

**The Federation of North Walsham Junior, Infant and
Nursery Schools governing body report on its
constitutional arrangements**

September 2015

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Executive summary

In August 2015, the DfE released updated statutory guidance, 'The Constitution of Governing Bodies of Maintained Schools'.

As we have an obligation to reconstitute our governing body under the School Governance (Constitution) Regulations 2012/School Governance (Federations) Regulations 2012 by 1 September 2015, we undertook a review of our instruments of government in light of this new guidance to ensure that we are in full compliance with DfE expectations.

As per our duty to publish them, our governance arrangements, which have, where appropriate, been amended to reflect the statutory requirements of the above regulations and guidance, have been outlined below.

I hope that you find this report useful.

Paul East

Chair of Governors

1. Constitution and structure

Governing body

In order to meet the skills requirements necessary to fulfil our core functions, we have a total of 12 governors on our governing body, broken down as follows:

- 2 parent governors
- 1 staff governors
- 1 local authority governors
- Headteacher

The names of our executive officers are:

Position	Name of governor
Chair	Paul East
Vice-chair	Caroline Bell

A remit for the governing can be found in [Appendix A](#).

Committees

We have established the following committees to undertake the day-to-day functions of the governing body and to help us meet our core duties:

Committee name	Committee chair
Quality of Leadership and Management/Outcomes	Nicola Barker
Pupils and Learning	Caroline Bell

Remits for each of these committees can be found in [Appendix B](#).

2. Governors' details and the register of interests

Governors

Name of governor	Category of governor	Date of appointment	Term of office	Date that the governor stepped down (where applicable)	Name of governor who appointed governor	Committee Membership	Business and pecuniary interests (including governance roles at other educational institutions)	Attendance record (including committee meetings)
Caroline Bell	Co-Opted	29/04/2015	4 years	N/A		P&L	1. 2. 3.	8/8 meetings
Paul East	Co-Opted	26/11/2014	4 years	N/A		QoL&M	1. 2. 3.	6/7 meetings
Brett Rennolds	Co-Opted	26/11/2014	4 years	N/A		QoL&M	1. Partner in Dreamkey a motivational business working with children, individuals and businesses. 2. 3.	2/5 meetings
Joanne Todd	Co-Opted	06/05/2015	4 years	N/A		QoL&M	1. 2. 3.	8/8 meetings
Jennifer Welsh	Co-Opted	01/09/2013	4 years	N/A		P&L	1. 2. 3.	7/7 meetings
						QoL&M	1.	

Clare Fletcher	Head teacher	01/06/2012	N/A	N/A	N/A		2. 3.	8/9 meetings
Nicola Barker	Local Authority	22/11/2013	4 years	N/A		QoL&M	1. 2. 3.	6/7 meetings
Stephanie Scott	Parent	01/06/2012	4 years	N/A		P&L	1. 2. 3.	8/8 meetings
Helen Taylor	Parent	01/06/2012	4 years	N/A		P&L	1. 2. 3.	4/7 meetings
Gillian Finch	Staff	01/09/2013	4 years	N/A		P&L	1. 2. 3.	6/7 meetings
Sarah Wright	Clerk	01/10/2014	4 years	N/A	N/A	N/A	1. 2. 3.	11/11 meetings

3. Arrangements for stakeholder engagement

As the governing body of a school which has welcomed staff, pupils and parents from a broad range of backgrounds, we understand the importance of meaningful and effective engagement with the communities which we represent and which our school reflects.

To this end, we have identified and put in place the following arrangements, which we hope will enable us to engage and build relationships with the other stakeholders of our school:

1. The publication of annual report.
2. Monthly PTA meetings – the outcomes of which will be fed back to the governing body.
3. The development of stakeholder questionnaires.
4. Active recruitment of associate members from local businesses, children's charities, not-for-profits and other community organisations with an interest in the school and the education of our pupils.
5. Active engagement with stakeholders in the development of the school's vision, mission and strategic plan, as well as on major changes to the school, e.g. on whether to amend the length of the school day.

Appendix A

Governing bodies are expected to:

1. Standard items	
A	Declare any conflicts of interest.
B	Review governing body membership, including a skills audit and any ending terms of office.
C	Review and approve minutes of the last meeting and matters arising from it.
D	Report, via the chairperson, any actions taken under the chair's power to act.
E	Receive and scrutinise the headteacher's termly report, including information on exclusions.
F	Receive and scrutinise sub-committee chairpersons' minutes and reports.
G	Review the progress of the school improvement plan (SIP).
H	Review statutory policies as per schedule.
I	Declare confidential items.
J	Confirm dates of next meeting.
2. Autumn	
A	Appoint Chair/Vice-chair/Committee chairs.
B	Review committee membership, terms of reference and remits.
C	Review the governing body code of conduct.
D	Keep a register of business interest returns.
E	Approve the SIP.
F	Approve the school spending plan (for new academic year).
3. Spring	
A	Approve school term and holiday dates/inset days.
B	Appraise the headteacher's performance.
4. Summer	
A	Agree on a meeting schedule for the governing body for the forthcoming academic year.
B	Approve the initial school spending plan (for new academic year).
C	Update any self-evaluation documentation.
D	Publish the annual statement on how it has fulfilled its responsibilities.
E	Review the scheme of delegation.
F	Undertake a 360 degree review of the chair's performance/succession plans.
G	Review whole school performance, utilising objective local and national data and on-site verification visits, as well as reports from the headteacher and committees.

Appendix B

Quality of Leadership committee

Governors will be expected to:

1. The first committee meeting of every year:	
A	Review the terms of reference and remits for the committee.
B	Ensure that a clerk will be present at each meeting and that an agenda and minutes are produced.
C	Decide provisional dates to ensure that there is at least one meeting per term.
D	Ensure that the committee operates with a quorum of at least three governors.
2. Standard items:	
A	Review monthly budget information.
B	Monitor premises improvements.
C	Evaluate staffing requirements.
D	Review SEF and SIP.
E	Approve and amend policies as appropriate to the committee.
F	Report on the performance of the committee chair and assess progress against the remits of the committee.
G	Confirm dates of next meeting.

Appendix B

Finance sub-committee

Governors will be expected to:

2. The first committee meeting of every year:	
A	Review the terms of reference and remits for the committee.
B	Ensure that a clerk will be present at each meeting and that an agenda and minutes are produced.
C	Decide provisional dates to ensure that there is at least one meeting per term.
D	Ensure that the committee operates with a quorum of at least three governors.
2. Standard items:	
A	Approve the budget for the school year.
B	Monitor, scrutinise and challenge, where appropriate, income and expenditure.
C	Approve expenditure over £??
D	Approve and amend policies as appropriate to the committee.
E	Report on the performance of the committee chair and assess progress against the remits of the committee.
F	Confirm dates of next meeting.

Appendix B

Pupils and Learning committee

Governors will be expected to:

3. The first committee meeting of every year:	
A	Review the terms of reference and remits for the committee.
B	Ensure that a clerk will be present at each meeting and that an agenda and minutes are produced.
C	Decide provisional dates to ensure that there is at least one meeting per term.
D	Ensure that the committee operates with a quorum of at least three governors.
2. Standard items:	
A	Review SIP.
B	Monitor Pupil achievement.
C	Scrutinise PP performance.
D	Monitor Pupil Attendance
E	Review SEN information.
F	Report standards of teaching and attainment to the governing body using RAISEonline, teacher appraisals and other available forms of evidence.
G	Take responsibility for the education of each individual child.
H	Monitor Pupil Safety.
I	Ensure the prohibition of political indoctrination of pupils and ensure all political issues are met with a balanced approach.
J	Prepare and review a strategy for school improvement, having regard to the Children Act 2004.
K	Approve and amend policies as appropriate to the committee.
L	Appoint a responsible person for discharging duties regarding pupils with special educational needs.
M	Report on the performance of the committee chair and assess progress against the remits of the committee.
N	Confirm dates of next meeting.