



Meole Brace School

Achievement · Respect · Community

The Local Governing Body

Includes the terms of reference for:

- **Local Governing Body**
- **Resources and Personnel Committee**
- **Standards, Curriculum and Welfare Committee**

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Responsible Staff Member(s):	Alan Doust
Responsible Governor(s):	Andy Clough

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The Local Governing Body (LGB)

1. Core Strategic Functions

The purpose of the governing body is to help the school provide the best possible education for its students. The governing body answers for its actions to the parents and the wider community for the school's overall performance. Its core strategic functions are:

- i. Establishing the strategic direction, by:
 - Setting the vision, values, and objectives for the school
 - Agreeing the school improvement strategy with priorities and targets
 - Meeting statutory duties

- ii. Ensuring accountability, by:
 - Appointing the headteacher
 - Monitoring progress towards targets
 - Performance managing the headteacher
 - Engaging with stakeholders
 - Contributing to school self-evaluation

- iii. Ensuring financial probity, by:
 - Setting the budget
 - Monitoring spending against the budget
 - Ensuring value for money is obtained
 - Ensuring risks to the organisation are managed

Probably the most important role governors have is to work with the senior leadership team to support the continuing improvement of the school.

2. The Role of the Chair of Governors

- a. To ensure the business of the Governing Body is conducted properly, in accordance with legal and Multi Academy Trust delegation requirements.
- b. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- c. To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair of Governors has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction.

Disqualification – Staff Governors, Associate Governors, the Headteacher

3. The Role of the Clerk to the Governing Body

- a. To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- b. To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- c. To convene meetings of the Governing Body.

- d. To attend meetings of the Governing Body and ensure minutes are taken.
- e. To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- f. To send out New Governor Packs to new members of the Full Governors.
- g. To maintain links with the National Governors Association.
- h. To give and receive notices in accordance with relevant regulations.
- i. To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Governors, the Headteacher

4. Governing Body Terms of Reference

- a. To agree constitutional and governance matters*, including procedures where the Governing Body has discretion.
- b. To recruit new members as vacancies arise and to appoint new governors* where appropriate.
- c. To hold at least four Governing Body meetings a year*.
- d. To appoint or remove the Chair and Vice Chair*.
- e. To appoint or remove a Clerk to the Governing Body*.
- f. To establish the committees of the Governing Body and their terms of reference*.
- g. Committee terms of reference are to be reviewed annually by the Governing Body and each Committee is responsible for ensuring the strategic development and monitoring of the areas of School activity and life which fall within its delegated remit (as outlined in its terms of reference).
- h. To appoint the Chair of any committee (if not delegated to the committee itself).
- i. To suspend a governor*.
- j. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*.
- k. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*.
- l. To approve the first formal budget plan of the financial year.
- m. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- n. To review the delegation arrangements annually.
- o. Governors may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions

****these matters cannot be delegated to either a committee or an individual***

5. Local Governing Body Membership

A governing body acts as a single person with an identity separate from its members. Responsibility for the actions and decisions of the governing body lies with the whole governing body rather than individual members.

Governing bodies must act as a group. Individual governors have no power outside the governing body and cannot act on behalf of the governing body unless authorised to do so or, in special cases, where emergency action is needed. All governors have to register any business interests annually. New governors should complete a form held by the school.

	Name	Governor	End of Term of Office	Contact Information
1	Mr Alan Doust (e)	Headteacher	-	a.doust@meole.co.uk
2	Mr Andrew Clough	Co-opted	1/1/2023	clough.a@meole.co.uk
3	Mrs Sue Homden	Co-opted	11/4/2023	homden.s@meole.co.uk
4	Ms Sara Altinok (e)	Co-opted	1/1/2023	sara.altinok@meole.co.uk
5	Mrs Julie Hughes	Co-opted	1/1/2023	govhughes.jh@meole.co.uk
6	Mrs Jayne Parkhurst	Co-opted	1/1/2023	parkhurst.j@meole.co.uk
7	Mr George Battson	Co-opted	25/9/2023	battson.g@meole.co.uk
8	Mr Euan Balmer (e)(p)	Staff	1/1/2023	balmer.e@meole.co.uk
9	Dr Elizabeth Spencer	Parent	1/1/2023	spencer.la@meole.co.uk
10	Ms Charlotte Laws (e)(p)	Parent	1/1/2023	laws.c@meole.co.uk
11	Mr Alan Oakley	Parent	1/1/2023	oakley.a@meole.co.uk
12	Mrs Nina Maxwell (p)	Parent	11/4/2023	maxwell.n@meole.co.uk
13	Mrs Bianca Davies (p)	Parent	11/4/2023	davies.b@meole.co.uk
14	Mrs Fiona Iddon (p)	Parent	4/3/2025	iddon.f@meole.co.uk
15	Mr Robert Court (p)	Parent	4/3/2025	court.r@meole.co.uk
16	Mrs Andrea Richardson (p)	Co-opted	4/3/2025	richardson.a@meole.co.uk
17	Mrs Ffion Carr (p)	Co-opted	4/3/2025	carr.f@meole.co.uk
18	Mrs Lavanya Venkatesh (p)	Co-opted	4/3/2025	venkatesh.l@meole.co.uk
19	Mrs Anna Brett (p)	Co-opted	4/3/2025	brett.a@meole.co.uk
20	Mr David Webb (p)	Co-opted	4/3/2025	webb.d@meole.co.uk
21	Mrs Liz Malpass (p)	Co-opted	4/3/2025	malpass.l@meole.co.uk

(p) = parent of current student; (e) = employee

Chair of the Governing Body: Mr Andy Clough

Vice-Chair: Mrs Sue Homden

Clerk to the Governing Body: Mrs Helen Woodbridge

Quorum: One half of the number of Governors rounded up to the nearest whole number

The Local Governing Body shall consist of: **the headteacher (ex officio); a minimum of 4 elected parents of pupils at the school** (however no more than 45% of the total LGB); **1 elected member of staff; a number of other appointed governors**, some of whom may be associate governors.

The total number of governors who are employees of the school shall not exceed one third of the total.

The school is an **Academy**. The total number of governors must exceed 9 and must be an odd number.

The Trust will appoint all governors, on the recommendation of the LGB.

Nominations are confirmed at a Local Governing Body meeting. The term of office is 4 years. The Local Governing Body appoints a chair and vice chair whose term of office is 1 year.

6. Meetings

- a) The Local Governing Body meets once a term (except in the autumn term when it meets twice) at 5.00pm.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

The Chair of Governors may also, at any time, call an extraordinary meeting for matters which are urgent.

7. Committees

A lot of the work of the LGB is carried out in committees which report to the full governing body.

At the first meeting of the academic year in September, the LGB appoints governors to serve on various committees and working groups. Clerks to committees are appointed by the LGB at that meeting. The chairs of these committees are either also agreed or, at the first meeting of the committee, the committee will appoint one, to be ratified by the LGB at its next meeting.

Each Committee will agree draft terms of reference to be ratified by the LGB. The terms specify the membership, quorum, notice for meetings, and business to be discussed. The terms will also specify powers and duties delegated to the committee by the LGB.

Committees report on their discussions to the LGB, by way of copies of agreed minutes and/or verbal reports by the chairs.

Categories of Committee

There are two categories of committee; those that meet regularly and those that only meet to discuss specific business. The Terms of Reference and membership of the 'ad hoc' committees are set out in other documents.

Committees that meet regularly:

- Resources and Personnel
- Standards, Curriculum and Welfare

Ad hoc/less frequent committees:

- Employment Issues Appeals Committee
- Complaints Committee
- Staff Discipline/ Dismissal Committee

- Staff Discipline/Dismissal Appeals Committee
- Headteacher Performance Management Review Committee

Working groups may also set up from time to time for specific purposes

8. Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference:

- 1) To liaise with the Headteacher and appropriate member(s) of staff.
- 2) To visit the School with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- 3) To regularly report to the Governing Body or appropriate committee on developments and progress within their area of responsibility.
- 4) To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- 5) To attend training as appropriate.

9. Link Governors

In addition to serving on committees, Governors may be asked to link with and develop a particular understanding of a particular aspect of School life. 'Link Governors' are appointed at the first LGB meeting in the Autumn Term.

10. Policies

The School is required by law to have in place a number of policies on a wide variety of issues. Policies are assigned to committees for scrutiny and to be recommended for approval by the LGB. Committees should review policies as and when changes are necessary.

11. Calendar

Dates for meetings of the LGB and committees are set in the summer term and are listed in the School Calendar. They may be altered by the Chairman of the committee in agreement with the members. The normal notice with agenda and minutes of the previous meeting should be sent to members 7 days before the date of the meeting. Where possible any discussion papers should be included with the notice, although sometimes these have to be tabled on the day of the meeting.

12. Training

A variety of training courses are offered by different providers. All Governors should attend New Governor training, and governors with particular responsibilities or interests may attend other courses. Courses should be booked by the School Governing Clerk. Governors who have attended courses are asked to report to the LGB on their experience.

There are other ways in which governors can increase their knowledge, skills and understanding:

- Talk to the Headteacher, Chair of Governors, Clerk to the Governors, other longer-serving governors/members of the senior leadership team

- Spend time in school (e.g. governor walkabouts)
- Read school policy documents
- Refer to the School Bus and National Governor Association (including Learning Link modules)
- Ask to sit on other committees as an observer

Under employment law, employers must give employees who are school governors, 'reasonable time off' to carry out their duties. Employers may give time off with pay, but do not have to do so.

13. Communication

The School compiles a list of governors' addresses, e-mail addresses and telephone numbers. Where possible, communication is by email, using the governors' school email address.

14. Safeguarding

All governors read, and sign to say that they have read, the latest Safeguarding advice; governors also scrutinise the School's Child Protection Policy and understand their duties relating to this area. In addition, all governors undergo a DBS check; there is always at least one governor who has undertaken Safer Recruitment Training; and the link governor for Safeguarding has undergone Governor for Safeguarding training.

15. New Governors

New governors will meet with the Headteacher and/or Chair of Governors and will receive a welcome pack, which will include:

Welcome letter	School prospectus	Ofsted report
LGB Terms of reference	Headteacher's report (previous two terms)	Keeping Children Safe in Education (KCSiE) policy ³
Register of business interests ¹	Code of conduct for staff	Safeguarding and child protection policy
Governor skills audit ²	School organisation chart	Trust board organisation
LGB minutes (previous two)	Admin chart	Dates of committees
Committee membership		Term dates

New governors will be access these via 'Teams' once they have been allocated their school email account. They will also be given access to the 'School bus' and the NGA.

1. New governors are to sign the business interest form and return to the Clerk of Governors.

2. New governors will be asked to complete the Governor Skills Audit (probably in advance of their acceptance on to the LGB).
3. New governors should read KCSiE and email the Designated Safeguarding Lead (Simon Iddon at iddon.s@meole.co.uk) to declare this has been done.

Resources and Personnel Committee

16. Functions

The main functions of the Resources and Personnel Committee (**R&P**) are to consider and monitor:

- the School's budget and financial position
- the implementation of School policies and procedures
- progress against the priorities in the School Improvement Plan, particularly those related to finance, premises and staffing
- the general state of the School site including buildings, equipment, materials
- health, safety and security arrangements
- School communication with stakeholders
- general personnel matters

17. Membership

	Name	Governor
1	Mr Alan Doust	Headteacher
2	Mr Andrew Clough	Co-opted
3	Mr Alan Oakley	Parent
4	Mrs Jayne Parkhurst	Co-opted
5	Mrs Nina Maxwell	Parent
6	Mrs Bianca Davies	Parent
7	Mr George Battson	Co-opted
8	Mrs Liz Malpass	Co-opted
9	Mrs Andrea Richardson	Co-opted
10	Mrs Lavanya Venkatesh	Co-opted
11	Mr David Webb	Co-opted
	Mr Rob Carlyle	In attendance

Chair of the R & P Committee:

Mrs Jayne Parkhurst

Vice-Chair of the R&P Committee:

Clerk to the Resources committee:

Mrs Jennie Fisher

Quorum: One half the membership of the committee rounded up to the nearest whole number

The membership of the committee shall be between six and ten members of the governing body including the Headteacher (ex officio). The School Senior Leadership Team may attend in an advisory capacity.

Except for the Headteacher, members shall be appointed annually at the autumn term meeting of the governing body.

Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.

The committee shall appoint the chair person. The Head or any other person employed at the school may not be appointed as chair person.

The governing body will appoint the clerk who shall not be the Headteacher.

18. Meetings

- a) The committee shall meet at least four times a year.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

19. Proceedings

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the governing body.
- c) Any recommendations shall be submitted to the next meeting of the governing body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

20. Terms of Reference

Financial Responsibilities

- a) Ensure value for money by making use of benchmarking information.
- b) Explore different expenditure options when assessing expenditure bids.
- c) Consider budget plans presented by the Headteacher and Director of Finance & Operations and monitor budgeted income and expenditure during the year.
- d) Approve the first formal budget plan each financial year.
- e) Propose financial decisions levels and limits for the Headteacher.
- f) Monitor and review appropriate policies and procedures for sound budgetary control including financial regulations.
- g) Ensure appropriate levels of reserves and balances.
- h) Consider likely future student numbers and assess the impact on funding levels.
- i) Establish a charging and remissions policy.
- j) Approve miscellaneous financial expenditure up to the agreed budget in line with the Trust Financial Procedures manual.

- k) Enter into contracts up to the limits of delegation and within required procedures and make payments within agreed financial limits.
- l) Consider and review a 3 year budget plan for the school taking into account local and national funding/pay estimates.

Health & Safety and Premises

- a) Deploy the buildings in the appropriate way to benefit the education of the students.
- b) Procuring and maintaining the school building, including developing a 5 year maintenance plan and applying for grants.
- c) Monitor the maintenance of the schools' sites to include undertaking an annual inspection of the premises and grounds.
- d) Approve priorities for major maintenance and development.
- e) Ensure that health and safety arrangements meet statutory requirements and that all Meole Brace staff and those visiting Meole Brace premises are aware of these arrangements.
- f) Monitor and make recommendations in respect of the security of the premises.
- g) Ensure adequate insurance arrangements are in place.
- h) Consider health and safety inspection reports and ensure appropriate action is taken.
- i) Review accident reports and make recommendations as appropriate.
- j) Review reports relating to fire drills and make recommendations as appropriate.
- k) Ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises, using this to inform any actions required.
- l) Consider the extended use of Meole Brace premises related to the health and safety requirements and matters relating to the charging policy.
- m) Review and make recommendations in respect of the Meole Brace health and safety policy and ensure appropriate steps are taken.

Personnel

- a) Provide advice, support and guidance on all personnel matters.
- b) Ensure that arrangements are in place for the appraisal of all staff including the Headteacher and that these relate to performance-related pay where appropriate.

- c) Ensure that arrangements for NQTs are in place.
- d) Monitor all staff development programmes and their impact.
- e) Monitor the Pay Policy and review it regularly to ensure it takes into account local and national developments.
- f) Ensure the pay of all Meole Brace School staff is reviewed annually and that they receive an annual salary letter.
- g) Approve Pay Discretions for the Headteacher.
- h) Monitor all HR policies and procedures and review them regularly to ensure they take into account local and national developments.
- i) Appoint the Headteacher and Deputy Headteacher selection panel that includes Trustee representation and the Executive Principal.
- j) Appoint other Teaching and non-teaching staff.
- k) Propose pay progression for the Headteacher.
- l) Approve pay progression for other members of staff at the school.
- m) Dismissal/suspension of other staff.
- n) Approve the staffing structure.
- o) Propose dismiss payments/early retirement.
- p) Implement the appraisal policy..
- q) Ensure that all procedures relating to the recruitment, selection and appointment of all staff meet statutory and safeguarding requirements ensuring that all appointment panels involve at least one person who has successfully completed the Safer Recruitment in Education course.
- r) Receive updates on staffing issues.
- s) Ensure that the HR Policies and Procedures are accessible by all staff.
- t) Consider and act upon any other matters which may arise or be delegated by the trust board.
- u) Refer matters to the LGB or other committees for guidance as appropriate.
- v) Review these terms of reference annually and take to the LGB for approval any suggested amendments.
- w) Provide advice, support and guidance on matters relating to Meole Brace finances and general purposes including health and safety.

Statutory Compliance

- a) Comply with and implement actions required to comply with statutory regulations, act of parliament and funding agreements governing the operation of the school.
- b) Provide the Trustees on an annual basis with copies of all [policies and procedures and a schedule for their review.
- c) Determine the accessibility plan.
- d) Obtain approval for and publish a freedom of information publication scheme listing the types of information available to the public from the school.
- e) Determine a governors allowances and expenses policy.

Standards Curriculum and Welfare Committee

21. Functions

The main functions of the Standards, Curriculum and Welfare Committee (**SCWC**) are to:

1. Ensure that the school offers a broad and balanced curriculum, and that relevant legislation is adhered to
2. Consider and monitor:
 - student achievement
 - the School Improvement Plan
 - all curricular policies
 - the delivery of sex education and RE/collective worship
 - equal opportunities insofar as they relate to a broad and balanced curriculum
 - extra-curricular activities, including collaboration with other schools
 - health and welfare policies and their application

22. Membership

	Name	Governor
1	Mr Alan Doust	Headteacher
2	Ms Sara Altinok	Co-opted
3	Mrs Julie Hughes	Co-opted
4	Ms Charlotte Laws	Parent
5	Dr Elizabeth Spencer	Parent
6	Mr Euan Balmer	Staff
7	Mrs Nina Maxwell	Parent
8	Mr Robert Court	Co-opted
9	Mrs Anna Brett	Co-opted
10	Mrs Ffion Carr	Co-opted
11	Mrs Fiona Iddon	Co-opted
	Mr Stephen Pierce	In attendance
	Mrs Mary Pope	In attendance

Chair of the SCWC committee: **Dr Elizabeth Spencer**

Vice-Chair of the SCWC committee: **Mrs Julie Hughes**

Clerk to the SCWC committee: **Mrs Jennie Fisher**

Quorum: One half the membership of the committee rounded up to the nearest whole number.

The membership of the committee shall be no fewer than six and no more than ten governors including the Headteacher (ex officio). Members of the senior leadership team may attend the meeting in an advisory capacity.

Except for the Headteacher, members shall be appointed annually at the autumn term meeting of the governing body.

Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.

The committee or the governing body shall appoint the chairman/chair at the first meeting in each academic year. The head or any other person employed at the school may not be appointed as chairman/chair.

The governing body shall appoint the clerk who shall not be the headteacher.

23. Meetings

- a) The committee shall meet at least four times a year.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

24. Proceedings

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the governing body.
- c) Any recommendations shall be submitted to the next meeting of the governing body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

25. Terms of Reference

- 1. To keep under review the secular curriculum for the School and the statement of policy and to make recommendations to the governing body where necessary to ensure that the curriculum is sufficiently broad and balanced, and relevant legislation is met.
- 2. To ensure that sufficient lesson time is provided for students to ensure a broad and balanced curriculum, and to recommend to the governing body any changes required.
- 3. To scrutinise the outcomes of the School's self evaluation including examination data, departmental performance and stakeholder surveys.
- 4. To consider and make recommendations to the governing body on the adoption of policies on specific subjects or aspects of the curriculum.

5. To determine such targets as the School is required to set.
6. To receive reports on the monitoring of the performance of students and to submit reports and recommendations to the governing body as necessary.
7. To carry out the governing body's responsibilities for the provision of assessment and other curriculum related statistics and information.
8. To ensure that the School's curriculum is compatible with the principles of equal opportunity.
9. To hear complaints about the curriculum or religious education or collective worship.
10. To ensure provision of religious education in line with the agreed syllabus.
11. To consider, where appropriate how the school might collaborate with other providers to ensure that all students in the area have access to the full range of curriculum opportunities.
12. To consider the range of extra-curricular activities offered beyond the School day.
13. To deal with any other curriculum matters as may be referred by the governing body.
14. To ensure that only approved external qualifications are offered to students.
15. To monitor how the school supports students to:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
16. Determine the school's policy and approach to those with special education needs and/or disabilities and annually update the SEND report
17. Determine the policy supporting pupils with medical conditions.
18. To monitor how the school supports students with English as an Additional Language.