

HOLME JUNIOR AND INFANT SCHOOL GOVERNING BODY

GOVERNANCE

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

All Governing Bodies, 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.

Governing Bodies need to ensure that they have in place an effective committee structure so that they can manage their business efficiently and spread the burden of work between members of the Governing Board. Accordingly, at their September meeting each year, Governors carry out an annual review of their committee structure and specific responsibilities and, for the academic year 2017/18, the following committees/procedures were agreed:-

1 **Committee Membership**

Finance and Resources Committee

Mrs S Amesbury, Dr R Dodd, Mrs B Hilton, Mrs S. Plascott, Mrs D Smith, Dr A Williams.

Standards and Effectiveness Committee

Mrs R Gough (Chair), Ms J Brook, Dr R Dodd, Mrs D Smith, Mrs M. Stephenson, Mrs K. Waterman
Dr A Williams

Head Teacher Appraisal

Mrs R Gough, Mrs B Hilton (Chair), Mrs G. Taylor

Pay; Complaints & Personnel Procedures (Staff Dismissal); Pupil Discipline & Personnel Procedures (Appeals) and Staffing Appointments

The above four committees will be staffed by appropriate Governors as and when required.

2 **Terms of Reference**

The Terms of Reference adopted by the above committees are those recommended by the Local Authority.

The Finance Committee's budget limit for virement between heads of expenditure of the budget is £5,000.

3 **Appointment of Governors with Specific Responsibilities**

- Special Educational Needs – Lucy Hughes
- Governor Training Contact – Andy Williams
- Governor for Looked After Children – Rebecca Gough
- Child Protection/Safeguarding – Rebecca Gough
- Early Years Governor – Brenda Hilton
- Health and Safety – Shirley Amesbury
- Public Relations – Shirley Amesbury
- Premium Link Governor – Brenda Hilton

4 **Chair's Delegated Powers**

The Chair was granted the following delegated powers:-

- (i) To change the date of a scheduled meeting, for good reason.
- (ii) Powers to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' meeting.
- (iii) To determine in advance of a meeting whether any items on the agenda should be deleted from the copy to be made available at the School.

5 **Delegation of Financial Powers to the Head Teacher**

The Governing Body delegated to the Head Teacher the power to carry out on its behalf the following delegated duties:-

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the Local Authority and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the Local Authority may reasonably require to satisfy the Local Authority that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) The financial limits of this delegated authority, eg spending limits, budget virement are £5,000.