

GOVERNANCE SCHEME OF DELEGATION 2020-21

Governing Board Membership/Skills	Type	Appointed By	Term of Office		Attendance 2020/21
			Start	End	
Mrs Kate Barkley <i>Headteacher</i>	Head	Ex Officio	01/09/2020		
Mr Paul Cowley <i>Headteacher - Primary Academy (MAT)</i>	Community	GB	01/06/2019	31/05/2023	
Mrs Gillian Dorman-Smith <i>Senior School Improvement Adviser (retired)</i>	Community	GB	01/01/2018	31/12/2021	
Miss A Baker	Community	GB	09/12/2020	08/12/2024	
Mrs Rachel Moffat	Community	GB	01/01/2018	31/12/2021	
Rev Ken Stone <i>Pastor/Church Leader</i>	Community	GB	01/01/2018	31/12/2021	
Miss A Sigsworth	Community	GB	09/12/2020	08/12/2024	
Mrs Jane Thirkell <i>Finance Manager Independent Company</i>	Parent	Elected	20/11/2020	19/11/2024	
Mrs Rebecca Small	Parent	Elected	11/10/2019	10/10/2023	
Ms Sam Gardiner <i>Deputy Headteacher</i>	Observer	GB	01/01/2018	31/12/2021	
Mrs Jackie Lowe <i>School Business Manager</i>	Observer	Ex Officio			
Mrs Claire Scaife <i>Assistant Headteacher</i>	Observer	GB	25/10/2018	24/10/2022	

Former Governors	Type	Appointed by	Term of Office	
			Start	End
Mrs Kelly Maughan	Parent	GB	01/01/14	29/10/16
Mr Tony Rice	Parent	GB	15/05/15	20/10/16
Miss Lynne Robson	Staff	Elected	01/01/14	31/12/17
Mrs Helen Turley	Staff	Elected	01/01/14	31/12/17
Mrs Tracy Brown	Parent	GB	07/12/16	23/02/18
Miss Leah Shadforth	Staff	Elected	01/01/18	12/06/19
Mrs Wendy Atkinson	Staff	Elected	01/01/18	12/06/19
Mrs Lesley Sinclair	Community	GB	11/02/16	12/06/19
Mrs Paula Bowler	Community	GB	01/12/16	12/06/19
Mrs J Measor	Community	GB	01/01/18	20/01/20
Mrs H Malbon	Headteacher	Ex-Officio	01/01/14	31/08/20

Full Governing Board 3.30pm Start	Finance & Resources 9.15am Start	School Improvement 9.15am Start	HT App	Safer Rec Trained	Governor Responsibility
Kate Barkley	X	X			Headteacher
Paul Cowley					
Gillian Dorman-Smith		X Chair	X	17/10/14	Achievement & Attainment, Governor Mentor
Rachel Moffat		X		14/02/17	Pupil Voice
Ken Stone Chair	X	X	X	17/10/14	SEND
Jane Thirkell	X Chair		X		Health & Safety
Vacancy - Community					
Mrs R Small		X			
Mrs A Sigsworth	X	X			
Miss A Baker		X			Safeguarding
Andy Taylor - SIP		Invited			Standards Literacy
Sam Gardiner DHT Observer				17/10/14	
Jackie Lowe SBM Observer	Observer				
Claire Scaife AHT Observer	Observer				

- All Governors are invited to attend meetings of the School Improvement Committee***

Viewley Hill Academy Governing Body recognises the responsibilities of the Governing Body are:

- **Ensuring clarity of vision, ethos and strategic direction**
- **Holding the headteacher to account for the educational performance of the school and its pupils**
- **Overseeing the financial performance of the school and making sure its money is well spent**

It is the Governing Body's intention to follow the guidelines within the Articles of Association (AA) and Academies Financial Handbook (AFH) and to delegate responsibilities adequately to two committees and to the Head and staff to ensure the most efficient and effective delivery of policy. The Committee Member matrix above identifies the membership of each committee.

FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE - Quorum 3

- Initial review and authorisation of the annual budget;
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan;
- Authorising all variance to agreed budget lines expenditure over £10 000 excluding staffing
- Regular monitoring of actual expenditure and income against budget;
- To monitor spending and examine out-turn figures during the financial year;
- To establish and maintain an up to date 3 year financial plan;
- Review the Academy Financial Handbook on an annual basis;
- To determine charges for lettings;
- To consider matters relating to competitive tendering;
- To monitor Pupil Premium and PE Sports Premium expenditure and ensure publication on the school website;
- To consider annually the Financial Management and Self Governance statements (FMGS);
- Approve the financial statements for filing in accordance with Companies Act and Charity Commission requirements;
- Responsible to the Board for ensuring compliance with the Funding Agreement and all relevant financial regulations relating to the Academy are observed;
- Oversee capital investment programmes;
- To agree and apply spending limits:
 - a) To the Head Teacher: Delegated powers up to a ceiling of £10,000 on any single item purchase, without reference to the Finance Committee;
 - b) To the Head Teacher and Chair of Finance and Resources: expenditure between £10,000 and £15,000;
 - c) Committee Level: expenditure between £15,000 and £30,000;
 - d) Any expenditure over £30,000 will be submitted for approval to the full Governing Body with the recommendation of the Committee. Tenders will be sought in accordance with the Competitive Tendering Policy contained in the Academy Financial Handbook.
- Reviewing the reports of the Internal Auditor on the effectiveness of the financial procedures and controls;
- Authorising the disposal of fixed assets with a value of greater than £10,000;
- Establish, monitor, and review employment policies on behalf of the GB;
- Set and monitor remuneration levels for members of staff except for Headteacher, Deputy Headteacher and School Business Manager. Remuneration levels for those members of staff will be set by the GB having considered the recommendations of this Committee;
- Contribute to the appraisal of The Headteacher, Deputy Headteacher, and Business Manager;
- Review and agree staff training programmes.

➤ AUDIT COMMITTEE REMIT

- To advise the Academy Trust on the appointment, re-appointment, dismissal and remuneration of the external auditor;
- To monitor the implementation of agreed recommendations relating to the external auditors management letter;
- To establish, in conjunction with the Academy's Executive, relevant performance measures and indicators, and to monitor the effectiveness of the external auditor;
- To review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter;
- To recommend the annual financial statements to the Academy Trust for approval;
- To review the adequacy of the Academy Trust's Risk Management Policy and procedures, to regularly review the risk register and to monitor the implementation of Risk Management Action Plans;
- To review the Academy Trust's arrangements in respect of whistleblowing and anti-fraud and corruption and to make recommendations as necessary;
- To ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases;
- To produce an annual report for the Academy Trust and Accounting Officer, which should include the Committee's advice on the effectiveness of the Academy's risk management, control and governance processes, and any significant matters arising from the work of the Internal Audit/Responsible Officer Service and the external auditor.

➤ PAY REVIEW REMIT

- To implement the Academy pay policy for all staff (teaching and non-teaching) including the annual review of teachers' salaries, Head Teachers and Deputy Head Teachers, as required by law;
- To ensure that arrangements for Appraisal/Threshold Payments are implemented;
- Consider recommendation for incremental points following staff and Head Teacher appraisal;
- The Head Teacher will, report annually to the Governing Body, in a confidential section, appropriate details of:
 - a) any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the categories above in relation to Appraisal cases, including the circumstances, where teachers have not made satisfactory progress towards objectives;
 - b) any instances where the training and development set out in the training and development annex of a planning and review statement has not been provided;
- Where the relevant personal data is available the Head Teacher will include an analysis of the cases specified, above. However, the report will not enable any individual to be identified.
- To determine the grades for non-teaching staff;
- Review any amendments to the Academy ISR (Individual School Range) in line with the STPCD and make recommendations to the full governing Body for approval;

➤ STAFFING REMIT

- To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment Guidelines;
- To review and approve criteria and procedures for dealing with redundancy;
- To consider and make recommendations to the Governing Body on the appraisal, remuneration and terms and conditions of service of the Head Teacher;
- Ensure up to date and relevant training regarding safeguarding procedures are in place and monitor the effectiveness of policies and practices;

- To determine the number and deployment of posts above the basic level;
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy;
- To liaise with the School Improvement Committee in relation to schools needs and priorities, including Equality Act 2010 compliance;

➤ PREMISES/HEALTH & SAFETY REMIT

- To consider and report to the Governing Body on aspects of building and premises, including monitoring the Accessibility Plan and Emergency Plan including Business Continuity;
- To review the Health and Safety Policy;
- To review Health and Safety training needs;
- To maintain a high standard of Health and Safety for all;
- To consider and prioritise future developments relating to the building/premises;
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to the Governing Body's policy;
- To consider any requests from the school for residential educational visits and journeys relating to the curriculum;

SCHOOL IMPROVEMENT COMMITTEE TERMS OF REFERENCE – Quorum 3

- To liaise with the Head Teacher over the preparation, monitoring and evaluation of School Improvement Plans;
- To contribute to, monitor and evaluate school self-evaluation;
- To monitor and evaluate progress against Ofsted actions;
- To advise the Governing Body on curriculum organisation;
- To advise the Governing Body in establishing, monitoring and reviewing the school's curriculum policies;
- Ensure pupils' SMSC including the promotion of fundamental British values are at the heart of the school's work;
- Monitor safeguarding arrangements and ensure that policies and procedures and training in school comply with the law at all times;
- In liaison with the Head Teacher, monitor progress towards current floor standards for pupil performance and attendance, including fixed term and permanent exclusions;
- To monitor and evaluate pupil performance across all year groups, including targeted groups: i.e ability groups and vulnerable groups eg Pupil Premium, FSM, CLA, Ethnic Minority/English as an Additional Language, SEN, Travellers, Refugees/Asylum Seekers, Excluded Pupils, termly using comparative data from the ASP and school pupil tracking systems;
- Monitor the effectiveness of the way school promotes partnerships with other schools, the community and opportunities for learning beyond the school day;
- To evaluate the effectiveness of systems for seeking the views of parents and other stakeholders;
- To monitor the impact of Pupil Premium and PE Sports Premium expenditure on outcomes for pupils;
- To approve policies under consideration relevant to the School Improvement Committee;
- Monitor the effectiveness of the way the academy promotes Parental Engagement and extended activities;
- To oversee arrangements for individual governors to take a leading role in specific areas of provision;

➤ **HEADTEACHER APPRAISAL REMIT** – minimum of 2 Appointed Governors

Appraisal regulations require governing bodies to appoint two or three governors to appraise the Head Teacher. The appointed governors must undertake the performance review with the support of an External Adviser to ensure that clear objectives are set and monitored. Clear assessment should be made of performance overall and in particular the extent to which the Head Teacher has achieved his/her objectives. They must prepare a written statement recording the main points made by the appraiser, the Head Teacher's response and the conclusions reached.

The recommendation for deciding whether or not to award a performance point on the pay spine is delegated to the governors conducting the performance review who must be mindful of the Academy Pay Policy.

Any alteration to the school ISR (Individual School Range) must be made with the approval of the full governing body.

- To agree objectives with the Head Teacher and External Adviser in respect of performance management;
- To monitor objectives with the Headteacher half yearly;

➤ **ADMISSIONS COMMITTEE REMIT** - Quorum: 3

- To consider the admissions policy for the academy and support the Head Teacher in its implementation;
- To consult with the LA on an annual basis relating to the proposed Admissions Policy (day to day management of the policy is the responsibility of the Head Teacher);
- To identify children to be offered places, when the school is oversubscribed, by application of the published admission criteria;

COMPLAINTS/CONCERNS AND APPEALS COMMITTEES - Quorum 3

Pool membership for Complaints and Appeals Committees. Staff Governors cannot sit on either the complaint or appeals committee. A Governor who serves on a Complaints Committee may not serve on an Appeals Committee. (Gender balance of governors should sit on each Committee if possible subject to availability of respective governors.) One panel member should be independent of the management and running of the school.

Where insufficient governors can be appointed as a result of governors being tainted by prior knowledge or due to lack of suitable experience, Governors external to the governing body may be appointed with delegated powers.

➤ **COMPLAINTS/CONCERNS COMMITTEE REMIT**

- To consider matters relating to pupil behaviour;
- To determine matters relating to the reinstatement of a permanently excluded pupil;
- To receive and act on any complaint from parents according to school policy;
- To discuss the need for staff reduction, and, if necessary set the criteria for nominating a member of staff as redundant;
- To determine which member(s) of staff will be nominated for dismissal/redundancy by applying the criteria established;
- To liaise and carry out formal consultation with representatives of recognised Trade Unions prior to the meeting of the nominating Committee;
- To consider any issue relating to capability, disciplinary or grievance;

- To consider appeals following appraisal reviews to meet within 10 working days of receipt of an employee's notification of appeal;
- Confirm decision following Appraisal appeal within 10 days of the date in which it met and made the decision;
- To meet when required;

➤ APPEALS COMMITTEE REMIT

- To hear an appeal from a member of staff regarding the decision to dismiss that member of staff, and determine, in the light of the appeal, whether the decision to dismiss should be upheld;
- To consider any appeal against grading from a member of the non-teaching staff and decide whether the appeal can be upheld;
- To hear appeals in respect of capability, disciplinary or grievance;
- To consider any appeal against salary assessment/grading from members of staff (teaching and non-teaching) and determine whether the appeal can be upheld;
- To hear pay appeal following decision of original appraisal decision;