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Holly Lodge High School Governing Board Membership and Terms of Reference

Reviewed and Adopted: 10th October 2023
Current version as at: 20th February 2024

Governing Board Membership

2023/2024 Academic Year

LA (1)	End of Office
VACANCY	
Parents (3)	End of Office
Masimba Kadzviti	7 th December 2025
Qasim Ghaffoor	19 th October 2027
Shom Kaur	19 th October 2027
Headteacher (1)	End of Office
Imran Iqbal	Ex-Officio
Staff Governor (1)	End of Office
Natalie Sinclair	2 nd February 2026
Co-opted (7)	End of Office
Gurinder Josan	21 st September 2027
Soyfur Rahman	21 st September 2027
Philip Wright	20 th April 2025
Dawn Broadbent	29 th June 2025
Victoria Storer-Young	10 th June 2026
Raj Singh	29 th November 2026
Matt Winzor	28 th March 2027
Foundation Governors (2)	End of Office
Anasa Chisholm	25 th October 2027
Shareen Shaukat	25 th October 2027

Chair: Phillip Wright

Vice Chair: Soyfur Rahman

Meeting Dates 2023-2024

	Autumn Term	Spring Term	Summer Term
Full Governing Board	10 th October 2023	20 th February 2024 11 th March 2024 (VIRTUAL)	9 th July 2024
Buildings, Health and Safety Committee	3 rd October 2023	23 rd January 2024	2 nd July 2024
Staffing, Finance and Pay Committee	23 rd November 2023	20 th February 2024	9 th May 2024 9 th July 2024

Governors Statutory Responsibilities and Functions

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a) **Ensuring clarity of vision, ethos and strategic direction,**
- b) **Holding the executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and**
- c) **Overseeing the financial performance of the organisation and making sure its money is well spent.** (Extract from Governance Handbook October 2020)

Governance Handbook/Competency Framework for Governance

Please refer to the Governance Handbook and Competency Framework for Governance published by the Department for Education. The latest versions are available online below:

[Governance Handbook October 2020](#)

[Competency Framework for Governance January 2017](#)

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances, this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions**. In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings (approved at FGB meeting on 10th October 2023.)

For full details, please refer to the Virtual Governance Policy.

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members – despite any voting rights they may have been given – as they aren't considered to be members of the governing board.

The appointed governance professional will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from Governance Handbook October 2020 – Page 64, paragraph 53).*

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions but may be given a vote on decisions made by committees to which they are appointed.

Staffing, Finance and Pay Committee

The committee has responsibility delegated by the governing board to:

Finance:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Review Pupil Premium/ PE& Sports Premium /recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure and virements of sums over **£10,000**, sums below that amount are delegated to the Head Teacher/Principal.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the pay and conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review and approve internal financial procedures and controls.
- Ensure LA/academy financial procedures are complied with. This is to include:
 - A Cost Centre Group Report or Account Summary Report (or equivalent)
 - A Virement Report,
 - A copy of the latest Suspense File (non-cheque book and EPA schools only)
 - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold including tender limits for supplies and services and works.
 - Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. Information on tendering limits can be found under route 5 at [Buying for schools: how to buy what you need - Find the right route to buy - Guidance - GOV.UK \(www.gov.uk\)](#)
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

Staffing:

- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc).
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.

- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.
- Establish and maintain rolling programme for Disclosure & Barring Service (DBS) Checks.
- Staff training and CPD.
- Review staff pay progression in accordance with the pay policy and annual appraisal cycle.

Any item referred by the full governing board

Membership

1. Gurinder Josan
2. Imran Iqbal
3. Masimba Kadzviti
4. Philip Wright
5. Soyfur Rahman
6. Raj Singh
7. Dawn Broadbent (SBM non voting)
8. Victoria Storey-Young
9. Matt Winzor

Minimum of three members required

Chair of Committee

Gurinder Josan

Clerk

Hayley Strong

Quality of Education portfolio

The committee has responsibility delegated by the governing board to:

- Review/approve all policies relevant to the curriculum and quality of education roles of the committee.

Achievement:

- Monitor and review information on school performance to include ASP & Data Dashboard.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data – see gov.uk for annual performance tables.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium).
- Monitor pupils work and carry out pupil conversations.

- Monitor school target setting systems and how this is reported to parents.

Teaching and Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure targeted support and action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.
- Ensure school promotes the cultural development of pupils through spiritual, moral, cultural, mental and physical development.
- Review and approve the arrangements and policy for supporting pupils at school with medical conditions and ensure that statutory guidance is followed.

Curriculum:

- Ensure the school is meeting national curriculum requirements and review the Curriculum Policy statement ensuring it meets pupils' needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (self-evaluation form).
- Monitor and review school improvement plan.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.
- Ensure statutory guidance is followed and review and approve the RSHE policy.
- Ensure the school meets its statutory obligations in respect of Equality, including the approval of an accessibility plan.
- Publish equality objectives every four years and annually publish information demonstrating the aims of the Equality Duty.

Any item referred by the full governing board

Membership

1. Imran Iqbal
2. Phillip Wright
3. Soyfur Rahman
4. Gurinder Josan
5. Dawn Broadbent
6. Victoria Storey-Young

Chair of Committee

N/A

Clerk

Not clerked

Buildings, Health and Safety Committee

The committee has responsibility delegated by the governing board to:

Premises Health and Safety:

- Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related policies or procedures.
- Establish and review an accessibility plan.
- Review e-safety policy and procedures.
- Receive Health and safety audit, and monitor any action plans that come out of the audit.
- Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents.
- Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority.
- Comply with current fire safety legislation and regulations: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually (Sandwell Specific).
- Ensure risk assessments are carried out and reviewed on a regular basis.
- Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them.
- Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to an actions plan which will be monitored by governors to ensure completion.
- Ensure fire log book is maintained and updated.
- Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored.
- Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to:
 - Electronic testing – PAT testing
 - Asbestos (where applicable)
 - Annual gas service
 - Glassing risk assessment
 - Ladder log
 - Playground equipment and gym inspection
 - Lifting equipment
 - Local exhaust ventilation (where applicable)
 - Legionella risk assessment and relevant checks
- Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training.
- Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school

premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors.

- Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances.
- Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion.
- Health and safety self-monitoring return.
- Monitor the health and safety training that staff and governors have undertaken and plan any future training required.
- Keep up to date on any changes in health and safety legislation that may have an impact for the school.
- Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school.
- Receive minutes of school central safety committee (Sandwell only)

Any item referred by the full governing board

Membership

1. Phillip Wright
2. Gurinder Josan
3. Imran Iqbal
4. Dawn Broadbent (Non-voting)
5. vacancy
6. vacancy

Minimum of three members required

Chair of Committee

Phillip Wright

Clerk

Hayley Strong

Safeguarding and Behaviour portfolio

The committee has responsibility delegated by the governing board to:

Safeguarding:

- Monitor all safeguarding procedures.
- Review annual safeguarding report to governors.

Behaviour and attendance:

- Review behaviour and attendance policies.
- Review and monitor school behaviour.
- Review and monitor attendance data against school and national targets.

Any item referred by the full governing board

Membership

1. Imran Iqbal
2. Natalie Sinclair
3. Masimba Kadzviti

Chair of Committee

N/A

Clerk

Not clerked

Staffing Committee:

Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:

The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to;

- Staff grievance and discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Staff capability
- Management of absence
- Dignity at work

Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original incident and are not known personally to the member of staff <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Clerk	

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:	
<p>Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if:</p> <ul style="list-style-type: none"> ➤ it is a permanent exclusion; ➤ it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➤ it would result in the pupil missing a public examination or national curriculum test ➤ Receive and consider any representations lodged by parents of pupils who have been suspended or permanently excluded. ➤ Comply with exclusion procedures in accordance with the LA & DfE guidance <p>Any item referred by the full governing board</p>	
Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils <p>Minimum of three members required</p>	
Chair of Committee	To be elected at each meeting
Clerk	

Complaints Committee

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ At the relevant stage hear any complaint made under the school complaints procedures <p>Any item referred by the full governing board</p>	
Membership	
<ul style="list-style-type: none"> To be made up of members who have no awareness of the original incident and are not known personally to the complainant <p>Minimum of three members required</p>	

Chair of Committee	To be elected at each meeting
Clerk	

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
<ul style="list-style-type: none"> ➤ Pay ➤ Redundancy ➤ Staff grievance ➤ Leave of absence – if appropriate ➤ Staff dismissal ➤ Dignity at Work ➤ Any Item referred by the full governing board 	
<i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision</i>	
Membership	
<ul style="list-style-type: none"> • To be made up of members who have no awareness of the original hearing and are not known personally to the appellant 	
<i>Minimum of three members required</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
<ul style="list-style-type: none"> ➤ Meet the external advisor to discuss the Head Teacher's performance targets ➤ Decide whether targets have been met and set new targets annually ➤ Recommend pay progression to the relevant committee and in accordance with the pay policy ➤ Undertake mid-year monitoring of the Head Teacher's performance against targets 	
Membership	
<ol style="list-style-type: none"> 1. Gurinder Josan 2. Soyfur Rahman 3. 	
<i>Minimum of two members required</i>	
Chair of Committee	To be elected at the initial meeting
Clerk	Not clerked

Selection Panel

The panel has responsibility delegated by the governing board for the:	
➤ Selection of the head teacher/principal and deputy head teacher/vice principal (Guidance on this process will be provided by your school improvement partner)	
<i>The appointment must always be ratified by the full governing board</i>	
Membership	
1. 2. 3.	
<i>Minimum number of members as per appointment of staff delegations. All members must be available at all stages of the process</i>	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Safeguarding/Child Protection Governor * Including Filtering and Monitoring	Phil Wright & Gurinder Josan
SEND Governor	Gurinder Josan
Health and Safety Governor	Phil Wright
Safer Recruitment Governor	Matt Winzor
Training/Skills Governor	
Career Guidance Governor	Raj Singh & Victoria Storer-Young

**In accordance with Keeping Children Safe in Education 2023 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements

That sums below **£10000** be delegated to the head teacher/principal.

Disposal of surplus stock

Delegated to Head Teacher/Principal with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Delegation of Formal Action

Formal staffing action can be delegated to the Deputy Head Teacher in stances where the Head Teacher is unavailable.

Approval for Expenditure

The chair of governors or chair of Finance and Pay committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

Appointment of Staff (ensure no appointment is carried out by one person alone)

The board **can't** delegate responsibility for the headteacher or deputy headteacher selection panel or appointing the panel's recommendation, page 89 Governance Handbook.

The board is free to delegate the majority of its staffing functions to either:

- Your headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

Your board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements.

Lunchtime/Cleaning/Administration Support Staff	<ul style="list-style-type: none">• Head Teacher or Deputy Head Teacher• Post Line Manager
Educational Support Staff	<ul style="list-style-type: none">• Head Teacher or Deputy Head Teacher• 1 Governor if available
Business Manager	<ul style="list-style-type: none">• Head Teacher• 1 Governors
Teaching Staff	<ul style="list-style-type: none">• Head Teacher or Deputy Head• Post line manager• Other staff based on HT discretion

Senior Management Team*

** Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.*

- Head Teacher
- 1 Governor invited