

The Peak Federation Governors' Handbook

Bamford and Grindleford Primary Schools



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The Governing Body of The Peak Federation

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of reference

1. **To agree constitutional matters***, including procedures where the Governing Body has discretion
2. To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
3. **To hold at least three Governing Body meetings a year***
4. **To appoint or remove the Chair and Vice Chair***
5. **To appoint or remove a Clerk to the Governing Body***
6. **To establish the committees of the Governing Body and their terms of reference***
7. To appoint the Chair of any committee (if not delegated to the committee itself)
8. **To appoint or remove a Clerk to each committee***
9. **To suspend a governor***
10. **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
11. **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***
12. To approve the first formal budget plan of the financial year
13. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
14. To keep the Data Protection Policy, associated Privacy Notices, training and practice under review as required by the legislation, supervisory authority guidance and DfE guidance.
15. **To review the delegation arrangements annually***
16. Any items which individual governing bodies may wish to include

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

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Board on:-

Date: 10th January 2024

Instrument of Government

1. The name of the federation is "The Peak Federation"
2. The names and categories of the schools are:

Bamford Primary School	Community
Grindleford Primary School	Community

3. The name of the governing body is "The governing body of The Peak Federation"
4. The governing body shall consist of:
 - a. Two parent governors
 - b. One LA governor
 - c. One staff governor
 - d. One headteacher
 - e. Eight co-opted governors.
5. Total number of governors 13.
6. The term of office of all governors is 4 years.
7. This instrument of government comes into effect on the day of making replacing the Instrument of government made previously.
8. This instrument was made by order of Derbyshire Local Authority on 1st January 2024
9. A copy of the Instrument of Government must be supplied to every member of the governing board (and the headteacher if not a governor).

This Instrument of Governance was agreed by the Governing Board on:-

Date: 10th January 2024

Mission Statements

A Safe Place to Grow – Bamford Primary

Discover, Motivate, Enjoy – Grindleford Primary

The Aims of The Peak Federation

- To have high expectations of the children's achievement
- To ensure the children enjoy learning and are motivated towards independent learning
- To meet the children's individual needs
- To prepare children for life
- To promote a positive partnership between parents and school
- To make school a valued part of the local community

This Mission Statements and aims of The Peak Federation were agreed by the Governing Board on:-

Date: 10th January 2024

Governing Body Membership January 2024 – September 2024

Type of Governor	Name	Email Address	Telephone	Start Date	Office Expires
Executive Head	Kate Gemmell	MrsGemmell@grindlefordprimaryschool.co.uk headteacher@bamford.derbyshire.sch.uk		1/1/24	
Staff	Jen Chapman			1/1/24	31/12/27
Parent	Ben Carter			1/1/24	31/12/27
Parent	Tom Hodgson			1/1/24	31/12/27
LA	Cynthia Nettell			1/1/24	31/12/27
Co-opted	Edward Allaway			1/1/24	31/12/27
Co-opted	Elizabeth Coe			1/1/24	31/12/27
Co-opted	Carolyn Downes			1/1/24	31/12/27
Co-opted	Gordon Danks			1/1/24	31/12/27
Co-opted	John Irwin			1/1/24	31/12/27
Co-opted	Holly Moore			1/1/24	31/12/27
Co-opted	Neil Roden	nroden@thepeakfederation.derbyshire.sch.uk		1/1/24	31/12/27
Co-opted	Christina Webster	cwebster@thepeakfederation.derbyshire.sch.uk		1/1/24	31/12/27
Clerk	Carol Stoddart	cstoddart@bamford.derbyshire.sch.uk	01433 651267	-	-
Clerk	Beccy Ibbotson	beccy@grindlefordprimaryschool.co.uk	01433 630528	-	-

Named Governors' Role

Chair of Governors	-	Neil Roden
Vice Chair of Governors	-	Christina Webster
Performance Management Committee – Neil Roden, Gordan Danks, John Irwin, Cynthia Nettell		
Resource Management Committee BPS – John Irwin, Gordan Danks, Tom Hodgson, Neil Roden		
Resource Management Committee GPS - Neil Roden, Carolyn Downes, Ed Allaway, John Irwin		
Teaching, Learning, Curriculum and SEN&D Committee – Jen Chapman, Holly Moore, Christina Webster, Elizabeth Coe, Cynthia Nettell, Ben Carter, Anna Crease (by invitation)		
Child Protection/Safeguarding/ Behaviour/Anti Bullying – Elizabeth Coe, Gordan Danks		
Literacy (Reading)	-	Christina Webster
Literacy (Writing)	-	Cynthia Nettell
Numeracy	-	Carolyn Downes
EYFS	-	Christina Webster
Computing	-	Carolyn Downes
Science	-	Ed Allaway
Communications	-	Tom Hodgson
Pupil Voice / Personal Development	-	Ben Carter

Terms of Reference

Resource Management Committee / Finance

Composition

A minimum of three members of the Governing Board.

The Governing Board must determine the membership and proceedings of any committee. The Governing Board must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Board or elected by the committee. The Governing Board may remove the Chair of a committee from office at any time.

Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Board.

Terms of Reference

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
2. The full governing board must approve the budget each year and is accountable for managing the finances of the school. Governing boards generally scrutinise the budget through a finance committee. This allows governors to retain oversight of the decision-making process and to ensure the head teacher accounts regularly for the school's spending. Governors must assure themselves that the school is securing value for money and acting with financial probity. We strongly recommend that schools recruit one or more governors with sufficient financial skills and experience to undertake effective financial scrutiny.
3. To monitor the budget and make recommendations to the Governing Board for any in-year changes to the spending plans.
4. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The Local Authority Finance Section will alert schools to any changes via the Schools Extranet.
5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation. PUBLIC Governor Support Service
6. To consider and make recommendation to the Governing Board concerning any proposal involving on-going rental expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to Eddie Grant at DCC for consideration)
7. To be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Board concerning acceptance, in accordance with your quotation and tendering limits.

8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.
10. To be responsible for the premises and the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Board.
12. To ensure that the principles of Best Value are followed when making decisions.

Functions Delegated to the Headteacher

As per the Governors' Scheme of Financial Delegation.

Example Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Resource Committee:

- a) To make permitted virements within the budget to a maximum of the agreed limit.
- b) To make a purchase up to the value of the agreed quotation limit without obtaining three written quotations, but ensuring that the school obtains best value for money.
- c) To make purchases up to the value of the agreed limit of all invoices per year.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools; PUBLIC Governor Support Service
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These Minutes should be submitted to the next full Governing Board meeting through the Clerk to the Governing Board.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.

Teaching and Learning / Community Links / Curriculum and SEN&D

Composition

A minimum of three members of the Governing Body.

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Quorum

The quorum for a meeting of the committee shall be no less than three members of the Governing Body.

Terms of Reference

1. The duty to prepare a policy for the school curriculum was removed in September 2012. If schools choose to adopt such a policy, it should be 'broad-brush' and this committee will review the school's teaching and learning and curriculum-related policies in line with the agreed cycle and make recommendations to the Governing Body for change.
2. To plan, monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with aims of the school.
3. To monitor the provision of the National Curriculum and its assessment procedures in line with the legal framework.
4. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
5. To agree priorities for curriculum development and teaching and learning through critical discussion of SE (Self Evaluation) in collaboration with Head and staff. To ensure governors have an PUBLIC Governor Support Service awareness of the barriers to learning specific to the school, eg: attendance, behaviour etc.
6. To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum and assessment policies, taking account of statutory guidance where appropriate; this will include the impact of the Pupil Premium. To make representations to the full Governing Body for changes as necessary, including:

- i) the provision for collective worship and RE in line with the locally agreed syllabus
- ii) the school's policy on sex education
- iii) the school's policy on charging and remissions
- iv) the school's policy on special educational needs; and
- v) the school's policy for PSHE and Citizenship (non-statutory)

7. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other similar schools and nationally.

8. To ensure pupils are making appropriate progress towards targets. This may include discussion of performance data including the School Data Dashboard, RAISEonline, the LA Databook, Level 3 Value Added (and ALIS or ALPS as appropriate) and the school's own tracking data.

9. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.

10. To ensure all pupils, particularly those in vulnerable groups (pupils entitled to the pupil premium), (SEN&D - Special Education Needs and Disability) etc, make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.

11. To consider and give advice on any matter involving the curriculum referred to it by the Governing Body.

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Date: 10th January 2024