



## **Dovecote Primary & Nursery School Governing Body**

### **Terms of Reference and Scheme of Delegation**

#### **Academic Year 2020-21**

Date completed: Autumn 2020

Review date: Autumn 2021

## Instrument of Government

1. The name of the school is **Dovecote Primary & Nursery School**
2. The school is a community school
3. The name of the governing body is “The governing body of Dovecote Primary & Nursery School”
4. The governing body shall consist of:
  - 3 Elected Parent Governors
  - 1 LA Governor
  - 1 Elected Staff Governor
  - 1 Headteacher
  - 3 Co-opted governors
5. The total number of governors is **9**
6. The instrument of government came into effect on **20<sup>th</sup> November 2014**
7. The instrument was made by order of Nottingham City Local Authority on 5<sup>th</sup> November 2014



A copy of this instrument must be supplied to every member of the governing body (and the Head Teacher if not a governor)

## **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 with the following committees:

- Finance & General Purposes Committee
- Pay Committee
- Pay Appeals Committee
- Pupil Discipline Committee
- Personnel Committee
- Personnel Appeals Committee

## **Delegation to committees**

All decisions made at committee level are taken on behalf of the full governing body. The committee must report decisions to the governing body who will then consider whether any further action is required.

The committee may consider other items for which it does not have delegated authority and make recommendations to the Governing Body.

## **Annual review**

The governing body must review the scheme of delegation annually. The governing body will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

## Scheme of Delegation

Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Governing Body procedures (operational)	Draw up the Instrument of Government and amendments thereafter.	✓				
	Appoint co-opted, appointed parent, sponsor and LA governors and associate members.	✓				
	Suspend/remove any governor.	✓				
	Elect or remove the Chair and Vice Chair and agree the term of office.	✓				
	Appoint or remove the clerk.	✓				
	Decide the meeting structure (minimum 3 FGB meetings per year).	✓				
	Establish committee/panel membership, their remits and delegation of functions.	✓				
	Set up and maintain the GB Register of Interests.	✓				
	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	
<b>Governors' Allowances</b>		<b>Annually</b>			FGB to determine	
<b>Instrument of Government</b>		<b>Recommend annually</b>			FGB	
Register of business interests		Annually/changes to FGB				
Governors' Code of Conduct		Annually/changes to FGB			FGB	
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.	✓				
	Implement LA's admission arrangements.	✓				
	Implement and review the Behaviour Policy.			✓		Head
	Approve the membership of the Pupil Discipline Committee.	✓				FGB
	Act in line with statutory guidance.		✓			Pupil Discipline cttee
Policies/documents:		Frequency of review			Approved by	
<b>Behaviour Policy</b>		<b>Recommended annually</b>			Head	
<b>Behaviour principles written statement</b>		<b>Recommended annually</b>			Head	
Register of pupils' admission to school		Live document			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.	✓				
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	
<b>Equality information and objectives</b>		<b>Every 4 years</b>			FGB, committee or Head	
<b>SRE Policy</b>		<b>Recommended annually</b>			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.	✓	✓			F&GP
	Cease the extended services provision.	✓	✓			F&GP
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Finance & budgets	Approve the annual budget plan.	✓	✓			F&GP
	Monitor school finances and agree adjustments as necessary.	✓	✓			F&GP
	Approve the Lettings Policy.	✓	✓	✓	✓	F&GP
	Approve the Charging and Remissions Policy.	✓	✓	✓	✓	F&GP
	To approve arrangements for obtaining quotations and inviting tenders.	✓	✓			F&GP
	Approve delegated spending authorities to the Head.	✓	✓			F&GP
	Enter into contracts (within the financial limits set by the FGB).	✓	✓	✓		F&GP
	Complete the School Financial Value Standard (SFVS).		✓			F&GP
	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.	✓	✓			F&GP
Policies/documents:		Frequency of review			Approved by	
<b>Finance and Administration Policy</b>		<b>Recommend annually</b>			FGB or committee	
<b>Charging and Remissions Policy</b>		<b>Recommended annually</b>			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.	✓	✓			F&GP
	Receive ad hoc notifications of serious incidents	✓	✓			F&GP
	Approve Health and Safety Policy.	✓	✓	✓		F&GP

	Ensure an emergency plan and business continuity plan is in place.	✓	✓	✓		F&GP
Policies/documents:		Frequency of review			Approved by	
<b>First Aid Policy</b>		<b>Recommended annually</b>			F&GP	
<b>Health and Safety Policy</b>		<b>Annually</b>			F&GP	
Emergency plan		Live document			F&GP	
Business continuity plan		Live document			F&GP	
<b>Premises management documents</b>		<b>Recommended annually</b>			F&GP	
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			Head	
<b>Complaints Policy</b>		<b>Recommended annually</b>			FGB	
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			F&GP	
Data Protection Policy		Biennially (minimum). An annual registration with the Information Commissioners Office is also required.			Head	
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 KPIs.	✓		✓		
	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			Head	
Accessibility Plan		Every three years			FGB	
<b>Looked After Children Policy</b>		<b>Recommended annually</b>			FGB	
<b>Child Protection Policy and procedures</b>		<b>Annually</b>			FGB	

Supporting pupils' with medical conditions	Recommended annually	FGB				
Early Years Foundation Stage Policies	FGB to determine	FGB				
<b>SEN information report and Policy</b>	<b>Recommend annually</b>	FGB				
Equality information and objectives statement	Equality information updated and published annually (minimum) Equality objectives at least every four years.	Head				
<b>Function</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
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	
<b>Children with health needs who cannot attend school</b>		<b>Recommended annually</b>			FGB	
<b>Protection of biometric information of children in schools and colleges</b>		<b>Recommended annually</b>			F&GP	
Single Central Record (recruitment and vetting checks)		Live document				
Safeguarding/ Child Protection Policy		Annually			FGB	
Safeguarding checklist		Annually			FGB	
<b>Function</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
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						
<b>Function</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
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.		✓			Pay Cttee
Policies/documents		Frequency of review			Approved by	
Teacher Appraisal Policy		Annually			FGB or committee	
Pay Policy		Annually			FGB or committee	
<b>Function</b>						
<b>Function</b>	<b>Task</b>	<b>FGB</b>	<b>Comm</b>	<b>Head</b>	<b>Ind gov</b>	<b>Delegated to</b>
Staffing:-	Determine the staff structure of the school in line with the budget.	✓	✓	✓		F&GP
	Approve staffing structure changes.	✓	✓			F&GP
	Appoint an external adviser to support appraisal governors in the Headteacher appraisal.	✓				
	Undertake the annual appraisal of the Headteacher.				✓	Appraisal Governors

Recruitment Management Structure	Consider and approve the recommendations of the appraisal governors from the Headteacher's appraisal.		✓			Pay Cttee
	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.	✓		✓			
<b>Policies/documents:</b>	<b>Frequency of review</b>			<b>Delegated to</b>		
<b>Staff Capability Policy</b>	<b>Recommended annually</b>			FGB		
<b>Staff discipline, conduct and grievance procedures</b>	<b>Recommended annually</b>			FGB		
<b>Procedures for dealing with allegations of abuse against staff</b>	<b>Recommended annually</b>			FGB		
<b>Newly qualified teachers (NQT's)</b>	<b>Recommended annually</b>			FGB		
<b>Whistleblowing procedures</b>	<b>Recommend annually</b>			FGB		



## Election of Officers

Dovecote Primary & Nursery School Governing Body has agreed:

- The Chair and Vice Chair serve for a period of two 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: **Dr E Williams**

Date Elected: Autumn 2019

Term End: Autumn 2021

Vice Chair of Governors: **Mr R Hall**

Date Elected: Autumn 2019

Term End: Autumn 2021

## Committees

### Finance & General Purposes Committee

Chair: **Dr E Williams**

Date Elected: Autumn 2020

Term End: Autumn 2021

### Pupil Discipline Committee

Chair: **Dr E Williams**

Date Elected: Autumn 2020

Term End: Autumn 2021

### Pay Committee

Chair: **Mrs C Colmore**

Date Elected: Autumn 2020

Term End: Autumn 2021

## Committee membership

The governing body meeting on 1<sup>st</sup> October 2020 reviewed and agreed the membership and remits of committees, detailed in the Scheme of Delegation.

### **Finance & General Purposes Committee**

Committee members:-

Dr E Williams (Chair)

Mrs C Colmore

Mrs M Baker

Mr R Hall

Mrs R Guy-Clark

Mr A Hodgson (in attendance)

Ms P Lockhart (in attendance)

The Committee has responsibility for finance, health and safety and premises including lettings and marketing.

### **Composition, Roles and Meetings**

1. The Committee will comprise a minimum of four governors including the following ex-officio member, the Head Teacher.
2. The quorum will be two members plus the Head Teacher.
3. The Committee may co-opt persons who are not members of the Governing Body as is deemed appropriate e.g. the School Business Manager. Co-opted members may not vote on any matter.
4. Any member who has a financial, personal or other interest in a matter under discussion must withdraw from a meeting when the matter is discussed.
5. The Full Governing Body will appoint a Chair in the Autumn Term each year.
6. In the absence of the Chair, the Committee shall elect a Chair for that meeting.
7. The Committee will meet at least twice each term, normally on the same day that the full Governing Body meets.
8. The agenda will be prepared by the clerk in accordance with any determination of the Governing Body and in consultation with the Chair of the Committee, the School Business Manager and the Head Teacher.
9. Any Governor may request that an item be placed on the agenda. The Governor should consult with the Chair of the Committee.
10. Papers to inform agenda items should be uploaded to GovernorHub with the agenda seven (7) days in advance of the meeting date.
11. The clerk will make a record of all proceedings at each meeting and retain them. Minutes will be circulated via GovernorHub to all committee members and other governors.
12. The Chair will report on the work of the Committee to regular meetings of the Full Governing Body.
13. The Committee may identify School link roles relating to its work and appoint members of the Committee to those roles.
14. All members of the Committee will undertake suitable training that is relevant to its work.

## **Remit**

The remit should be read in conjunction with the School's agreed Financial Regulations and Scheme of Delegation and the list of delegated responsibilities decided annually by the Governing Body.

The following responsibilities have been delegated to this committee by the full Governing Body:

## **Finance**

- The preparation of the annual budget will be undertaken by the Head Teacher for consideration and approval by the Finance & General Purposes Committee and is then presented to the Governing Body.
- To review the actual expenditure on a termly basis or more frequently as required.
- To advise the Governing Body in relation to the requirements for financial regulations within the School.
- To approve expenditure of sums over £10,000 and monitor spending in the school. Approval of expenditure under £10,000 is delegated to the Head Teacher. Expenditure in excess of £10,000 requires three tenders that will be considered by the Committee before deciding which supplier to award the contract to.
- To make recommendations for future financial planning, in accordance with the School Development Plan and The Financial Regulations and Scheme of Delegation.
- Monitoring and ensuring the proper financial management of the school in accordance with the Schools Financial Value Standard (SFVS).
- To receive and comment on the content of audit reports relating to the School's financial management procedures.
- To monitor the use of the School Fund.
- To consider, review and adopt policies relating to finance.
- To review the School's Charging and Remissions Policy as appropriate and present it to the full Governing Body for ratification.
- To review the School's insurance cover.
- To make decisions as to virements within the agreed budgets and delegated powers of the Governing Body.
- To approve plans for the expenditure of Capital Funding.
- To ensure that all grants received via the Secretary of State are used appropriately.
- To consider matters relating to business and commercial sponsorship, as appropriate.
- To review annually and approve charges and leases for the letting of the School premises including the grounds.
- To review payroll expenditure and if available, monitor reports from the responsible officer on payroll accuracy

## **Premises**

- To review and monitor security arrangements on the School premises.
- To review and monitor the maintenance and improvement of the site and buildings.
- To monitor building works in consultation with the Head Teacher and the Local Authority and provide progress reports as appropriate.

- To review recommendations for the future premises provision and asset management for the School Development Plan.
- To consider, review and adopt policies relating to premises matters.

#### **General**

- To deal with any matters that may be referred to the Committee by the Governing Body.
- To report to the Governing Body all decisions taken within the powers delegated to the Committee.

#### **Asset management**

- Ensure that an asset management plan exists that covers the development, maintenance and replacement of all physical assets, equipment and facilities of the school, including premises, equipment, land, depreciating assets etc. This plan will be reviewed bi-annually.

Notwithstanding the delegated authority given to the Committee, where matters are considered to be of a sensitive, controversial and/or confidential nature, or where it can be demonstrated that to take a decision will have an impact on, or influence, decisions which need to be taken by other committees of the Governing Body, the Committee will continue to recognise the need to refer specific issues to the Governing Body for a final decision.

#### **Pay Committee**

Committee members:-

Mrs C Colmore (Chair) and two other non-staff members of the Governing Body selected according to availability, but excluding the HT Performance Management Governors.

The remit of the committee is set out in the Pay Policy.

#### **Pay Appeals Committee**

Committee members:-

Dr E Williams (Chair) and two other non-staff members of the Governing Body selected according to availability, but excluding any governor from the Pay Committee.

The remit of the committee is set out in the Pay Policy.

#### **Pupil Discipline Committee**

Committee members:-

Dr E Williams and two other non-staff governors according to availability

The remit of the committee is as follows.

In the case of permanent exclusion and fixed period exclusions of more than 15 school days in one term (or which brings the pupil's total number of days of exclusion to more than 15 in one term), or where a pupil would lose the opportunity to sit a public examination, the committee will

- consider the circumstances in which a pupil has been excluded and representations made by the parent and the LA as required by the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
- decide whether to direct the School to reinstate the pupil.

In the case of fixed period exclusions of more than 5, but not more than 15 school days in one term (which does not bring the pupil's total number of days of exclusion to more than 15 in one term), the committee will convene a meeting to discuss the exclusion, but only if the parent requests such a meeting.

### **Personnel Committee**

Committee members:-

The Chair or the Vice Chair to chair this committee together with two other non-staff governors selected according to availability

The remit of the committee is to

determine personnel matters in accordance with the discipline procedures adopted by the Governing Body;

determine whether any person employed by the LA to work at the School should cease to be employed at the School.

### **Personnel Appeals Committee**

Committee members:-

The Chair or Vice Chair of Governors (whoever did not chair the original Personnel Committee) together with two other non-staff members of the Governing Body selected according to availability.

The remit of the committee is to consider appeals against decisions of the Personnel Committee.