

**The remit of the Levens CE School governing board:**

It is stated in the Governance Handbook that all boards, no matter what type of schools or how many schools they govern, have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

**The constitution of our governing board is as follows:**

- 4 Parent governors
- 1 Local Authority governor
- 1 Headteacher
- 1 Staff governor
- 3 Foundation governors
- 2 Co-opted governors

Term of office for parent governors is 3 years

Term of office for all other governors is 4 years

**The structure of board committees is listed below**

**Levens CE School Governing Body Details**

<b>Name of Governor</b>	<b>Governor Category</b>	<b>Appointing Body</b>	<b>Term of Office</b>
Suzan Bishop (Chair)	Co-Opted	Governing Body	4 years (concludes 22.09.2024)
Bruce Helme	Parent	Parental Body	3 years (concludes 21.05.2025)
Jenny Berge	Local Authority	Governing Body from an LA Nomination	4 years (concludes 14.12.2021)
Revd. Bryan Kerr	Foundation – Ex Officio	Diocese	Ex-Officio, whilst in post as Vicar
Jane Farraday	Head – Ex Officio	Headteacher - postholder	Ex-Officio, whilst in post as Headeacher
Eileen Mason	Staff	Staff Body	4 years (concludes 12.09.2024)
Edward Mason	Parent	Parental Body	3 years (concludes 21.05.2025)
Rachel Miller	Parent	Parental Body	3 years (concludes 09.12.2023)
Emma Huddleston	Parent	Parental Body	3 years (concludes 18.03.2024)
Emma Simpson	Foundation	Diocese	4 years (concludes 01.11.2022)
Elizabeth Brown	Foundation	Diocese	4 years (concluded 18.05.2025)
John Wood	Co-Opted	Governing Body	4 years (concludes 04.12.2023)
Deborah Coker	Clerk	N/A	N/A

**Finance and Property Committee Details**

<b>Name of Governor</b>	<b>Role</b>	<b>Additional Committees</b>	
John Wood	Chair	Headteacher Appraisal	
Jane Farraday	Member		
Eileen Mason	Member		
Bryan Kerr	Member	Pay Review Appeals	
Rachel Miller	Member	Pay Review	
Edward Mason	Member	Pay Review Appeals	
Deborah Coker	Clerk		

**Curriculum and Staffing Committee Details**

<b>Name of Governor</b>	<b>Role</b>	<b>Additional Committees</b>	
Jenny Berge	Chair	Headteacher Appraisal	
Suzan Bishop	Member	Headteacher Appraisal	
Bruce Helme	Member	Pay Review Appeals	
Jane Farraday	Member		
Elizabeth Brown	Member	Pay Review	
Emma Simpson	Member		
Emma Huddleston	Member	Pay Review	
Deborah Coker	Clerk		

**Register of Governors' Interest 2021-2022**

<b>Name of Governor</b>	<b>Governor Category</b>	<b>Business Interest</b>	<b>Other Educational Establishments Governed</b>	<b>Relationship to School Staff</b>
Jenny Berge	Local Authority	Owner of an Educational Consultancy and Training Business – 'Development Solutions.'	None	None
Bryan Kerr	Ex Officio	Priest in Charge at St. John's Church, Levens Trustee of the Levens Playing Fields Committee	Milnthorpe Primary School, Milnthorpe	None
Jane Farraday	Headteacher	None	None	Colleague
Eileen Mason	Staff	None	None	Colleague
Rachel Miller	Parent	None	None	None
Emma Simpson	Foundation	Headteacher at Lancaster Christ Church CE Primary School	Headteacher/ex-officio governor at Lancaster Christ Church Primary School	None
Emma Huddleston	Parent	None	None	None
Suzan Bishop (Chair)	Co-Opted	None	None	None
Deborah Coker	Clerk	Business Manager at School	None	Colleague
Edward Mason	Parent	None	None	None
Bruce Helme	Parent	GP in local Practice – may have confidential knowledge of staff and pupil health care	None	Potential patients
John Wood	Co-Opted	None.	None	None
Elizabeth Brown	Foundation	None	None	None

**Board of Governors Meetings 2021-2022 – Governor Attendance**

<u>Date</u>	DC - Clerk	BK	JF	JB	SB	ES	EM	EdM	BH	JW	RM	EB	EH
23.09.2021	Pres	Pres	Pres	Pres	Pres	Apols	Pres	Apols	Pres	Apols	Pres	Pres	Pres
09.12.2021	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres
02.02.2022	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Apols	Pres	Pres	Pres	Apols
24.02.2022	Pres	Pres	Pres	Apols.	Pres	Absent	Pres	Absent	Apols	Pres	Pres	Apols	Pres
24.03.2022	Pres	Pres	Pres	Apols	Pres	Pres	Pres	Pres	Apols	Pres	Pres	Pres	Apols
26.05.2022	Pres	Apols	Pres	Apols	Pres	Pres	Pres	Pres	Pres	Apols	Apols	Pres	Pres
07.07.2022	Pres	Apols	Pres	Pres	Apols	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Apols

**Curriculum and Staffing Committee Meetings 2021-2022 – Governor Attendance**

<u>Date</u>	JB	ES	EB	SB	JF	BH	DC - Clerk	EH				
11.11.2021	Pres	Pres	Pres	Apols	Pres	Pres	Pres	Pres				
10.02.2022	Meeting Cancelled											
28.04.2022	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres				
07.07.2022	Pres	Pres	Pres	Apols	Pres	Apols	Pres	Apols				

**Finance and Property Committee Meetings 2021-2022 – Governor Attendance**

<u>Date</u>	EM	EdM	JF	BK	JW	DC- Clerk	RM			BWM – School Bursar
21.10.2021	Pres	Pres	Pres	Absent	Pres	Pres	Pres			N/A
03.02.2022	Pres	Pres	Apols	Pres	Apols	Pres	Pres			N/A
16.05.2022	Pres	Pres	Pres	Absent	Pres	Pres	Pres			Pres

# Levens CE School – Governors’ Curriculum and Staffing Committee

## Terms of Reference

**Terms of reference:**

- To consider and advise the governing body on standards and other matters relating to the school’s curriculum, including statutory requirements and the School’s Curriculum Policy
- To monitor the ‘Quality of Education’, reporting to the Board appropriately.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review all Analyse School Performance data, reporting headlines to the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To ensure, as far as is practical financially that Health and Safety issues are appropriately prioritised.
- To annually review the staffing structure in consultation with the Headteacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for new Headteacher.
- To establish and review an appraisal policy for all staff
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or appraisal review of any person employed to work at the school.

- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	23.09.2021
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Emma Simpson	Governor	23.09.21
Jane Farraday	Governor	23.09.21
Bruce Helme	Governor	23.09.21
Jenny Berge	Governor	23.09.21
Suzan Bishop	Governor	23.09.21
Emma Huddleston	Governor	23.09.21
Liz Brown	Governor	23.09.21

<b>Chair of the Committee</b>	Mrs J Berge
<b>Clerk to the Committee</b>	Mrs D Coker
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	23.09.21
<b>Date of review:</b>	Sept 22

# Levens CE School - Governors' Finance and Property Committee Terms of Reference

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year for recommendation to the GB for approval
- In consultation with the Headteacher, to draft an October review of the budget plan for the financial year for recommendation to the Board for approval.
- To establish and recommend to the GB a Scheme for Financial Delegation
- To consider appropriate levels of reserves and balances, in light of LA guidance
- To establish and maintain an up to date 3-year financial plan.
- To Complete the Schools Financial Values Standard (SFVS), on behalf of the governing body and make recommendation to the Board for acceptance.
- To analyse and review data from the SFVS Dashboard, investigating variance and reporting to the Board appropriately with any relevant recommendations.
- To consider a budget position statement nine times per year from a control report submitted by the school's independent bursar, to discuss the position, including any virement decision, at least termly when the committee meet, and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that school operates robust procurement procedures, exploring all 'Best Value' opportunities, taking advantage of national initiatives.
- To approve all expenditure beyond the powers delegated to the headteacher
- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body, and to arrange for their audit.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure and income following recommendations from other committees.
- To consider and recommend action on audit reports
- To consider any other financial matter at the request of the GB
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher's Appraisal Group recommendations, to determine whether sufficient funds are available for increments.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Full Governing Body on premises-related expenditure.
- In consultation with the Headteacher, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to governing body policy.
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Policy

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**These terms of reference agreed by the Governing Body: 23.09.2021**

Name of Governor/Associate Member	G/AM	Date appointed to the committee
Jane Farraday	Governor	23.09.21
Eileen Mason	Governor	23.09.21
Bryan Kerr	Governor	23.09.21
John Wood	Governor	23.09.21



Ed Mason	Governor	23.09.21
Rachel Miller	Governor	23.09.21
<b>Chair of the committee</b>	Mr J Wood	
<b>Clerk of the committee</b>	Mrs D Coker	
<b>Quorum</b>	3	
<b>Date committee established</b>	23.09.2021	
<b>Date of review</b>	Sept 22	

# Levens CE School – Governors’ Headteacher’s Appraisal Committee Terms of Reference

**Terms of reference:**

- To manage the annual appraisal of the Headteacher, and in consultation with an external adviser, evaluate outcomes against targets set in the previous year, and to set appropriate targets for the new academic year.
- To make any relevant pay recommendation to the governing body based on the outcome of the process.
- To review progress against targets mid-year
- Report to full governing body of evaluation/outcomes/progress
- To retain evidence pertaining to recommendations made.

**Disqualification** – Any relevant person employed to work at the school.

- *Additional items which individual Governing Bodies may wish to include*

*The constitution of this committee will be the Chair of Governors, the Chair of the Curriculum and Staffing Committee and the Chair of the Finance and Property Committee. Substitutions due to extra-ordinary circumstances to be determined by the Board of Governors*

<b>These terms of reference agreed by the Governing Body</b>	23.09.21
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Name of Governor	G/AM	Date Appointed to the Committee
Jenny Berge	Governor	23.09.21
Suzan Bishop	Governor	23.09.21
John Wood	Governor	23.09.21
<b>Chair of the Committee</b>	Suzan Bishop	

<b>Clerk to the Committee</b>	N/A
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<b>Quorum</b>	3
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<b>Date Committee established</b>	23.09.21
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<b>Date of review:</b>	Sept 22
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# Levens CE School – Governors’ Pay Review Committee

## Terms of Reference

**Terms of reference:**

- To ensure that staff are paid in line with statutory guidelines.
- To ensure that there is an annual appraisal process that includes a review of pay for staff in school
- To recommend pay awards to the Board of Governors in line with appraisal recommendations / threshold
- To seek and act on the advice of external advisors and members of the Headteacher’s Appraisal Committee (with regard to Headteacher’s targets and pay)
  
- **Disqualification** – Any relevant person employed to work at the school.
- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	23.09.2021
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Liz Brown	Governor	23.09.21
Rachel Miller	Governor	23.09.21
Emma Huddleston	Governor	23.09.21
	Governor	23.09.21
	Governor	23.09.21
	Governor	23.09.21
<b>Chair of the Committee</b>	Liz Brown	

<b>Clerk to the Committee</b>	N/A
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	23.09.21
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<b>Date of review:</b>	Sept 22
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# Levens CE School Governors' Pay Review Appeals Committee Terms of Reference

**Terms of reference:**

- To consider appeals by staff concerning pay, in line with statutory guidelines.
- Consider appeals by staff / staff representative concerning pay.
- Feedback to Pay Review Committee / staff member following appeal process
- To seek and act on the advice of external advisors (with regard to Headteacher's targets and pay).

**Disqualification** – Any relevant person employed to work at the school.

- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	23.09.21
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Bruce Helme	Governor	23.09.21
Ed Mason	Governor	23.09.21
Bryan Kerr	Governor	23.09.21
	Governor	23.09.21
	Governor	23.09.21
	Governor	23.09.21
<b>Chair of the Committee</b>	Bryan Kerr	

<b>Clerk to the Committee</b>	N/A
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	23.09.21
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<b>Date of review:</b>	Sept 22
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