

**INSPECTION COPY**

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**Our Ref:** GS/SM/CW  
**Your Ref:**  
**Date:** 9 November 2017

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 21 November 2017, 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.

The Code of Conduct has been reviewed and an amended copy can be found at [www.doncaster.gov.uk/schoolgovernorspolicies](http://www.doncaster.gov.uk/schoolgovernorspolicies) or can be made available on request. You will be asked to confirm at the meeting that you have read, understand and support the Code of Conduct and agree to adhere to it. A form will be made available by the Clerk at the meeting which you will be asked to sign.

Yours faithfully

**CAROL WILLIAMS**  
**Governors' Support Officer**

Mr J Robinson (Chair)  
Mr L Ashton  
Mr S Bower  
Mrs A Jamroz  
Mrs P Sutton

Mrs Y Whaley  
Mrs L Wood  
Mrs K Wroe  
  
Mrs A Newton – Associate Member  
Mr M Milan – Observer  
Sarah Millward - Clerk

Quorum for the meeting is 4 Governors (please note Associate Members and Observers cannot be counted as part of the quorum)

**ANNUAL AGENDA ITEMS**

- 1 TO AGREE A FINISHING TIME FOR THE MEETING
- 2 APPOINTMENT OF THE CHAIR
- 3 APPOINTMENT OF THE VICE-CHAIR
- 4 MEMBERSHIP OF THE GOVERNING BODY
- 5 APOLOGIES
- 6 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS
- 7 GOVERNING BODY CODE OF CONDUCT
- 8 REVIEW OF COMMITTEE MEMBERSHIP  
APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES
- 9 REVIEW OF COMMITTEE TERMS OF REFERENCE (TOR)
- 10 CONFIDENTIALITY AND ACCESS TO PAPERS AND MEETINGS

**ORDINARY AGENDA ITEMS**

- 1 TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING
- 2 MINUTES OF THE MEETINGS HELD ON 11 JULY, 13 AND 21 SEPTEMBER AND 12 OCTOBER 2017
- 3 MATTERS ARISING FROM THE MINUTES/ACTION SHEET
- 4 HEADTEACHER'S REPORT
- 5 STANDARDS AND EFFECTIVENESS PARTNER (StEPS)
- 6 MONITORING THE SCHOOL BUDGET
- 7 MEDIUM-TERM FINANCIAL PLAN
- 8 DONCASTER SCHOOLS FINANCIAL REGULATIONS AND FAIR FUNDING SCHEME FOR FINANCING SCHOOLS
- 9 THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)
- 10 FINANCE POLICY
- 11 SCHOOL ADMISSION ARRANGEMENTS - 2019/2020 SCHOOL YEAR
- 12 CHILDREN AND YOUNG PEOPLE IN CARE - ANNUAL REPORT
- 13 30 HOURS FREE CHILDCARE ENTITLEMENT
- 14 SCHOOL IMPROVEMENT PLAN AND ARRANGE GOVERNOR LEARNING WALKS
- 15 ATTENDANCE
- 16 SAFEGUARDING – DONCASTER DOMESTIC ABUSE STRATEGY
- 17 HEALTH AND SAFETY
- 18 TARGET-SETTING AND ANALYSIS OF ACHIEVEMENT
- 19 SCHOOL GOVERNORS' FORUM MEETINGS
- 20 SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS
- 21 GOVERNOR TRAINING LOG
- 22 GOVERNOR TRAINING PROGRAMME – 2017/2018
- 23 TO CONFIRM ANY CONFIDENTIAL ITEMS
- 24 DATE AND TIME OF NEXT MEETING

**TOLL BAR PRIMARY SCHOOL GOVERNING BODY****ANNUAL MEETING****TUESDAY 21 NOVEMBER 2017****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 2018/2019 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 2018/2019 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 2018/2019 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 2018/2019 academic year.

### 4 **MEMBERSHIP OF THE GOVERNING BODY**

#### **Changes to Membership**

##### **Introduction**

The following changes to the Governing Body's membership are reported for information:

##### **Local Authority Governor Representative**

Mrs A Wilburn's term of office expired on 10 October 2017.

##### **Parent Governor Representative**

Mrs D Smith has been re-elected for the period 10 October 2017 until 9 October 2021.

##### **Unfilled Parent Governor Vacancy**

The closing date for the receipt of nominations for two Parent Governors for the school expired on 2 October 2017 and unfortunately only one nomination was received. The School Governance (Roles, Procedures and Allowances) (England) Regulations allows the Governing Body in these circumstances to appoint an individual to the remaining vacancy on the Governing Body provided that the person is:

- a) the parent of a registered pupil at the school;
- b) a parent of a former registered pupil at the school; or
- c) a parent of a child under or of compulsory school age.

The Governing Body may only appoint a person referred to in sub-paragraph (b) or (c) above if it is not reasonably practicable to appoint a person referred to in the sub-paragraph which immediately precedes it.

In making such an appointment the Governing Body **may not** appoint the following to an unfilled Parent Governor vacancy:

- A Doncaster MBC Councillor
- A person paid to work at the school for more than 500 hours in any consecutive twelve month period.

### **Co-opted Governor Vacancies**

It was agreed at the last meeting to give further consideration to the two Co-opted Governor vacancies at this meeting.

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.

Governors are asked to note the expression of interest received from Mr M Milan to serve as a Co-opted Governor.

### **Recommendation**

The Governing Body is asked to:

- a) note the changes to its membership;
- b) appoint a parent to the unfilled Parent Governor vacancy; and
- c) appoint to the two Co-opted Governor vacancies and note the expression of interest from Mr M Milan.

## **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.

You will recall that 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.

Where there is any dispute as to whether a Governor is required to withdraw from a meeting of the Governing Body and not vote; that question must be determined by the other Governors present at the meeting. In the interests of fairness, openness and integrity if there is any doubt it is always advisable for the Governor to withdraw from the meeting.

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) assess the impact that the interest declared by the individual would have on the decisions made and how this will be managed in school. (This action needs to be documented on the declaration of interest register and should be monitored by a nominated individual);
- d) ensure that there is a standard agenda item at all meetings for declaring any interest and this is recorded in the minutes accordingly;
- e) declare any business or personal interest they or their immediate families may have in any item on the Annual and Ordinary meetings' agendas;
- f) request the Headteacher to ask all staff to complete the form; and
- g) ensure the Governing Body's Register of Interest is published on the school website in accordance with the guidance and it is kept updated to reflect any changes.

## **7 GOVERNING BODY CODE OF CONDUCT**

All Governors are required to read, confirm they understand and support the Code and agree to adhere to it. Governors not in attendance at the meeting will be asked to sign to adhere to the code as soon as possible.

A copy of the updated Code of Conduct can be found at [www.doncaster.gov.uk/schoolgovernorspolicies](http://www.doncaster.gov.uk/schoolgovernorspolicies) or can be made available on request.

## **Recommendation**

Governors are asked to:

- a) agree to adhere to the current Code of Conduct;
- b) sign the form (which will be available at the meeting) to confirm they have read, understand and support the Code; 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 the School Business Manager/ Bursar should not be the Clerk to the committee with financial responsibilities, 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
- d) consider the appointment of individual Governors with specific responsibilities.

## **9 REVIEW OF COMMITTEE TERMS OF REFERENCE (TOR)**

### **Introduction**

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.

## Financial Delegation

Governors are asked to review the financial delegation that will authorise the Headteacher to enter into contracts or pay accounts to an agreed level.

Section 17 of the Schools Financial Regulations state;

*'The value of a contract is the **aggregated** cost over the life of the contract – not the annual amount.*

*The school should make the best use of its purchasing power by aggregating purchases whenever possible. Supplies, services or works should not be split in an attempt to avoid Contract Procedure Rules and the Regulations.'*

Governors are therefore reminded that consideration should be given to the value of a contract over the life of the contract not the annual amount.

## 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) review the financial delegation that will authorise the Headteacher to enter into contracts or pay accounts to an agreed level taking into account the value of a contract over life; and
- c) 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.