Governing Board Membership and Terms of Reference

Reviewed and Adopted: 28.09.26

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Governing Board Membership
2026/2027 Academic Year

LA (1)	Start date	**End of Office**
Hilary Veasey-Pugh	07.01.15	05.01.27 (will renew)
Parents (2)		**End of Office**
Natalie Hulse	01.03.24	29.02.28
Raiani Small	08.06.26	07.06.30
Interim Headteacher (1)		**End of Office**
Kate Hazelwood	17.09.26	Ex-Officio
Staff Governor (1)		**End of Office**
Leigh Noons	06.05.26	05.05.30
Co-opted (7)		**End of Office**
Helen Grindulis	06.02.03	16.11.30
Jessica Patel	21.06.16	15.07.27
Pat Evans	29.09.15	27.09.27
Una Peplow	23.10.26	23.10.30
Kelly Heeley	25.7.17	28.9.29
Helen Atkins	06.07.26	05.07.30
Jamie Barry	23.10.26	23.10.30

Chair: Helen Grindulis **Vice Chair:** Jessica Patel & Kelly Heeley

Meeting Dates 2026-2027

	Autumn Term	**Spring Term**	**Summer Term**
Full Governing Board	Mon 28th Sept 26 – 10.30 Mon 7th Dec 26 – 10.30	Mon 22nd March 27 – 10.30	Mon 5th July 27 – 10.30
Resources Committee	Fri 13th Nov 26 – 10.30	Fri 12th March 27 – 10.30	Fri 11th June 27 – 10.30
Health & Safety Working Group	Mon 16th Nov 26 – 3.30pm	Wed 10th Feb 27 – 3.30pm To be reviewed	Wed 16th June 27 – 3.30pm To be reviewed
Quality of Education Working Group	Wed 11th Nov 26 – 3.30pm	Wed 24th Feb 27 – 3.30pm	Wed 26th May 27 – 3.30pm
Headteacher Appraisal	5.10.26 – Allbright Education Centre		
Pay Committee	Friday 23rd October 26 - Virtually 10.30		

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- act with integrity, objectivity and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest versions are available online below:

Maintained schools governance guide

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances, this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions.** In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings (approved at FGB meeting on 7.12.26).
For full details, please refer to the Virtual Governance Policy.

Collaborative Agreement

The governing board has approved the use of the Sandwell Collaborative agreement at the FGB meeting held on 28.09.26 and in line with the School Governance (Collaboration) Regulations and the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, and The School Staffing (England) regulations 2009

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given - as they aren't considered to be members of the governing board.

The appointed governance professional will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

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/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from the Maintained Schools Governance Guide, Governance Structures, types of governors 5.3.5).*

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions but may be given a vote on decisions made by committees to which they are appointed.

Resources Committee

The committee has responsibility delegated by the governing board to:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium/ PE& Sports Premium/PE and School Sport Partnerships Network * from Spring 2027 and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over **£10,000,** sums below that amount are delegated to the Head Teacher/Principal.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
- A Cost Centre Group Report or Account Summary Report (or equivalent)
- A Virement Report,
- A copy of the latest Suspense File (non-cheque book and EPA schools only)
- A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. Information on tendering limits can be found under route 5 at Buying for schools: how to buy what you need - Find the right route to buy - Guidance - GOV.UK (www.gov.uk)
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.

- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). Refer to local policy guidance.
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD.

Any item referred by the full governing board

Membership
1. Rachel Kelly 2. Kelly Heeley 3. Hilary Veasey Pugh 4. Helen Grindulis 5. Jessica Patel 6. Helen Atkins *Kate Carr (Total Finance) and Nina Jackson (Finance manager) to be invited.* ***Minimum of three members required for quorum.***

Chair of Committee	Appoint at first meeting 26-27
Clerk	SIPS Education

Premises, Health & Safety Working Group

The committee has responsibility delegated by the governing board to:
➢ Estate strategy and asset management plan ➢ Review the health and safety policy on an annual basis, amend, develop, and review any other health and safety related polices or procedures. ➢ Establish and review an accessibility plan. ➢ Review e-safety policy and procedures. ➢ Receive Health and safety audit and monitor any action plans that come out of the audit. ➢ Ensure where the school provides school lunches and/or other school food and milk, this meets DfE standards. ➢ Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.

- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations.
- Ensure risk assessments are carried out and reviewed on a regular basis.
- COSHH – ensure that all required safety data sheets have been obtained and COSHH assessments, produced and reviewed on at least an annual basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to an action plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
- Electronic testing – PAT testing
- Asbestos (where applicable)
- Annual gas service
- Glassing risk assessment
- Ladder log
- Playground equipment and gym inspection
- Lifting equipment
- Local exhaust ventilation (where applicable)
- Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained by relevant site staff and have attended appropriate health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.
- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Monitor all safeguarding procedures.

- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.

Any item referred by the full governing board

Membership	
1. Leigh Noons 2. Helen Grindulis 3. Site Manager	
Chair of Group	
Clerk	

**** NB:** Consider requirement for working group at first meeting 26-27 on 16.11.26. Due to changes in internal school H&S meetings it may be possible to report directly to FGB rather than have a separate working group.

Quality of Education Working Group

The committee has responsibility delegated by the governing board to:

- Review/approve all policies relevant to the curriculum and roles of the committee

Achievement:

- Review information on school performance to include ASP & OFSTED data dashboard (IDSR).
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. FSM/pupil premium/Lowest 20%/SEND)
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure support & action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. FSM/pupil premium/lowest 20%/SEND).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Curriculum:

- Ensure the school is meeting national curriculum requirements, it reflects the vision and ethos of the school and review the curriculum policy statement ensuring it meets the needs of all pupils
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

Behaviour and attendance:

- Review behaviour policy and written statement of behaviour principles.
- Review attendance policy.
- Monitor school behaviour.
- Review and monitor attendance data against school and national targets.

Any item referred by the full governing board

Membership
1. Kate Hazelwood 2. Pat Evans 3. Hilary Veasey-Pugh 4. Helen Atkins 5. Helen Grindulis

Chair of Group	
Clerk	

Staffing Committee: Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to; ➢ Staff grievance and discipline (in line with school policies)

➢ Staff dismissal, redundancy and redeployment ➢ Staff capability ➢ Management of absence ➢ Dignity at work
Membership
• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff ***Minimum of three members required***

Chair of Committee	To be elected at each meeting
Clerk	SIPS Education

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:
Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if: ➢ • it is a permanent exclusion; ➢ • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➢ • it would result in the pupil missing a public examination or national curriculum test ➢ Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded. ➢ Comply with exclusion procedures in accordance with the LA & DfE guidance ***Any item referred by the full governing board***
Membership
• To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils ***Minimum of three members required***

Chair of Committee	To be elected at each meeting
Clerk	SIPS Education

Complaints Committee

The committee has responsibility delegated by the governing board to:
➢ At the relevant stage hear any complaint made under the school complaints procedures ***Any item referred by the full governing board***

Membership	
• To be made up of members who have no awareness of the original incident and are not known personally to the complainant ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	SIPS Education

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to: ➢ Pay ➢ Redundancy ➢ Staff grievance ➢ Leave of absence – if appropriate ➢ Staff dismissal ➢ Dignity at Work ➢ Any Item referred by the full governing board ***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision***	
Membership	
• To be made up of members who have no awareness of the original hearing and are not known personally to the appellant ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	SIPS Education

Pay Committee

The committee has responsibility delegated by the governing board to: ➢ Undertake functions in relation to appraisal and pay progression as determined in the pay policy. ***Committee to meet once per year in the autumn term***
Membership
Minimum of three members required. Cannot be HT or governor employed by the school Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee. 1. Helen Grindulis 2. Kelly Heeley 3. Jessica Patel

Chair of Committee	To be elected at the initial meeting
Clerk	SIPS Education

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:
➢ Meet the external advisor to discuss the Head Teacher's performance targets ➢ Decide whether targets have been met and set new targets annually ➢ Recommend pay progression to the relevant committee and in accordance with the pay policy ➢ Undertake mid-year monitoring of the Head Teacher's performance against targets
Membership
Not required for 2026/27. Interim leadership in place. Vice-chair to attend HT appraisal with joint external advisor for Orchard and Albright. Objectives to be set for both schools and shared for approval at Pay Committee. ***Minimum of two members required***

Chair of Committee	To be elected at the initial meeting
Clerk	Not Required

Recruitment and Selection Panel

The panel has responsibility delegated by the governing board for the:
Recruitment and Selection of the head teacher/principal and deputy head teacher/vice principal. ➢ The panel with HR guidance will agree the appointment timeline and the application pack to include but not limited to the advert, job description, person specification and confirm salary range as agreed by the board. ➢ The panel will shortlist applications against the agreed criteria and invite candidates to interview. ➢ The panel will agree the interview arrangements including questions and follow the interview schedule. ➢ The panel will recommend the preferred candidate for appointment to the Full Governing Board for ratification, following which a conditional offer will be made subject to the required checks and references. ➢ The panel will agree a process to notify unsuccessful candidates Further guidance on the remit and processes of the recruitment and selection committee can be sought from the school improvement advisor and HR.

At least one member of the recruitment and selection panel should have completed safer recruitment training. ***The appointment must always be ratified by the full governing board.***	
Membership	
Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Safeguarding/Child Protection Governor *	Helen Grindulis
SEND Governor	Pat Evans
Health and Safety Governor	Leigh Noons
Safer Recruitment Governor	Helen Grindulis: Pat Evans: Jessica Patel, Hilary Veasey-Pugh: Kelly Heeley: Natalie Hulse
Training/Skills Governor	Helen Atkins
Digital and Technology Standards	Helen Grindulis
Attendance Governor	Helen Grindulis
Website	Helen Grindulis
Parent Liaison	Kelly Heeley
Teaching and learning	Jessica Patel & Hilary Veasey-Pugh
Behaviour	Jessica Patel
ECT Link Governor	Hilary Veasey-Pugh

**In accordance with Keeping Children Safe in Education 2026 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below **£10,000** be delegated to the head teacher/principal.

Disposal of surplus stock

Delegated to Head Teacher/Principal with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure

The chair of governors or chair of Resources Committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

Appointment of Staff (ensure no appointment is carried out by one person alone)

Headteacher and Deputy Headteacher

The board **can** delegate responsibility for the recruitment and selection of the headteacher or deputy headteacher to a selection panel, BUT the decision to appoint the headteacher or deputy headteacher following recommendation from the selection panel must be ratified by the full governing board.

The board is free to delegate the majority of its other staffing functions to either:

- Your headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

Your board is still responsible for making sure any delegated responsibilities are carried out.

Outlined below are the agreed delegated arrangements.

Head Teacher and Deputy Head Teacher.	➢ A selected Committee from the full Governing Body
Senior Management Team	➢ Head Teacher ➢ 2 Governors
Teaching Staff	➢ Head Teacher OR in exceptional circumstances a member of SLT. Chair of Governors to be advised if not the Head Teacher on interview panel. ➢ 1 Governor *
Support Staff	➢ Head Teacher OR A member of SLT ➢ 1 Governor *
Midday Supervisors	➢ A member of SLT ➢ Play Leader

Cleaning Staff	➢ Member of Senior Management Team Or Office Manager ➢ Site Manager

* If it is not possible to obtain a governor for these grades of staff interviews it is acceptable to proceed as long as the replacement member of SLT is safer recruitment trained.