

**INSPECTION COPY**

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**Our Ref:** GS/SM/CW  
**Your Ref:**

**Date:** 5 November 2014

Dear Governor

**TOLL BAR PRIMARY SCHOOL GOVERNING BODY**

Would you please note that the Toll Bar Primary School Governing Body's Annual Meeting will be held at the school on Tuesday 18 November 2014, commencing at 5.00 pm, immediately followed by an Ordinary Meeting, the agendas for which are enclosed.

I do hope it will be convenient for you to attend. Please contact the school on 01302 874324 if you will be unable to do so.

Attached to the agenda is a Declaration of Interest Form which you are required to complete annually and submit to the school. Please complete and hand in at the meeting. If you are unable to attend please ensure that a copy is forwarded to the school as soon as possible.

**2014 Governors' Support Service Satisfaction Survey**

As part of our continued aim to provide a quality service to Governing Bodies, schools and academies the Governors' Support Service would be grateful if you could take the time to complete an online questionnaire and give us your views on the service provided. This can be found at:

[www.doncaster.gov.uk/schoolgovernors](http://www.doncaster.gov.uk/schoolgovernors)

If you would prefer a hard copy of this questionnaire please contact the Governors Support Service and a copy will be posted out to you.

Yours faithfully

**CAROL WILLIAMS**  
Governors' Support Officer

Mr J Robinson (Chair)  
Mr S Bower  
Mr A Draper  
Miss K Edwards  
Mrs J Evans  
Mrs C Hodson-Walker  
Mrs J Northwood

Mrs D Smith  
Mrs P Sutton  
Mrs Y Whaley  
Mrs A Wilburn  
Mrs K Wroe

Mrs A Newton – Associate Member

Mr L Ashton – Observer  
Mr D Hall - Observer

Sarah Millward - Clerk

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.

## TOLL BAR PRIMARY SCHOOL GOVERNING BODY

Agenda for the Toll Bar Primary School's Annual meeting, to be held at the school on Tuesday 18 November 2014 commencing at 5.00pm.

**Present:**

**Apologies:**

**Clerk:**

Agenda	
	<ol style="list-style-type: none"> <li>1. To agree a finishing time for the meeting</li> <li>2. Appointment of the Chair</li> <li>3. Appointment of the Vice-Chair</li> <li>4. Membership of the Governing Body</li> <li>5. Apologies</li> <li>6. Declarations of business and personal interests</li> <li>7. Review of Committee Membership Appointment of Governors with Specific Responsibilities</li> <li>8. Review of Committee Terms of Reference</li> <li>9. Confidentiality and access to papers and meetings</li> </ol>
1	<b>AGREE A FINISHING TIME FOR THE MEETING</b>

2 APPOINTMENT OF CHAIR	
	<p><b>Introduction</b></p> <p>The Procedure for the election of Chair and Vice-Chair was agreed at the Summer term Governing Body meeting. A copy is enclosed with the agenda on lilac.</p> <p>It was agreed that the election of Chair and Vice-Chair would be undertaken by allowing Governors wishing to be considered for the positions to self-nominate at the meeting.</p> <p>It was also agreed that verbal statements would be provided at the meeting and Governors are asked to receive these from the nominations(s) identified above. (Governors may wish to place a time limit on this)</p> <p>The Governing Body is now invited to appoint the Chair to hold office until the Annual meeting of the 2014 academic year.</p>

In appointing the Chair the Governing Body must be aware that a Governor who is employed in any capacity at the school cannot be elected Chair or Vice-Chair of the Governing Body. In addition should the Chair or Vice-Chair be absent a Governor employed at the school cannot be appointed Chair for the meeting.

The Regulations require any Governor standing for election to withdraw from the meeting and not vote. In accordance with the Procedure agreed, a vote by secret ballot will be held if there is more than one nomination and all candidates must leave the room while a discussion and vote takes place. (Please note proxy votes are not permitted)

### **Recommendation**

The Governing Body is asked to appoint the Chair to hold office until the Annual meeting of the 2014 academic year.

## **NOMINATIONS**

### **3 APPOINTMENT OF VICE-CHAIR**

#### **Introduction**

The Governing Body is invited to appoint the Vice-Chair to hold office until the Annual meeting of the 2014 academic year.

The election for the post should be carried out in accordance with the Regulations and Procedure for the election of Chair.

Governors are asked to receive verbal statements from the nominations(s) identified above.(Governors may wish to place a time limit on this)

The Regulations require any Governor standing for election to withdraw from the meeting and not vote. In accordance with the Procedure agreed, a vote by secret ballot will be held if there is more than one nomination and all candidates must leave the room while a discussion and vote takes place. (Please note proxy votes are not permitted)

#### **Recommendation**

The Governing Body is asked to appoint the Vice-Chair to hold office until the Annual meeting of the 2014 academic year.

## **NOMINATIONS**

4	<b>MEMBERSHIP OF THE GOVERNING BODY</b>
	<p style="text-align: center;"><b>Changes to Membership</b></p> <p><b>Introduction</b></p> <p>The following changes to the Governing Body's membership are reported for information:</p> <p>a) <b>Parent Governor Representative</b></p> <p>Mrs T Smyth has resigned from the Governing Body. Arrangements have been made to secure nominations for one Parent Governor with a closing date of 17 November 2014.</p> <p>b) <b>Co-opted Governor Representative</b></p> <p>Due to Mrs N Seager's resignation a vacancy for a Co-opted Governor exists on the Governing Body. Governors are asked to note that Mr L Ashton has expressed an interest in serving as a Co-opted Governor</p> <p>A Co-opted Governor is an individual who in the opinion of the Governing Body has the skills required to contribute to the effective government and success of the school.</p> <p>Staff can be appointed as Co-opted Governors on the Governing Body. The total number of staff when counted with the Headteacher and Staff Governor should <u>not</u> exceed one third of the total membership of the Governing Body.</p> <p><b>Recommendation</b></p> <p>The Governing Body is asked to:</p> <p>a) note the changes to its membership;</p> <p>b) note the arrangements for securing nominations for one Parent Governor; and</p> <p>c) appoint to the Co-opted Governor vacancy and note the expression of interest from Mr L Ashton to serve as a Co-opted Governor; and</p>
5	<b>APOLOGIES</b>
	<p><b>Introduction</b></p> <p>Governors should be aware that they could be disqualified from membership of the Governing Body if they fail to attend meetings "without the consent of the Governing Body" for a period of six months, commencing from the date of the first meeting missed.</p>

The Governing Body is required to receive at each of its full meetings apologies submitted on behalf of a Governor who is unable to attend the meeting. The School Governance Regulations require the Governing Body to formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

### **Recommendation**

The Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

## **APOLOGIES**

6

## **DECLARATION OF BUSINESS AND PERSONAL INTEREST**

### **Introduction**

The Governing Body is reminded that it is required to ensure that the school has a transparent and detailed declaration of interest process in place. Schools and Governors were notified in the Autumn term 2013 of a change in the process for declarations of interest.

The process of declaring personal or business interests is designed to prevent individuals from abusing their position, protects them in the event of allegations of this nature and allows the school to manage such conflicts appropriately. The processes ensure that all relevant potential conflicts of interest are transparent through being documented and the appropriate management action also being recorded.

All Governors and staff are now required to complete annually an individual form which is signed and retained at the school. A responsible officer will review the interests declared and determine what restrictions/actions, if any, are placed on the individual based on their declaration. This information will then be entered into the school's register of interests. The register will then show all personal potential conflicts of interest and the school's/Governing Body's response to that conflict. Forms will be completed annually and the register updated appropriately.

Once completed the register should be retained in school and kept up to date and open to free inspection by Governors, staff, parents and the Local Authority, subject to any constraints under the Data Protection Act.

<p>A copy of the Declaration of Interest Form has been included with the agenda which all Governors are required to complete.</p> <p><b>Recommendation</b></p> <p>Governors are asked to:</p> <p>a) complete the Declaration of Interest Form (a copy of which has been attached to this agenda) and ensure a copy is provided to the school;</p> <p>b) declare any business or personal interest they or their immediate families may have in any item on the Annual and Ordinary meetings' agendas; and</p> <p>c) request the Headteacher to ask all staff to complete the form.</p>		
Challenge		
<b>Actions</b>	<b>By Whom</b>	<b>By when</b>
Make sure all staff complete	Head	

7	<b>REVIEW OF COMMITTEE MEMBERSHIP APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES</b>
<p><b>Introduction</b></p> <p>Governors will be aware that the Governing Body established a number of Committees on the basis that each Committee and its membership would be reviewed at each Annual Meeting.</p> <p>Governors may wish to consider a review of the current structure.</p> <p><b>Quorum</b></p> <p>The quorum for any Committee meeting must be determined by that Committee, but must not be less than three Governors who are members of the Committee.</p> <p><b>Clerks to Committees</b></p> <p>The Governing Body should appoint the Clerk to each Committee, who must not be the Headteacher.</p> <p>It is recommended that in larger schools the Bursar should not be the Clerk to the Finance Committee, but it is recognised that this may be more difficult to organise in smaller schools.</p> <p><b>Chairs of Committees</b></p> <p>The Governing Body can appoint the Chairs of each Committee or allow each Committee to elect its own Chair. Staff at the school can Chair Committees.</p>	

### **Current Committee Membership**

The Committees established are identified in the enclosed yellow appendix A.

### **Governors with Specific Responsibilities/Link Governors**

Although it is not a statutory requirement most Governing Bodies have Link Governors or appoint Governors with responsibilities for specific issues eg Special Educational Needs, Literacy, Numeracy, Looked After Children, Race Equality and Child Protection/ Safeguarding.

While not a statutory requirement, the appointment of Link Governors/Specific Responsibility Governors is good practice. It is of course a matter for the Governing Body to determine the number of those Governors and the role it expects them to undertake in school. The success of this initiative is dependent on a good working relationship between the subject specialist in school and the Specific Responsibility Governor. As a general model, the Specific Responsibility Governor, in support of the Subject Co-ordinator or Head of Subject, could undertake some or all of the following:

- Become informed about relevant documents and legislation; Ofsted criteria for evaluating the subject provision; local and national issues impacting upon the subject.
- Liaise with the Subject Co-ordinator or Head of Subject in order to become informed about staffing arrangements and training; the condition and availability of resources; curriculum and timetable arrangements; special needs provision; reference to the School Improvement/Development Plan; assessment and recording procedures for the subject; which visits and visitors are planned.
- Establish and maintain effective lines of communication between the Subject Co-ordinator and the Governing Body and report back to Governing Body meetings.

A list of Governors with their current responsibilities is included in the yellow appendix A.

### **Recommendation**

The Governing Body is asked to:

- a) review its Committee structure and the membership of each Committee and note that unless revoked or amended by a subsequent resolution of the Governing Body, each Committee's membership will remain in force until the next Annual Meeting;
- b) determine the Clerk to each Committee who must not be the Headteacher;
- c) determine how the Chairs of Committees are to be appointed;



	<p>d) ensure that the Minutes of each Committee meeting are submitted for consideration to the next Governing Body meeting; and</p> <p>e) consider the appointment of individual Governors with specific responsibilities.</p>
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**Challenge**

To agree a new sub-committee structure upon completion of skills audit.

<b>Actions</b>	<b>By Whom</b>	<b>By When</b>
Complete skills audit	Chair	
Select membership for committees	Chair, vice-chair and head	

<b>8</b>	<b>REVIEW OF COMMITTEE TERMS OF REFERENCE</b>
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**Introduction**

Governors will recall that the Governing Body established terms of reference in respect of the Committees identified in the previous agenda item on the basis that they would be reviewed at each Annual Meeting.

The terms of reference established are enclosed in the blue appendix B.

**Recommendation**

The Governing Body is asked to:

- a) review each Committee's terms of reference and note that unless revoked or amended by a subsequent resolution of the Governing Body, each Committee's terms of reference will remain in force until the next Annual Meeting; and
- b) review the financial delegation that will authorise the Headteacher to enter into contracts or pay accounts to an agreed level.

**Challenge**

Review new Sub-Committee terms of Reference and agree.

<b>Actions</b>	<b>By Whom</b>	<b>By When</b>
New Terms of Reference	Chair	

9	<b>CONFIDENTIALITY AND ACCESS TO PAPERS AND MEETINGS</b>
	<p><b>Introduction</b></p> <p>As it is the Governing Body's Annual Meeting it is felt appropriate to remind Governors that Governing Body papers, including Minutes, must be open to inspection by any member of the public unless it has been determined that an item is confidential. That item will then be minuted separately. Governors may, at any point, also request for their discussions to be confidential, which will, of course, be minuted accordingly.</p> <p>An inspection copy of the agenda is forwarded to the school for public display prior to every Governing Body meeting.</p> <p>Governors should also be aware that the School Governance (Procedures) (England) Regulations allow a Governing Body to suspend a Governor for all or any meetings of the Governing Body, or of a Committee, for a fixed period up to six months if the Governor is in breach of their duty of confidentiality to the school or to any member of staff or to any pupil at the school.</p> <p>Public access to Governors' meetings is at the discretion of the Governing Body. On occasions invitations may be offered to prospective Governors, staff of the school or people who have information or advice relating to relevant items on the agenda. Governors are reminded that those individuals have no voting rights and can only speak on relevant items when invited to do so by the Chair.</p> <p><b>Recommendation</b></p> <p>Governors are asked to receive and note the above report.</p>

Signed \_\_\_\_\_ Date \_\_\_\_\_