



Toner Avenue Primary School

GOVERNANCE STRUCTURE AT TONER AVENUE PRIMARY SCHOOL

Full Governing Board

Resources
Committee

Standards
Evaluation
Committee

Ethics Committee
Pupil Discipline
Complaint
Appeal

HT
Performance
Management
Group

Role of the Committee

- Sharing the load.
- Using the expertise of Governors to deal with specific subject areas.
- Releasing the full Governing Board for policy making.
- Making it easier for all Governors to make a contribution.
- Governors should make sufficient time to commit to the role.

What are Delegations and Designations?

Committees, individuals or groups of governors may be given **delegated powers** to undertake work and **make decisions on behalf of the governing board**. The governing board still has the final responsibility for any decision taken by these committees, individuals or groups. Those decisions must be reported to the governing board at its next meeting.

This would normally be done by the way of presenting minutes, which set out the points discussed and the Committees/panels decisions/recommendations.

In addition committees, individuals or groups may be **designated** to undertake work and **make recommendations to the governing board**.

The Chair of a committee has no power to make decisions without reference to the committee itself. Only the Chair of the governing board, in certain circumstances, can act on behalf of the governing board.

Review of Performance

Governing Boards must review the working of their committees and other delegations and designations on an annual basis. Under normal circumstances this will be at the termly meeting in the Autumn Term.

What cannot be Delegated?

The Governing board cannot delegate the following functions:

- constitution of the governing board (unless otherwise allowed by the Constitution Regulations)
- appointment or removal of the chair and vice chair.
- appointment of the clerk to the governing board.
- suspension of governors.
- delegation of governing board functions.
- establishment of governing board committees.
- appointment of Head Teacher and Deputy Head Teacher

The Governing board cannot delegate the following functions to an individual:

- alteration or closure or change of category of schools
- review the exclusion of pupils (unless in an emergency)
- approval of the school budget
- discipline policies
- admissions.

Committee meetings must be carried out according to rules similar to those which apply to Governing Board meetings. For example, Committee members are entitled to seven days written notice of a meeting and its agenda.

Minutes of all Committee meetings must be kept, including the names of those present and then forwarded to the next meeting of the Governing Board.

The Committees, their terms of reference, composition and membership, are attached.

COMMITTEES OF THE GOVERNING BOARD

Common Conventions for All Committees

- Meetings to be convened by the Clerk to the Governing Board/Committee in consultation with the Chair of the committee and the Head Teacher.
- The involvement of the Clerk to the Governing Board at Committee meetings shall be in accordance with the Clerking Service Level Agreement.
- Agenda to be prepared by the Clerk to the Governing Board/Committee and distributed together with any supporting papers in accordance with current regulations.
- Minutes to be taken by the Clerk to the Governing Board/Committee
- Minutes of all committee meetings must be kept, including the names of those present
- The Chair to be elected at the first meeting of the committee following the annual review of committees unless appointed by the governing board at the annual review of the Scheme of Delegation and outlined in this document.
- Frequency of meetings to be as necessary and/or determined by statutory requirements or at the request of the Chair of the Committee.
One Standards Meeting, one resources meeting and one termly meeting.
Other meetings and committee meetings will be arranged as necessary.
- Quorum for all committees is three governors unless otherwise stated.

How and when to report back to Governing Board

- Minutes of all committee meetings to be presented to the next appropriate meeting of the Governing Board. The Committee Chair will report to the Governing Board.
- Confidential minutes are to be reported to the Governing Board by the Chair of the Committee or a member of the Committee (in the absence of the Chair). The Clerk will provide the Chair of the Committee, the Chair of the Governing Board and the Head teacher a copy of the confidential minutes.

Chair and Vice Chair

The Chair and Vice Chair of committee will be elected at the first meeting of the committee each year following the annual review of the scheme of delegation.

1. **RESOURCES COMMITTEE**

The resources committee incorporates Finance and Premises, Performance and Pay Review and Staffing as listed below.

1.1 **Performance and Pay Review**

- To have delegated powers to exercise those discretions afforded within the schools Pay Policy.
- To keep updated in relevant developments in the field and of pay review matters and to advise the Governing Board on any recommendations.

The Head Teacher will be in attendance.

1.2. **Staffing**

Staff Appointments

To consider and take action, if requested, on all matters relating to the appointment of staff especially in relation to shortlisting and interviewing of candidates for teaching and support staff positions at the school as shown below.

Appointment of	Agree Job Description/Personal Specification	Shortlist by	Appointment by
Head Teacher, Deputy Head Teacher	Resources	Resources	Board
Senior leaders TLR2b, All other posts	Head Teacher	Head Teacher	Head Teacher At least one governor

Disciplinary Procedures

Head Teacher may consider and take action up to but not including a final written warning.

Staffing Committee has delegated powers to consider cases which may result in: -

- Issue a final written warning
- Cease to work at the school
- Demotion
- To lift the suspension against a member of staff

To hear staff grievances at stage 4 of the Grievance Procedure of the school.

1.3 **Finance**

- In consultation with the Head Teacher, to approve the first formal budget plan of the financial year.

- To establish and maintain an up to date 3 year financial plan
- and to report significant anomalies from the anticipated position to the governing board
- To ensure that the school operates within the School Financial Value Standards
- To monitor expenditure of all voluntary funds kept on behalf of the governing board and take appropriate action when necessary.
- To annually review and approve charges and remissions policies and expenses policies.
- To agree service level agreements
- To monitor, agree and review the progress of the school budget and the school fund on a termly basis and to ensure that the school does not overspend.

Composition

Head Teacher, Chair and 4 governors.

Membership of the Committee

Head teacher, Mr G Bone, Mrs W Stead, Cllr J Keegan, Mr D Ewart and Mr Graham Kelly.

2. STANDARDS AND EVALUATION COMMITTEE

2.1 Standards and Evaluation

- To understand and evaluate standards in school
- To keep regularly updated on pupil progress
- To review tracking and assessment data and to monitor and appraise Raise Online
- To take part in all aspects of self-evaluation
- To monitor school practice
- To receive presentations from curriculum leads
- To receive and monitor link visits and receive link visit report from the school
- To have responsibility for the arrangements for educational visits.
- To set the school's pupils performance targets.
- To approve Curriculum Policies
- To consider the School's Self Evaluation Form (SEF) and recommend to the governing board for approval
- To consider the School Development Plan (SDP) and recommend to the governing board for approval
- To consider the School Improvement Adviser's termly report.
- To ensure effective training and CPD arrangements exist for governors and staff
- Pupil Premium Plan
- Sports Premium Plan
- Quality of teaching and learning and assessment

Composition

Head teacher, Chair and 3 governors

Membership of Committee

All Governors

3. ETHICS COMMITTEE

3.1 Pupil Exclusion

- To review the decision of the Head Teacher in excluding a pupil(s) from the school.
- To periodically review the school's exclusion policy and make recommendations to the Governing Board.
- To monitor the use of exclusions in the school.

Quorum

3

Membership of Committee

Pool of governors from which 3 non staff governors will be selected at any one time on an alphabetical rota basis.

3.2 Complaints

- To hear complaints against the school at stage three of the formal complaints procedure.
- To review periodically the school's complaints policy and make recommendations to the Governing Board.
- To monitor and reviews complaints received within the school.

3.3 Appeals

- To consider appeals for any reason and make the appropriate decision based on the evidence presented to the meeting.

Composition of Committee

Complaints

Mr G Bone, Mrs W Stead, Mr L Prickett, Mr G Healey, Mrs J Glass and Mr G Kelly. If Governors are unavailable, then 3 non staff governors will be selected on an alphabetical rota basis.

Appeals

All governors not included in the original decision or employed to work at the school. To include no fewer members than those of the first committee, the decision of which is subject to appeal.

The Head teacher will only be in attendance at these meetings.

4. HEAD TEACHER'S PERFORMANCE MANAGEMENT GROUP

Terms of reference

- To arrange to meet with the School Improvement Partner to discuss the Head Teacher's performance targets (Autumn Term)
- To operate within the scope of the current Performance Management Regulations
- To monitor through the year the performance of the Head Teacher against the targets (mid-point review)

- To decide, with the support of the School Improvement Partner, whether the targets have been met and to set new targets annually.

Disqualification:

The Head Teacher and Staff governors

Quorum

2

Membership of the Group

Mr M Bone, Ms W Stead, Mr D Ewart and Mrs J Glass.

Policy Review Cycle

All new policies and the following statutory policies will be reviewed by the full governing board.

- Special Educational Needs Policy
- Teachers' Pay Policy
- Child Protection Policy and Procedures
- Staff Discipline, Conduct and Grievance Policy
- Supporting Pupils with Medical Conditions

The Chair or Vice Chairs will be invited into school to review and sign policies on behalf of the governing board. The full governing board will receive regular policy review cycle updates.

Governor Links

Key area	Staff responsible	Governor/s linked
Attendance	E Innerd/N Fullard	Wendy Stead/L Armond
Pupil premium	N Fullard	George Bone
ECT	K McKenna	David Ewart
Safeguarding/SCR	N Fullard	Jackie Glass
SEND	K McKenna	David Ewart
H+S	N Fullard	Jackie Glass
Personal development	N Fullard	Wendy Stead
Looked after Children	N Fullard	Jackie Glass
Website	N Fullard	David Ewart
Behaviour and wellbeing (staff and pupils)	N Fullard	George Bone/Wendy Stead

Other curriculum areas once per year during standards days - at least 2 govs will be present to discuss with subject leads.

Focus to be:- look at policy, STAR report from each lead including monitoring and next steps, wider reading/info linked to subject

Standards day 1 Autumn (core subjects focus)			Standards day 2 Spring (personal development focus)			Standards day 3 Summer (wider curriculum focus)		
Area	Staff	Gov	Area	Staff	Gov	Area	Staff	Gov
Reading	S Cox	J Glass	RE/international	S Jones	W Stead	Geography	A Feeney	
Writing	J Noy	J Glass	PSHE	L Fisher		History	G Hockings	
Maths	V Orr	D Ewart	Environment	K Wright		Science	B Tennet	L Pricke rr
EYFS	G Hughes	G Kelly	PE/OPAL	T Finnigan /G Hunter	G Kelly	Music	H Storey	

			Careers	L Almond	L Pricket A Whelan	Art	C Hunt	
			Healthy School	A Thompson		DT	G Cokill	
						French	R King	
						Computing	R Jeffrey	

**SCHEME OF DELEGATION AUTHORITY BY THE GOVERNING BOARD OF TONER AVENUE
PRIMARY SCHOOL 2025-2026**

These delegations supersede all previous delegations by the Governing Board.

REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
5. Virement	Virement of budget provisions:- Amounts up to £10,000 Amounts over £10,000 (£15,000) up to £50,000 Amounts over £50,000	Head Teacher in consultation with appropriate Chair Person and/or Vice Chair Resources Committee or Governing Board Governing Board	Annually
9.2 Banking Arrangements	Signatories to Local Imprest Bank Account (NB Must be employees and are subject to agreement with the Chief Finance Officer)	Head Teacher Deputy Head Teacher Early Years Lead (2 signatories minimum)	Annually
11.1c Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Deputy Head Teacher	Annually
11.2 Orders for Work, Goods and Services (any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate Governing Board meeting)	All orders for all goods and services shall be procured:- Contract value up to £3,000 Contract value £3,000 to £10,000 after two telephone or written quotations Contract value £10,000 to £50,000 after a minimum of two written quotations Contract value £50,000 to £100,000 after a minimum of three written quotations	Head Teacher Deputy Head Teacher Head Teacher Deputy Head Teacher Head Teacher Deputy Head Teacher Chair of the Governing Board Governing Board	Annually

REFERENCE TO SGFR & CSO	DESCRIPTION OF DELEGATED AUTHORITY	PERSONS/BODIES TO WHOM DELEGATED POWER IS EXTENDED	EXPIRY OF DELEGATION
12.2 Payment of Accounts	Certification of accounts for payment	Head Teacher Deputy Head Teacher	Annually
14.3 Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Head Teacher Deputy Head Teacher	Annually
16.5(1) Stores & Stores' Accounts	Acceptance of offers received in response to disposal of stores or other property from delegated budget NB: The Corporate Director Adults and Health must authorise the disposal of assets in the first instance	Head Teacher Deputy Head Teacher	Annually
16.5 (2) Stores & Stores' Accounts	Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget	Head Teacher Deputy Head Teacher	
18.2 & 18.3 Insurances	Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to Chief Finance Officer.	Head Teacher Deputy Head Teacher	Annually