs Tuttlebury	Midday Assistant

## Meeting Schedule 2023/2024 Governing Body and Committees

### AUTUMN TERM

MEETING	DATE	TIME
Pay committee	2 November 2023	7.00pm
Governing Body (Planning)	14 September 2023	5.30pm
Standards and Education	1 November 2023	5.30pm
Resources and Staffing	2 November 2023	5.30pm
Governing Body	22 November 2023	5.30pm

### SPRING TERM

MEETING	DATE	TIME
Standards and Education	14 February 2024	5.30pm
Resources	13 February 2024	5.30pm
Governing Body	6 March 2024	5.30pm

### SUMMER TERM

MEETING	DATE	TIME
Standards and Education	5 June 2024	5.30pm
Resources and staffing (budget)	4 June 2024	5.30pm
Governing Body	26 June 2024	5.30pm

**Minutes from all committees should be available for despatch with the agenda and supporting papers for the Governing Body meetings**

# **Governing Body Committee Membership – 2023/24**

## **Standards and Education**

Rachel Foster – vice chair  
Claire Smyth  
Rosie Hatchman  
Victoria Powell - chair  
John Styman  
Emma Carvalho  
Ravi Thokala

Quorum: 3 Governors

## **Resources and Staffing**

Paul Foster - chair  
Claire Smyth  
John Styman – vice chair  
Rachel Foster  
Catherine Pimblett  
Daniel Humphreys  
Emma Carvalho  
Dawn Frisby

Quorum: 3 Governors

## **PUPIL DISCIPLINE \***

Any 3 governors except Staff Governors.

## **STAFF DISCIPLINE\***

Any 3 governors except Staff Governors.  
Paul Foster

## **STAFF DISCIPLINE APPEALS\***

Any 3 governors except Staff Governors and those who formed the related Staff Discipline Committee.  
(Note: Responsibility for dismissal of staff below Deputy Head level has been delegated to the Head Teacher – Personnel Committee minutes 18 May 2004 para 8 refers.)

## **STAFF PAY COMMITTEE**

Paul Foster - chair  
Catherine Pimblett – vice chair  
John Styman

## **HEADTEACHER'S PERFORMANCE COMMITTEE**

Rachel Foster  
Daniel Humphreys  
John Styman

## **PAY APPEALS COMMITTEE**

Any 3 non staff Governors not involved in the initial decision and who are not members of staff.

The Governing Boards of Beckers Green Primary School and Great Bradfords Infant school agree to form a joint committee to share good practice and jointly discharge the governing boards functions for hearing staff grievances, parental complaints and pupil discipline issues as and when required. The chair and vice chair will be elected on an annual basis (which will rotate between representatives of both schools upon each election). The committee will use the services of the clerks already employed by both schools. The committee will meet as circumstances dictate. The individual and collective development needs of the committee will be audited and appropriate training needs identified.

## SAFFRON ACADEMY TRUST

### TERMS OF REFERENCE FOR LGB COMMITTEES 2023-24

Saffron Academy Trust (SAT) and (where appropriate) the Local Governing Body will appoint the members of all these committees at the first meeting of the new school year. At their first meeting following their appointment, committee members will elect a Chair and Deputy Chair to serve for the year.

#### Resources & Staffing Committee

##### Membership

To comprise a maximum of 11 Governors including the Headteacher and/or a member of the Academy's SLT/LG deputising for the Headteacher and at least one Parent Governor, one Staff Governor and one appointed Governor. A member of the Central Services finance team will attend at least 3 LGB Resources & Staffing Committee meetings per annum. By arrangement, Central Services will provide a member of staff to attend further meetings of the committee if required. The committee shall invite, as required, any relevant expert to the meeting, either externally or from within the Trust, to provide advice and information. The Chair of the Governors is an ex officio member of this committee.

<i>Chairpersonship</i>	A Governor excluding the Headteacher or Chairperson of the SAT Resources and any Staff Governor and the Chairperson of other non-statutory committees.
<i>Clerk</i>	The Clerk to the Governors
<i>Quorum</i>	Three Governors other than the Headteacher
<i>Frequency of Meetings</i>	Once per term, or additionally as required
<i>Minutes</i>	To be circulated to the members of the committee and to the Local Governing Body, and to the SAT Resources Committee (no later than 10 days prior to the next SAT Resources Committee meeting)

##### Terms of Reference

- 1 To make recommendations to the Local Governing Body concerning the general condition, security, usage and development of the school buildings and their fabric and sites; the provision of resources and services; any proposal for the acquisition or disposal of buildings, site and equipment where grant funding has been obtained; and health and safety requirements.

In particular, the committee will:

- 1.1 Develop the long-term plan for buildings and site to meet any curriculum, capacity and health and safety requirements;
- 1.2 In conjunction with the (school's building consultants/architects), and as advised by the SAT Head of Facilities and Operations, oversee the production of any capital bid; the allocation and claim of any formula allocation grant; the planned maintenance

programme for both the premises and the site; and the progress and standard of work being undertaken by building contractors;

- 1.3 Consider and progress any project to improve existing or to provide new facilities/services;
  - 1.4 Oversee the setting up of contracts for services as determined by the Local Governing Body;
  - 1.5 Consider where it is appropriate to use contract services or in-house services, including cleaning, grounds maintenance and catering and to monitor same from time to time;
  - 1.6 Review the school's health & safety policy on an annual basis; and monitor health & safety matters by receiving the minutes of the Health & Safety Committee and regular reports from the SAT Head of Facilities and Operations; receive an annual report on H&S training carried out;
  - 1.7 Ensure that arrangements are in place to maintain the cleanliness and tidiness of the school site;
  - 1.8 Oversee arrangements for lettings and community use:
  - 1.9 Receive regular reports from the SAT Head of Facilities and Operations on the Asset Management Plan.
2. The committee will monitor the school's budget. It will receive the outturn following the end of every financial year. It will monitor progress against the current budget and receive and review the budget for the following financial year, making recommendations as necessary to the SAT Board.

In particular, but without limitation to, the committee will have oversight of and monitor the expenditure of the following cost centre areas; Catering, Letting, Scheduled Maintenance, Ongoing Maintenance, all Capital Projects, all ICT expenditure and Capitation accounts. The committee shall have the right to refer any concerns they may have in respect of such expenditure to the relevant individual or committee, or to the LGB for discussion.

3. To develop and keep under review policies relating to the employment, recruitment, selection, appointment, promotion, appraisal, grievance, discipline, redundancy/early retirement, remuneration and terms and conditions of employment of all staff.  
In particular, the committee will:
- 3.1 Recommend to the Governing Body any changes necessary to fulfil current employment legislation.
  - 3.2 Ensure that statutory requirements for safeguarding are in place for the recruitment of staff.
  - 3.3 Receive, consider and make recommendations to the Governing Body (acting on behalf of the Saffron Academy Trust) on the overall staffing provision of the school, including the management structure and salaries and to encourage good management practice.

- 3.4 Ensure Headteacher performance management is carried out.
- 3.5 Recommend the names of Governors to the Governing Body to serve on the selection panel for any Headteacher or Deputy/Assistant Headteacher appointment. Teaching staff appointments up to and including TLR 2A are delegated to the Headteacher. For posts carrying TLR 1B and above, a member of the Governing Body will be on the appointment panel.
- 3.6 Monitor the staff performance management arrangements.
- 3.7 Approve the annual plan for staff in-service training.
- 3.8 Ensure that arrangements are in place for the induction of new staff.
- 3.9 Monitor and review staff consultation processes.
- 3.10 Ensure that all staff are aware that they can contact Essex County Council for advice on pensions.
- 3.11 Recommend the adoption of policies related to equal opportunities in relation to the staff of the school, e.g. gender and disability.
- 3.12 Keep under review the school's pay policy; to receive recommendations from the school management, having taken appropriate consultation through the school's consultative mechanism for staff.
- 3.13 Consider and recommend additional benefits to employees outside remuneration.

***Adopted by the Committee on: 18 October 2022***



## SAFFRON ACADEMY TRUST

### TERMS OF REFERENCE FOR LGB COMMITTEES 2023-24

Saffron Academy Trust (SAT) and (where appropriate) the Local Governing Body will appoint the members of all these committees at the first meeting of the new school year. At their first meeting following their appointment, committee members will elect a Chair and Deputy Chair to serve for the year.

#### Standards & Education Committee

The committee will monitor the provision of education to pupils at Beckers Green Primary and ensure that it is at the highest possible standard and of benefit to the full range of students.

#### Membership

To comprise a maximum of 11 Governors including the Headteacher, at least one Parent Governor, one Staff Governor and one appointed Governor. The Deputy Head(s) and Assistant Head(s) as relevant to be in attendance. The Chair of Governors is an ex officio member of this committee.

<i>Chairpersonship</i>	Any other Governor excluding the Headteacher and any Staff Governor and the Chairperson of other non-statutory committees.
<i>Clerk</i>	The Clerk to the Governors
<i>Quorum</i>	Three Governors other than the Headteacher
<i>Frequency of Meetings</i>	Once per term, or additionally as required
<i>Minutes</i>	To be circulated to the members of the committee and to the Governing Body (and to the SAT Standards Committee)

#### Terms of Reference

- 1 To review and monitor the school's educational policies on a two-year cycle, in line with statutory responsibilities and the schedule laid down by the LGB.
- 2 To receive and monitor curriculum area development plans.
- 3 To ensure that teaching programmes are:
  - free of any form of indoctrination;
  - comply with equal opportunities legislation
  - attend to any special educational needs of pupils being taught in the school.
- 4 To review the school's curriculum complaints procedure.

5. To review the school's Special Educational Needs & Disabilities (SEND) code of practice, in consultation with the Headteacher and the Special Educational Needs & Disabilities Co-ordinator.
6. To recommend to the Governing Body the times for the start and finish of the school day and the lunch-time period, together with the dates for the beginning and end of school terms and half-term breaks.
7. To oversee annually the curriculum plan and associated staffing levels.
8. To monitor the school's annual self-review process, including evaluation and inspection procedures.
9. To ensure appropriate arrangements for the pastoral care of pupils, including recommending governor appointments with responsibility for statutory tasks, e.g. special needs, child protection.
10. To receive reports on a regular basis from the school management on attendance, exclusions, CP referrals, racist incidents & bullying.
11. To review external examination performance measures, both attainment and progress.

***Adopted by the Committee on: 19 October 2022***