

INSPECTION COPY

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Our Ref: GS/SM/CW
Your Ref:

Date: 19 November 2015

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 1 December 2015, 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 01302874324 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.

Also attached to the agenda is a copy of the Local Authority's Code of Conduct which has been updated to reflect the requirement to publish the Governing Body's Register of Interests on the school's website. You are asked to read the Code and will be required to confirm that you have read and agree to adhere to the code. A form will be made available by the Clerk at the meeting.

Yours faithfully

CAROL WILLIAMS
Governors' Support Officer

Mr J Robinson (Chair)
Mr L Ashton
Mr S Bower
Mr A Draper
Mrs J Evans
Mr D Hall
Mrs A Jamroz
Mrs J Northwood

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

Mrs A Newton – Associate Member
Sarah Millward - Clerk

Quorum for the meeting is 7 Governors (please note Associate Members cannot be counted as part of the quorum)

TOLL BAR PRIMARY SCHOOL GOVERNING BODY**ANNUAL MEETING****TUESDAY 1 DECEMBER 2015****AGENDA****PART 1*****IN THIS SECTION OF THE AGENDA ALL THE REPORTS ARE AVAILABLE TO THE PUBLIC*****1 TO AGREE A FINISHING TIME FOR THE MEETING**

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

2 APPOINTMENT OF THE CHAIR**Introduction**

The Procedure for the election of Chair and Vice-Chair has previously been agreed by the Governing Body. A copy of which can be made available by the Clerk.

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.

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)

The Governing Body is now invited to appoint the Chair to hold office until the Annual meeting of the 2016/2017 academic year.

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 2016/2017 academic year.

3 **APPOINTMENT OF THE VICE-CHAIR**

Introduction

The Governing Body is invited to appoint the Vice-Chair to hold office until the Annual meeting of the 2016/2017 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 2016/2017 academic year.

4 **MEMBERSHIP OF THE GOVERNING BODY**

Changes to Membership

Introduction

The following change to the Governing Body's membership is reported for information:

Co-opted Governor Representative

Due to Mrs C Hodson-Walker's resignation the Governing Body is invited to appoint to appoint a Co-opted Governor.

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.

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 not exceed one third of the total membership of the Governing Body.

Recommendation

The Governing Body is asked to appoint to the Co-opted Governor vacancy

5 **APOLOGIES**

Introduction

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.

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.

6 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS

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.

The statutory guidance setting out the arrangements for the constitution of Governing Bodies of maintained schools now requires schools to publish the Governing Body's Register of Interests on the school website from 1 September 2015.

The register should set out the relevant business interests of Governors and details of any other educational establishments they govern. The register should also set out any relationships between Governors and Members of the school staff including spouses, partners and relatives.

Governing Bodies should make it clear in their code of conduct that this information will be published on their Governors and, where applicable, their Associate Members. Any Governor failing to reveal information to enable the Governing Body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the Governing Body into disrepute. In such cases the Governing Body should consider suspending the Governor.

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 required to complete annually an individual form which is signed and retained at the school. A Responsible Officer should be appointed; this could be the School's Business Manager, a Governor, Headteacher or other suitable member of staff.

The Responsible Officer should review the interests declared and determine what impact this interest would have on the school or what advantage this would have to the individual. Once this has been determined the Responsible Officer should document what restrictions or actions, if any, are placed on the individual based on their declaration. This information should 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 should be completed annually and the register updated appropriately.

Once completed the register should be retained in school, 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. As detailed above the Governing Body's register of interests should be published on the school's website.

Governors are reminded that completion of a declaration of interest form does not remove the requirement upon them to disclose orally any interest at any specific meeting and the requirement to leave the meeting for that agenda item should the Governing Body deem it appropriate.

A copy of the Declaration of Interest Form has been included with the agenda which all Governors are required to complete.

Recommendation

Governors are asked to:

- 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;
- b) appoint a Responsible Officer to review declarations, prepare the register and keep it up to date;
- c) declare any business or personal interest they or their immediate families may have in any item on the Annual and Ordinary meetings' agendas;
- d) request the Headteacher to ask all staff to complete the form; and
- e) ensure the Governing Body's Register of Interest is published on the school website in accordance with the guidance.

7 GOVERNING BODY CODE OF CONDUCT

Introduction

In light of the previous agenda item and the need to publish the Register of Interests, the Local Authority Code of Conduct has been updated to reflect this change. Appended to the agenda is the updated Local Authority Code of Conduct which all Governors are required to read and adhere to. Governors not in attendance at the meeting will be asked to sign to adhere to the code as soon as possible.

Recommendation

Governors are asked to:

- a) read and agree to adhere to the updated Code of Conduct;
- b) sign the form to confirm this which will be available at the meeting; and
- c) request the school to ensure that any Governors not in attendance at the meeting sign to agree to adhere to the Code of Conduct.

8 **REVIEW OF COMMITTEE MEMBERSHIP APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

Introduction

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.

Governors may wish to consider a review of the current structure.

Quorum

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.

Clerks to Committees

The Governing Body should appoint the Clerk to each Committee, who must not be the Headteacher.

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.

Chairs of Committees

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.

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

9 REVIEW OF COMMITTEE TERMS OF REFERENCE (TOR)

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. Terms of reference must be in place for each committee.

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

Model Terms of Reference for the Committee with Financial Responsibilities

Appended to the agenda is a set of model terms of reference which have been updated by the LA Audit Team. This is in response to a number of school audits which have recently taken place where the terms of reference did not reflect the areas of delegation.

Areas which were particularly highlighted were;

Approval of the delegated budget, Finance Policy, School's Financial Procedures, Statement of Internal Control and Financial Regulations by the committee but no reference to them in the TOR for the committee with financial responsibilities.

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;
- b) consider adopting the model terms of reference for the committee with financial responsibilities.
- c) review the financial delegation that will authorise the Headteacher to enter into contracts or pay accounts to an agreed level;
- d) ensure that any delegation is clearly reflected in the terms of reference for that committee.

10 CONFIDENTIALITY AND ACCESS TO PAPERS AND MEETINGS

Introduction

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.

An inspection copy of the agenda is emailed to the school for public display prior to every Governing Body meeting.

Governors should also be aware that the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

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.

Recommendation

Governors are asked to receive and note the above report.

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.