

Fairway School & Children's Centre



Governing Body Report on its Constitutional Arrangements

September 2017

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Executive summary

Under the School Governance (Constitution) Regulations 2012/School Governance (Federations) Regulations 2012, we have an obligation to constitute our governing body in a certain manner, 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, have been outlined below.

I hope that you find this report useful.

Ann Zinkin
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:

- **Two** parent governors (including one representative from the Early Years/Children's Centre)
 - **Two** staff governors (including one representative from the Early Years/Children's Centre)
 - **One** local authority governor
 - **One** community governor
 - **Six** co-opted governors
 - **One** associative governor
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- Headteacher
 - Children's Centre Coordinator

The names of our executive officers are:

Position	Name of governor
Chair	Ann Zinkin
Vice-chair	Nisha Durgacharan

A remit for the governing body 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
Finance, Resources and Staffing	Ann Zinkin
Curriculum, Standards and Welfare	Simon Lister
Children's Centre	Nisha Durgacharan
Headteacher's Appraisal	Ann Zinkin

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

Joint committees

Being mindful of our obligation not to be larger than necessary, and to ensure that the local expertise of school governors is shared, we have also agreed to enter into the following joint committees:

Committee name	Committee chair	Collaborating schools
Joint Premises and IT	Diana Evans	Fairway and Northway

2. Governors' details and the register of interests

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	Business and pecuniary interests (including governance roles at other educational institutions)	Attendance record (including committee meetings)
Example	Parent	01/09/2012	4 years	N/A	Tom Brown	1. Governor at St. Bart's 2. Stationery shop owner 3. Married to headteacher	7/9 meetings
Nisha Durgacharan	Parent	03/02/17	4 years	N/A		1. Registered childminder 2. 3.	
Vacancy	Parent			N/A		1. 2. 3.	
Jatin Sheth	Staff	20/09/15	4 years	N/A		1. 2. 3.	
Vacancy	Staff			N/A		1. 2. 3.	
Vacancy	LA Governor			N/A		1. 2. 3.	
Simon Lister	Community Governor	19/07/17	4 years	N/A		1. Associate governor at MMK 2. 3.	
Ann Zinkin	Co-opted Governor	03/05/16	4 years	N/A		1. Chair of Governors at Barnet and Southgate College	

						2. 3.	
Diana Evans	Co-opted Governor	03/05/16	4 years	N/A		1. 2. 3.	
Pijush Bhattacharyya	Co-opted Governor	12/10/14	4 years	N/A		None	
Deidre Lewis	Co-opted Governor	12/10/14	4 years	N/A		1. 2. 3.	
Laithe Jajeh	Co-opted Governor	25/09/17	4 years	N/A		1. 2. 3.	
Andrew Brummer	Co-opted Governor	25/09/17	4 years	N/A		1. 2. 3.	

Associate members

Name	Date of appointment	Term of office	Date that the governor stepped down (where applicable)	Name of governor who appointed member	Business and pecuniary interests (including governance roles in other educational institutions)	Committee membership	Committee voting rights? Y/N	Attendance record (including committee meetings)
Example	01/09/2013	4 years	N/A	Tom Jones	N/A	Curriculum	Y	3/4 meetings
Matthew Laban	17/07/17	4 Years			None		N	

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. Termly updates for parents via the school newsletter.
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

Finance, Resources and Staffing 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 half of the committee membership.
2. Standard items – Finance and Resources:	
A	To guide and assist the Governing Body and Headteacher in all matters relating to budgeting and finance.
B	To oversee preparation the annual budget for the approval of the Governing Body.
C	To oversee the preparation of the 3-year budget plan and ensure it links with the School Improvement Plan priorities agreed by the Governing Body.
D	To monitor and review day-to-day financial management of the school and children's centre's budgets for the approval of the Governing Body.
E	To make sure all resources are allocated in line with the school's strategic priorities.
F	To ensure all assets and financial resources are efficiently used.
G	To benchmark school financial performance and report it to the full Governing Body.
H	To approve the recommended levels of delegation.
I	To make decisions concerning awards of tendered contracts and take part in the tendering process where appropriate.
J	To ensure accurate accounts are kept.
K	To ensure that all financial transactions are in line with best value principles.
L	To ensure that the school is working towards the achievement of the Schools Financial Value Standard (SFVS).
M	To ensure the school maintains an up-to-date asset register.
N	Approve and amend financial policies as appropriate to the committee.
O	To report on the school's finances at full Governing Body meetings.
P	Report on the performance of the committee chair and assess progress against the remits of the committee.
Q	Confirm dates of next meeting.
3. Standard items – Staffing:	
A	Ensure that the post of headteacher is filled.
B	Ensure that the headteacher complies with the duties imposed upon him/her and that he/she benefits from any entitlements conferred upon them.
C	Ensure that all full-time teachers are remunerated in line with the School Teachers' Pay and Conditions Document.
D	Ensure that procedures are established for the regulation of the conduct and discipline of staff at the school.
E	Ensure that procedures are established through which staff may seek redress for any work-related grievance.
F	Ensure that an external advisor is appointed to set objectives, and provide advice and support for the appraisal of the headteacher.
G	Ensure that a documented appraisal process has been set out, made available to teachers and implemented.
H	Ensure that a policy and procedures are established for dealing with a lack of capability on the part of staff at the school.
I	Ensure that any person who interviews an applicant for any post under the school staffing regulations has completed safer recruitment training.

J	Ensure that all necessary safeguarding checks, including a disclosure and barring service check, have been made and recorded, prior to the appointment of any staff member.
K	Ensure that a central record of recruitment and vetting checks is maintained.
L	Ensure that all necessary procedures with regard to the discipline, suspension or dismissal of staff are followed.

Curriculum, Standards and Welfare 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 half the committee membership.
2. Standard items:	
A	Agree a curriculum statement for approval or amendment by the governing body.
B	Consider any disapplication of the national curriculum to pupils.
C	Establish and agree upon a curriculum policy.
D	Effectively implement a school wide curriculum policy.
E	Monitor the implementation and success of the curriculum policy using all available means.
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 the school's SEN report
I	Ensure that sex education and RE lessons are in line with both the school's and the DfE's policies and any legal guidance.
J	Ensure the prohibition of political indoctrination of pupils and ensure all political issues are met with a balanced approach.
K	Monitor arrangements for collective worship.
L	Ensure that the curriculum complies with equality objectives.
M	Monitor the effectiveness of the curriculum in meeting the needs of pupils with special educational needs and academically more able pupils.
N	Monitor the arrangements for school trips and residential visits, and ensure that an adequate amount of curriculum focussed trips and activities are undertaken.
O	Decide the subject options to be taught in the school, having regard to resources and provision for flexibility.
P	Prepare and review a strategy for school improvement, having regard to the Children Act 2004.
Q	Approve and amend policies as appropriate to the committee.
R	Appoint a responsible person for discharging duties regarding pupils with special educational needs.
S	Report on the performance of the committee chair and assess progress against the remits of the committee.
T	Confirm dates of next meeting.

Joint Premises and IT 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 half of the committee membership.
2. Standard items:	
A	Ensure that a suitable and sufficient assessment of the risks to the health and safety of employees and non-employees is undertaken and regularly reviewed.
B	Ensure that the necessary arrangements to minimise any identified risks are implemented, monitored and regularly reviewed.
C	Ensure that at least one competent person is appointed to assist with health and safety compliance.
D	Ensure that the school's statutory and planned maintenance programme is implemented, and that the school is kept in a good state of repair.
E	Report on the performance of the committee chair and assess progress against the remits of the committee.
F	Confirm dates of next meeting.

Children's Centre Committee

Governors will be expected to:

- Attend termly Fairway Forum meetings and report back to the governing body;
- Acknowledge and ensure the children's centre adheres to the requirements set out in the service level agreement with the local authority;
- Have an understanding of the West Locality reach area;
- Ensure performance data required by the local authority is completed;
- Be part of the annual conversation with the local authority;
- Have an understanding of family support and outreach services and challenge their effectiveness;
- Have an awareness of key stakeholder and service delivery. Challenge the range and appropriateness of stakeholders and service delivery;
- Aid the identification of target groups/areas;
- Be proactive in relation to development of the locality model;
- Challenge the effectiveness of the children's centre coordinator.

Headteacher's Appraisal Committee

It is the governing body's responsibility to conduct the appraisal of the headteacher; however, this role can be delegated to a sub-group or committee, such as an appraisal committee.

During the appraisal process in maintained schools, the governing body has a statutory duty to:

- Determine the appraisal period that applies to teachers, including the Headteacher;
- Adopt a document that sets out the appraisal process for teachers and leaders, and ensure that this document is available to all teachers;
- Inform the headteacher of the standards against which their performance will be assessed, ensuring that they fully understand this;
- Appoint an external adviser who will provide advice and support on the headteacher's appraisal;
- Consult the external adviser on setting objectives for, and appraisal of, the Headteacher;
- Set objectives for the Headteacher;
- Appraise the performance of the headteacher by assessing their performance of their role and responsibilities against the relevant standards and their objectives;
- Assess the headteacher's professional development needs and the action needed to address them;
- Make a recommendation on the headteacher's pay, where relevant.;
- Communicate this recommendation to the full governing body for approval, using appraisal evidence to support and justify the recommendations made;
- Provide the headteacher with a written report of the appraisal, which includes the assessments and recommendations made;
- Make sure the headteacher carries out their duties in respect of appraising other teachers, including making recommendations on pay;

When appraising the headteacher, the governing body will:

- Ensure that the external advisor has the necessary skills, experience and objectivity to provide the governing body with sound advice and support;
- Consider whether to delegate the appraisal to a sub-group or committee;
- Satisfy themselves that the headteacher's objectives are specific, measurable, achievable, realistic and timed;
- Assess the headteacher's performance against the 'Teachers' Standards', and, if they deem it suitable, the 'National Standards of Excellence for Headteachers';
- Ensure that decisions are informed by appraisal evidence, such as performance related pay.