



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

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

#### **Academic Year 2022 - 2023**

Date completed: Spring 2023

Review date: Autumn 2023

## 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
  - 5 Co-opted governors
5. The total number of governors is **11**
6. The instrument of government came into effect on 1<sup>st</sup> February 2021
7. The instrument was made by order of Nottingham City Local Authority on 14<sup>th</sup> January 2021

A handwritten signature in black ink, appearing to read "John Dexter". The signature is written in a cursive style with a large initial 'J'.

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

## Effective Governance

*(Reference: The Governance Handbook 2020)*

- 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 effective and efficient 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:

- Quality of Education Committee
- Finance & General Purposes Committee
- Pay Committee
- Pay Appeals Committee
- Pupil Discipline Committee
- Personnel Committee (Staff Dismissal, Staff Disciplinary, Staff Grievance)
- Personnel Appeals Committee (Appeals to Staff Dismissal, Staff Disciplinary, Staff Grievance)

### Delegation to committees

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

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

### Annual review

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

Scheme of Delegation						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Governing Body procedures (operational)	Draw up the Instrument of Government and amendments thereafter.	✓				FGB
	Appoint co-opted, appointed parent, sponsor and LA governors and associate members.	✓				FGB
	Suspend/remove any governor.	✓				FGB
	Elect or remove the Chair and Vice Chair and agree the term of office.	✓				FGB
	Appoint or remove the clerk.	✓				FGB
	Decide the meeting structure (minimum 3 FGB meetings per year).	✓				FGB
	Establish committee/panel membership, their remits and delegation of functions.	✓				FGB
	Set up and maintain the GB Register of Interests.	✓				FGB
	Approve the Governors' Code of Conduct.	✓				FGB
	To determine or not whether to pay governor allowances for out of pocket expenses and approve a governors' allowances policy.	✓	✓			
Policies/documents:		Frequency of review			Approved by	
<b>Governors' Allowances</b>		<b>Annually</b>			FGB	
<b>Instrument of Government</b>		<b>Recommend annually</b>			FGB	
Register of business interests		Annually/changes to FGB			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.	✓				FGB
	Implement LA's admission arrangements.	✓				FGB
	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.	✓				FGB

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.	✓		✓		Head
	Approve the Sex and Relationships Education Policy (SRE).	✓		✓		FGB
	Ensure provision of religious education.	✓		✓		Head
	Ensure arrangements, including risk assessments, are in place for residentials and school visits.	✓		✓	✓	Head
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.	✓				FGB
	Implement additional services provision and inform parents.			✓		Head
	Ensure delivery of quality services.	✓		✓		Head
	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).	✓				F&GP
	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>			F&GP	
<b>Charging and Remissions Policy</b>		<b>Recommended annually</b>			F&GP	
Lettings Policy (non-statutory)		FGB to determine			FGB	
SFVS		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Health & safety	Receive an annual health and safety report covering compliance and performance and consider recommendations.	✓				FGB
	Ensure appropriate actions are taken and resources are available to meet health and safety statutory requirements.	✓	✓			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.	✓		✓	✓	Head & Chair
	Approve the concerns and complaints procedure and Complaints Policy.	✓		✓		FGB
	Ensure statutory requirements are met in accordance to General Data Protection Regulations (GDPR) and the Data Protection Act.	✓		✓		Head
	Ensure the school is compliant with the Freedom of Information Act.	✓		✓		Head
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 person to champion the educational achievement of looked after children on the school roll and reports to the GB annually.	✓		✓		Head
	Approve the LAC policy.	✓				FGB
	Ensure school food standards are being met.			✓		Head
	Ensure the provision of free school meals to pupils meeting the criteria.			✓		Head
	Ensure the curriculum is compliant with the Equality Act legislation and publish equality objectives and KPIs.	✓		✓		Head
	Make arrangements for supporting pupils with medical conditions.			✓		Head
	Approve the policy on supporting children with medical conditions.	✓				FGB
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.	✓		✓	✓	Head
	Undertake Safeguarding checklist in the school.			✓	✓	Head
	Review and approve the safeguarding/child protection policy and procedures, including Keeping Children Safe in Education, annually.	✓	✓	✓		FGB
	Receive the annual Safeguarding Report.	✓				FGB
Policies/documents:		Frequency of review			Approved by	
<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.	✓				FGB
	Approve the School's Pay Policy.	✓				FGB
	Establish a pay committee to manage the annual salary review.	✓				FGB
	Ensure that evidence of performance reflects the pay progression recommendations for all teachers. Approve the pay recommendations.		✓			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>
	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.	✓				FGB

Staffing:- Recruitment Management Structure	Undertake the annual appraisal of the Headteacher.				✓	Appraisal Governors
	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.	✓				FGB
	Accept the Headteacher or Deputy Headteacher resignation.	✓				FGB
	Suspend the Headteacher.					Chair
	Dismiss the Headteacher.	✓				FGB
	Appoint teaching/non-teaching staff.			✓		Head
	Suspend teaching/non-teaching staff.			✓		Head
	Dismiss teaching/non-teaching staff.		✓	✓		Personnel Cttee
	Regularly review, amend and approve policies relating to staffing matters (eg. absence management, disciplinary, capability).	✓				FGB
Determine dismissal payments / early/phased retirement.	✓		✓		FGB	
<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: **Mrs C Colmore**

Date Elected: Autumn 2022

Term End: Autumn 2023

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

Date Elected: Autumn 2022

Term End: Autumn 2023

## Committees

### Quality of Education Committee

Chair: **Mr R Hall**

Date Elected: Autumn 2022

Term End: Autumn 2023

### Finance & General Purposes Committee

Chair: **Dr E Williams**

Date Elected: Autumn 2022

Term End: Autumn 2023

### Pupil Discipline Committee

Chair: **Dr E Williams**

Date Elected: Autumn 2022

Term End: Autumn 2023

### Pay Committee

Chair: **Mr R Hall**

Date Elected: Autumn 2022

Term End: Autumn 2023

## Committee membership

The governing body meeting on 2<sup>nd</sup> December 2021 reviewed and agreed the membership and remits of committees, detailed in the Scheme of Delegation.

### Quality of Education Committee

Committee members:-

Mr R Hall (Chair)

Mrs R Guy-Clark

All governors

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

1. The Committee will comprise a minimum of four governors, including the Headteacher (ex-officio).
2. The quorum will be two members plus the Headteacher.
3. 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.
4. The Full Governing Body will appoint a Chair in the Autumn Term each year.
5. In the absence of the Chair, the Committee shall elect a Chair for that meeting.
6. The Committee will meet at least once each term.
7. Any Governor may request that an item be placed on the agenda by consulting the Chair of the Committee.
8. Papers to inform agenda items should be uploaded to GovernorHub with the agenda seven (7) days in advance of the meeting date.
9. The clerk will make a record of all proceedings at each meeting and retain them. Minutes will be circulated to all governors via GovernorHub.
10. The Chair will report on the work of the Committee to the next meeting of the Full Governing Body.

### **Remit**

The committee remit is:

- To approve the school's improvement priorities and have oversight of the implementation of the School Development Plan
- To contribute to the intent of the Curriculum and monitor its implementation and impact
- To focus on the provision and curriculum for children defined as disadvantaged, including pupil premium, SEND, looked after children and children supported by social care
- To monitor the use of the pupil premium and catch-up funding
- To have oversight of the equality and inclusivity of curriculum delivery
- To monitor pupils' personal development, including relationships, sex and health education, confidence, resilience, wellbeing and pupils' spiritual, moral, social and cultural education
- To monitor behaviour & attitudes, including attendance and punctuality
- To receive reports from curriculum leaders and from pupils

- To understand the systems and purposeful use of assessment and to ensure rigor in moderation
- To receive reports on and monitor achievement and standards, both in core curriculum areas and the foundation subjects
- To receive reports on the quality of teaching
- To monitor transition between key stages
- To support the definition and monitor the impact of the ethos and culture of the school on the overall pupil experience
- To consider opportunities for wider family and community relations

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

Committee members:-

Dr E Williams (Chair)

Mrs C Colmore

Mrs R Guy-Clark

Mr D Barker

Mr R Hall

Mrs L Harwood

Miss G Savidge

Attendees:

Mr A Hodgson

Ms P Lockhart

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:-

Mr R Hall (Chair) and two other non-staff members of the Governing Body selected according to availability, but excluding the Headteacher 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 extant DfE guidance;
- consider whether to direct reinstatement of 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.

## GOVERNORS' RESPONSIBILITIES

The following governors have been delegated the initial responsibility for the following categories. The roles are reviewed annually by the full Governing Body.

Role	Governor Name
Chair	Mrs C Colmore
Vice Chair	Mr R Hall
Safeguarding	Mr D Barker
Health & Safety and Wellbeing (links to healthy and safe educational visits)	Dr E Williams
Finance	Dr E Williams
Link Governor for Early Years	Ms L Smith and Miss G Savidge
Working party 1 - Specific groups of pupils – special needs, pupil premium, looked after children, children with English as an additional language and any other groups from analysis of data.	Mrs C Colmore and Mrs L Harwood
Working party 2 - Specific areas of focus – attendance, personal development and behaviour and attitudes, wellbeing, mental health and safeguarding.	Mr D Barker and Mrs C Colmore
Curriculum, to include reading, writing and maths and also the wider curriculum.	Dr E William and Mr R Hall
Enrichment	Mr D Barker and Mrs L Harwood
Training Co-Ordinator	Mrs C Colmore
HT Performance Management Governors	Dr E Williams, Mr R Hall & Mrs C Colmore
Community Links	Ms L Smith, Miss G Savidge & Mrs L Harwood