

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

Name of Governor	Governor Category	Appointing Body	Term of Office
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 22.09.2025)
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 Headteacher
Eileen Mason	Staff	Staff Body	4 years (concludes 12.09.2024)
Edward Mason*	Parent	Parental Body	Resigned
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 01.11.2026)
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

*Resigned 29.06.23

Finance and Property Committee Details

Name of Governor	Role	Additional Committees	
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

Name of Governor	Role	Additional Committees	
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

Name of Governor	Governor Category	Business Interest	Other Educational Establishments Governed	Relationship to School Staff
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. Brian Walker Joinery - Secretary	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 Levens CE 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 2022-2023 – Governor Attendance

<u>Date</u>	DC - Clerk	BK	JF	JB	SB	ES	EM	EdM	BH	JW	RM	EB	EH
22.09.22	Pres	Pres	Pres	Pres	Pres	Pres	Apols	Apols	Apols	Pres	Apols	Pres	Pres
08.12.22	Pres	Pres	Pres	Pres	Pres	Apols.	Pres	Pres	Apols	Abs	Apols	Pres	Apols
16.02.23	Pres	Pres	Apols	Apols	Pres	Abs	Pres	Pres	Apols	Pres	Pres	Apols	Abs
23.03.23	Pres	Apols	Pres	Pres	Pres	Pres	Pres	Pres	Apols	Pres	Apols	Apols	Pres
25.05.23	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Apols	Apols	Pres	Pres
06.07.23	Pres	Abs	Pres	Prs	Pres	Apols	Pres	*N/A	Pres	Pres	Pres	Pres	Pres

Curriculum and Staffing Committee Meetings 2022-2023– Governor Attendance

<u>Date</u>	JB	ES	EB	SB	JF	BH	DC - Clerk	EH					
09.11.2022	Pres	Apols	Pres	Pres	Pres	Pres	Pres	Pres					
26.01.2023	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres					
27.04.2023	Pres	Pres	Pres	Pres	Pres	Pres	Pres	Pres					
06.07.2023	Pres	Apols	Pres	Pres	Pres	Apols	Rs	Pres					

Finance and Property Committee Meetings 2022-2023 – Governor Attendance

<u>Date</u>	EM	EMa	JF	BK	JW	DC- Clerk	RM			BWM – School Bursar
20.10.2022	Pres	Pres	Pres	Pres	Pres	Pres	Pres			N/A
02.02.2023	Pres	Pres	Pres	Pres	Apols.	Pres	Pres			
15.05.2023	Pres	Pres	Pres	Abs	Pres	Pres	Apols			Pres

Terms of Reference - Curriculum and Staffing Committee

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 considering and approving all 'Type B' visits, via a visit plan, at the first board meeting of each academic year.
- To ensure, as far as is practical financially that Health and Safety issues are appropriately considered. ,
- 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*

These terms of reference agreed by the Governing Body	22.09.2022
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Emma Simpson	Governor	22.09.22
Jane Farraday	Governor	22.09.22
Bruce Helme	Governor	22.09.22

Jenny Berge	Governor	22.09.22
Suzan Bishop	Governor	22.09.22
Emma Huddleston	Governor	22.09.22
Liz Brown	Governor	22.09.22
Chair of the Committee	Mrs J Berge	

Clerk to the Committee	Mrs D Coker
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	22.09.22
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Date of review:	Sept 23
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Terms of Reference: Finance and Property Committee

- 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 comprehensively review benchmarking data, 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 and DfE Procurement Framework opportunities.
- To ensure that the school engages in Integrated Curriculum Financial Planning (ICFP), to create the best curriculum for pupils with available funding.
- 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: 22.09.22

Name of Governor/Associate Member	G/AM	Date appointed to the committee
Jane Farraday	Governor	22.09.22
Eileen Mason	Governor	22.09.22
Bryan Kerr	Governor	22.09.22
John Wood	Governor	22.09.22
Ed Mason*	Governor	22.09.22
Rachel Miller	Governor	22.09.22
Chair of the committee	Mr J Wood	
Clerk of the committee	Mrs D Coker	
Quorum	3	
Date committee established	22.09.22	
Date of review	Sept 23	

Headteacher's Appraisal Committee

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

These terms of reference agreed by the Governing Body	22.09.22
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Name of Governor	G/AM	Date Appointed to the Committee
Jenny Berge	Governor	22.09.22
Suzan Bishop	Governor	22.09.22
John Wood	Governor	22.09.22
Chair of the Committee	Suzan Bishop	
Clerk to the Committee	N/A	
Quorum	3	

Date Committee established	22.09.22
Date of review:	Sept 23

Pay Review Committee

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*

These terms of reference agreed by the Governing Body	22.09.22
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Liz Brown	Governor	22.09.22
Rachel Miller	Governor	22.09.22
Emma Huddleston	Governor	22.09.22
Chair of the Committee	Liz Brown	

Clerk to the Committee	N/A
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	22.09.22
Date of review:	Sept 23

DC – 09.07.23

Pay Review Appeals Committee

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*

These terms of reference agreed by the Governing Body	22.09.22
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Bruce Helme	Governor	22.09.22
Ed Mason*	Governor	22.09.22
Bryan Kerr	Governor	22.09.22
	Governor	22.09.22
	Governor	22.09.22
	Governor	22.09.22
Chair of the Committee	Bryan Kerr	

Clerk to the Committee	N/A
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	22.09.22
Date of review:	Sept 23