



**JOYDENS WOOD INFANT SCHOOL**

**GOVERNING BODIES OF ACADEMY ESTABLISHMENTS**

**SCHEME OF GOVERNING BODY AND COMMITTEE MANAGEMENT**

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## Part 1

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### Essential Information

#### The following in

Legislation established academies as independent schools with specific characteristics. They are constituted as charitable companies limited by guarantee and must comply with:

- Company law as set out in the Companies Act 1985 (and subsequent Acts), and
- Charity law and the requirements of the Charity Commission and its Statement of Recommended Practice (SORP) – Accounting and Reporting by Charities.

The Academy Funding Agreement; a contract between the Secretary of State and the Academy, sets out the arrangements to be followed as a condition and includes abiding by the provisions within the Academy Financial Handbook and Articles of Association.

In addition, they may have regard to the Education Acts 1944 to 2002 and thereafter and any orders or regulations having effect there under;

- Standing orders made by the Governing Body for regulating the transaction of business and the conduct of meetings of committees.

### Principles of Delegation

Under Section 101 of the Articles of Association and subject to these Articles, governors may establish any committee, the constitution, membership and proceedings of the committee. The establishment, terms of reference, constitution and membership of any committee of the governors shall be reviewed at least once in every 12 months.

The essential principle is that, while a Governing Body may delegate authority in respect of certain functions, the decisions made remain the responsibility of the Governing Body. Regulations relating to delegation are reflected in the model Scheme of Delegation attached.

The main provisions of this scheme are as follows:-

- (a) Of those decisions which may be delegated, matters relating to the dismissal of staff through redundancy, and the reinstatement of any excluded pupil may be delegated to a committee but not to an individual governor or the Head Teacher.
- (b) Subject to certain requirements, the membership, terms of reference and all other matters relating to the proceedings of committees shall be determined by the Governing Body.
- (c) At least 50% of the Governing Body must be present when committees are being established or new members appointed.
- (d) A committee must contain no fewer than three members of the Governing Body. The Head Teacher may not be a member of the pupil discipline, staff dismissal or staff dismissal appeal committee, nor should be present as a member at any committee meeting at which decisions may be made on the readmission of excluded pupils.
- (e) Committees, the Head Teacher or individuals taking actions or making decisions under delegation must report to the Governing Body at its next meeting.
- (f) Although governing bodies are under no obligation to establish committees and delegate functions to them (other than statutory committees), they are recommended to do so where taking an initial

decision and hearing a subsequent appeal are both necessary; this requirement also relates to dismissal cases where no one who takes part in the initial decision may also hear the appeal.

- (g) Decisions on parental appeals about temporary exceptions from the National Curriculum should not be delegated to the Head Teacher, who will have taken the initial decision about the exception.
- (h) A Governing Body may establish a committee, or withdraw delegated powers from a committee or individual, at any time it sees fit.

### **Terms of Reference**

In order to establish clearly the authority of different committees and individuals, and to avoid confusion between it and the authority retained by the Governing Body, the functions delegated should be precisely defined in terms of duties and powers. These are set out in the terms of reference attached.

### **Standing Orders**

In addition, to provide for potential difficulties in the course of meetings, and to ensure consistency, rules of procedure for both governing bodies and their committees are required. The School Governance (Procedures) (England) Regulations 2003 determine certain requirements but leave others to be determined by the Governing Body. Where there are no specified requirements Standing Orders will establish a basis for the conduct of meetings and the proper transaction of business.

### **Model Scheme of Delegation and Standing Orders**

Provided that governing bodies comply with statutory requirements and with the conditions of the Academies Financial Handbook, issues relating to the conduct of meetings, the transaction of business and the delegation of functions are within their discretion and may be determined by them as they see fit.

The Model Scheme of Delegation and Standing Orders attached are, therefore, in no way prescriptive. It remains the responsibility of the Academy Trust to ensure the effective running of its schools and, therefore, to assist governing bodies in establishing procedures that will contribute to that end. The models have been prepared in that light and governing bodies are urged to consider seriously their adoption.

### **Conditions**

Any committee or individual exercising functions delegated under this scheme shall do so in a manner consistent with:

- (i) the Companies Act 1985 and thereafter any orders or regulations having effect thereunder;
- (ii) Charity Law and the requirements of the Charity Commission and its Statement of Recommended Practices (SORP) Accounting and Reporting by Charities;
- (iii) DfE Funding Agreement and provisions within the Academies Financial Handbook;
- (iv) Memorandum and Articles of Association;
- (v) Standing Orders made by the governing body for regulating the transaction of business and the conduct of meetings of committees.



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## Part 2

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The GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL adopts the following Scheme of Delegation.

### SCHEME OF DELEGATION

1. The Head Teacher shall execute such functions as are specified in the School Teachers' Pay and Conditions Document - Conditions of Employment of Head Teachers and with the conditions above.

In addition, the following functions are delegated to the Head Teacher:

#### 1.1 Targeted Improvement Plan (incorporating School Self Evaluation)

To ensure that the school prepares, updates as appropriate and publishes annually an Improvement Plan incorporating the strategic and corporate issues arising from the general educational development objectives laid down by the Department for Education, the Academy Trust, the Governing Body and its committees. To authorise the appropriate communication of the Plan, its key assumptions and strategies.

#### 1.2 Dismissals

To take responsibility for dismissals from any post (as appropriate). Dismissals on grounds of redundancy are a matter for the Governing Body.

#### 1.3 Staffing

- (a) To comply with Safeguarding Children: Safer Recruitment and all statutory Safeguarding policies from DfE and any other relevant organisations.
- (b) To propose for approval by Governors a staffing structure of teaching and non-teaching posts in the school.
- (c) To formulate for approval the post specifications for all teaching posts.
- (d) To select for appointment to the school all full time, part time and temporary teachers.
- (e) To formulate for approval the post specifications and proposals for grades of pay of non-teaching staff employed at the school.
- (f) To select non-teaching staff for employment at the school.

#### 1.4 Finance

- (a) To prepare for consideration by the Governing Body a proposed budget consistent with the school's budget share.
- (b) To authorise expenditure up to the amount of the provision allocated to the various budget heads, subject to:
  - (i) an upper limit of £5,000 on any item not specifically included in the approved budget;

- (ii) any directions as may have been given, including an expenditure plan, by an appropriate committee of the Governing Body, or by the Governing Body;
- (c) To ensure compliance with the Companies Act 1985 (and subsequent Acts), Charity Law and the requirements of the Charity Commission and its SORP – Accounting and Reporting by Charities, as revised in March 2005, together with DfE Funding Agreement, and to advise the governing body or relevant committee on any matters where the duty of complying has not been delegated to the Head Teacher

#### **1.5 Special Educational Needs**

- (a) To ensure that the necessary provision is made for any pupil for whom the LA had made a written Education Health Care Plan.
- (b) To ensure that Head Teachers in the school are aware of the importance of identifying, involving the parents of, and providing for pupils who have special educational needs.

#### **1.6 Pupil Admission and Attendance**

To ensure that the statutory requirements relating to the school's admission and attendance registers are complied with and that the relevant returns are made.

#### **1.7 Pupil Records**

To comply with governors' requests to allow access to pupil records.

#### **1.8 Premises**

Subject to any directions by the Governing Body or relevant committee, to operate the Governing Body's policy on the use of the school.

#### **1.9 Data Protection**

- (a) To ensure all data protection legislation requirements are met and necessary registration is made.
- (b) To ensure all requirements relating to confidentiality and data protection are made known to all staff and voluntary helpers in school.

#### **1.10 Child Protection**

- (a) To ensure a Designated Safeguarding Lead Teacher is appointed.
- (b) To draft a Child Protection Policy for approval by the Governing Body.
- (c) To ensure all necessary Criminal Record checks are carried out.

#### **1.11 ICT Integrity**

- (a) To ensure all computer systems employed by the school are adequately secured against unauthorised access and use.
- (b) To establish a disaster recovery plan to consider the recovery of records and data in the event of a serious incident.

#### **1.12 Reports and Statutory Assessments**

To secure that the statutory requirements relating to reports and statutory assessments for pupils are met.

### 1.13 Elections

Appointment of Returning Officer – Miss R Hatley

To conduct the election of parent, teacher and staff governors in accordance with legislation and the Governing Body's approved procedures.

## 2. Chair of the Governing Body

The Chair shall have the power to authorise emergency expenditure for the maintenance of buildings and the purchase of essential fittings and equipment, subject to the appropriate budget restrictions, and to take such action as he/she considers appropriate provided that he complies with the relevant guidance outlined at 1.5(c) above.

To convene a Staff Appeals Committee from governors, when necessary, which would include pay, grievance, discipline and dismissal appeals.

To convene a panel to hear any appeal by the parent against a decision taken by the Head Teacher to disapply or modify the National Curriculum in respect of a particular pupil; and, having heard the appeals, to confirm the action of the Head Teacher, or give such directions as they consider appropriate in the circumstances to the Head Teacher.

To make arrangements for the consideration and disposal of any complaint relating to the curriculum or religious worship or other complaints, in accordance with the Governing Body's procedures

To make arrangements to hear any appeal by a parent or an entitled person relating to school records.

### Chair, Vice-Chair and Head Teacher

To recommend to the Governing Body all matters concerning the organisation of the Governing Body including new and replacement members; training and development of governors and the general structure and membership of committees and their terms of reference.

## 3. Reviewers (Governors appointed for the Head Teacher's Performance Management Review)

To consider with the Head Teacher an appropriate work / life balance.

## 4. Opening of Quotations and Tenders

All tenders submitted should be opened at the same time. Two persons should be present for the opening of tenders as follows:

For contracts up to £30,000 –the Business Manager or Headteacher

For contracts over £30,000 – the Business Manager or the Headteacher plus a member of the Resources Committee.



## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL IMPROVEMENT AND SAFEGUARDING COMMITTEE**

### **Terms of Reference**

#### **Purpose**

The Committee is responsible to the Governing Body for the maintenance of academic standards; ensuring the School's policies on the curriculum and other issues listed below are established, maintained and updated and for the preparation of a curriculum strategic plan.

#### **1. Membership**

All Governors are members of the Committee.

#### **2. Procedures**

(a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.

(b) The quorum for a meeting of the committee shall be three voting members.

#### **3. Chair (who shall be a governor)**

(a) The Chair shall be appointed by the Governing Body.

(b) If the Chair is absent from a meeting the members of the committee shall elect one of their members for the duration of the meeting.

#### **4. Functions**

The following functions are delegated to the committee.

(a) With advice from the Head Teacher, to review and, where appropriate, to submit for approval by the Governing Body, the school's Curriculum Policies.

(b) To monitor the delivery of the school's curriculum and National Curriculum.

(c) In consultation with the Head Teacher to advise the Governing Body on any matter relating to the curriculum and to make recommendations about resourcing levels.

(d) In consultation with the Head Teacher, to advise the Governing Body on any matter relating to religious education or collective worship or to sex education.

(e) In consultation with the Head Teacher, to advise the Governing Body on matters relating to the management of the school's day.

(f) To receive regular reports from the Responsible Person as to the fulfilment of the Governing Body's obligations in respect of special educational needs and inclusion.

(g) To report to the Governing Body any shortcomings in relation to its duties under the provisions of the Education Acts with proposals for remediation.

- (h) To consider and, in consultation with the Head Teacher, advise the Governing Body on their response to any report of Her Majesty's Inspectorate, Ofsted or of the Director, Education and Social Care.
- (i) To monitor the progress of action plans in response to inspection reports.
- (j) To consider in consultation with the Head Teacher and advise the Governing Body of the SATs and other test outcomes/data.
- (k) To review the Governing Body's Policy Statements relating to curriculum as required and make recommendations for changes.
- (l) To monitor the impact of Pupil Premium
- (m) To monitor the impact of Sport Funding
- (n) To monitor healthy lifestyles of pupils.
- (o) To monitor achievements of ethnic minority pupils and children looked after and other vulnerable groups.
- (p) To monitor pupil safety including bullying, racist and homophobic incidents.
- (q) To monitor pupils' enjoyment of their education.
- (r) To monitor pupils' progress in their spiritual, moral, social, emotional and cultural development.
- (s) To receive reports on guidance and support for pupils' learning.
- (t) To prepare drafts for consideration and approval by the governing body in respect of the school prospectus or website.
- (u) To assist the Head Teacher in the promotion of good relationships with parents and the local community.
- (v) To receive an annual report on pupil attendance.
- (x) To monitor racial incidents log book.
- (y) To monitor pupil behaviour including punctuality and bullying.
- (i) To ensure that the school appoints a Designated Safeguarding Lead who has undertaken training in child protection.
- (ii) Monitor and ensure that all staff, including temporary staff and volunteers, are aware of the Child Protection Policy and receive training.
- (iii) To monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff.
- (iv) To monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children.
- (v) Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.
- (vi) To monitor and and evaluate the Single Central Record regularly.





## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL RESOURCES COMMITTEE (incorporating Pay Committee)**

### **Terms of Reference**

#### **Purpose**

#### **Finance**

To be responsible to the Governing Body for overseeing the management of the School's budgets, accounting records and systems of control.

Establishing and after approval by the Governing Body, maintaining and developing the school's financial policies, and accounting and budgetary systems in accordance with the Academies Financial Handbook.

To monitor the overall performance of the school against the objectives of the Targeted Improvement Plan and ensure the Governing Body are kept apprised of national and local developments relating to Finance.

#### **Personnel**

To be responsible to the Governing Body for all personnel policies concerning all staff. It will include establishing and reviewing (and following approval from the Governing Body) implementing policies concerning conditions of service, staffing levels, Performance Management, discretionary remuneration, and staff discipline.

#### **Premises**

To be responsible to the Governing Body for overseeing the management of all matters relating to Buildings and Sites.

#### **1. Membership**

All Governors are members of this Committee.

#### **Disqualification**

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

#### **2. Proceedings**

(a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.

(b) The quorum for a meeting of the committee shall be three voting members.

#### **3. Chair (who shall be a governor)**

(a) The Chair shall be appointed by the Governing Body.

(b) If the Chair is absent from a meeting the members of the committee shall elect one of their members for the duration of the meeting.

#### 4. **Functions**

The following functions are delegated to the committee.

##### **Finance**

- (a) To ratify the Annual School Budget and 3 Year Budget Plan.
- (b) To monitor the expenditure of the budget share and report on reserves and balances.
- (c) To plan with advice from the Head Teacher, the securing of goods, services and works, and establishing, reviewing and maintaining all contracts concerned with the maintenance of the school.
- (d) To enter into agreement for the provision of services
- (e) To consider, and in consultation with the Head Teacher, advise the governing body on their response to any report from internal or external auditors.
- (f) To set up and monitor banking arrangements in accordance with the Academy Trust's scheme.
- (g) To receive reports from Compliance Visits on the effectiveness of the financial procedures and control.
- (h) To receive information on and monitor all gifts / donations to the school, staff and governors.
- (i) To review the draft financial statements, highlighting any significant issues to the Governing Body, prior to submission to the Secretary of State.
- (j) To secure adequate insurance cover for the school and Governing Body's liabilities to include appropriate levels of insurance for buildings, contents, employees and public liability.
- (k) To ensure best value principles of comparison, challenge, consultation and competition are applied to purchase of goods and services.
- (l) To receive a report annually on how to ensure the school receives its full entitlement to funding and that no resources of income are overlooked.
- (m) To consider the financial implications of the Targeted Improvement Plan (TIP) in consultation with the Head Teacher, before it is submitted to the Governing Body.
- (n) To consider the financial implications from other committees.
- (o) To agree the policy on reserves and balances and monitor the expenditure of the budget share and report on reserves and balances.
- (p) Preparing and submitting to the Governing Body for approval any capital expenditure projects and overseeing agreed programmes and monitoring costs concerned.
- (q) To monitor numbers of pupils on roll, age range and prepare strategically for increase / decrease in school roll.
- (r) To establish a Tendering Policy as part of the school's Finance Policy.
- (s) To monitor recruitment and employment procedures to ensure compliance with good practice to financial management competencies.

- (t) To monitor the continuing professional development programme for staff with financial management responsibilities.
- (u) To consider the governing body competencies in respect of finance.

### **Personnel**

- (a) To approve a staffing structure for teaching and non-teaching posts for the school.
- (b) To approve the post specifications for all teaching posts.
- (c) To review all personnel policies taking account of employment law, the equality act, trade union matters, staff welfare and health and safety.
- (d) Monitor the Targeted Improvement Plan to ensure the overall performance of the School against the objectives of the Improvement Plan and ensure the Governing Body is kept apprised of national and local developments relating to human resources.
- (e) To approve and monitor the continuing professional development programme.
- (f) To monitor all matters relating to sickness absence, staff welfare, and staff health and safety,
- (g) To monitor recruitment and employment procedures to ensure compliance with good practice relating to discrimination, ethnicity and guidance on safeguarding children.
- (h) To monitor staff turnover, numbers of temporary posts, vacancies and designated posts.
- (i) To monitor the staffing structure review and implementation.
- (j) To monitor teaching time and curriculum organisation.
- (k) To receive regular reports from the Head Teacher on the Teacher Appraisal and Capability Process in the school including teaching and learning.
- (l) To ensure all teachers have been consulted about the formulation of a Performance Management Policy.
- (m) To consider and recommend a robust Performance Management Policy, formulated by the Head Teacher, to the Governing Body.
- (n) To review annually the Performance Management Policy.

### **Premises**

- (a) To monitor the state of internal and external maintenance and repair of buildings.
- (b) To secure such remedial work as may be necessary and ensure approval for works has been obtained.
- (c) To oversee arrangements for the use of the school premises, other than by the school, subject to:
  - (i) any direction given by an appropriate body in relation to its policy regarding community use;
  - (ii) the policy on the use of the school premises as approved by the Governing Body;
  - (iii) the scale of charges for lettings as approved by the Governing Body.

- (d) subject to any directions by the Academy Trust, to oversee the arrangements for the security and caretaking of the school premises.
- (e) To ensure a risk assessment is regularly carried out.
- (f) To prepare and monitor an Accessibility Plan.
- (g) To consider ways to achieve maximum energy conservation.
- (h) To monitor the adequacy of accommodation.

### **Health and Safety**

- (a) To ensure compliance, as far as is within the committee's power to do so, with the Governing Body's statement of health and safety Policy and with any direction concerning health and safety at the school issued an appropriate body and by required legislation.
- (b) To draw the attention of the Governing Body to any equipment, repair or cleaning which needs to be provided from the school's budget in order to secure compliance with the Governing Body's statement of health and safety policy or with any direction concerning health and safety issued by an appropriate body.
- (c) To receive regular reports from the school's health and safety committee.
- (d) To ensure a risk assessment is carried out at regular intervals.
- (e) To receive a report on the termly fire drill.



## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL PAY COMMITTEE**

In accordance with the provision of The School Governance (Procedures) (England) Regulations 2003, the Governing Body has established a Pay Committee, to which designated functions have been delegated, as set out below.

### **1. Membership**

The membership of the Committee is at Appendix 1.

### **2. Proceedings**

- (a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.
- (b) The quorum for a meeting of the Committee shall be three voting members.

### **3. Chair (who shall be a governor)**

- (a) The Chair shall be appointed by the Governing Body.
- (b) If the Chair is absent from a meeting the members of the Committee shall elect one of their members for the duration of the meeting.

### **4. Functions**

The following functions are delegated to the Committee:

- a) To approve the post specifications and grades of pay for leadership posts in the school.
- (b) To determine at any time it sees fit the pay and allowances of school teachers and support staff employed at the school in accordance with the terms of the School Teachers' Pay and Conditions Document and the Authority's scheme for non-teaching employees, including the effective dates for such payments, having regard to:
  - (i) the levels of pay and allowances in place already;
  - (ii) the published Pay Policy of the Governing Body;
  - (iii) the staffing structure approved by that body;
  - (iv) the Targeted Improvement Plan;
  - (v) the allocation of the school budget approved by that body for pay purposes; and
  - (vi) the recommendations of the Head Teacher.
- (c) To review at the required times the Unit Total (and in that connection to decide the 'count' of pupils with ECHPs) in conjunction with the Head Teacher, in order to determine the group number for the school, and to consult with the Authority when it is considered by the committee to be appropriate to alter that number, reporting accordingly to the Governing Body in writing at their next meeting.
- (d) To issue guidance on determining pay and allowances on appointment to posts at the school, to assist those designated by the Governing Body to appoint staff, if the committee consider it desirable to do so.
- (e) To determine the Individual School range (ISR) for Head Teachers, deputy head teacher and assistant head teacher's pay.

- (f) To determine the pay for the Head Teacher, deputy head and assistant head teachers.
- (g) To determine any applications for early retirement and financial requests including redundancy.



## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL STAFFING 'FIRST' COMMITTEE**

### **Terms of Reference**

#### **Purpose**

To consider any appeal in respect of a decision that has been delegated to the Staffing First Committee

#### **1. Membership**

The membership of the committee is at Appendix 1.

#### **2. Proceedings**

- (a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.
- (b) The quorum for a meeting of the committee shall be three voting members.

#### **3. Functions**

The following functions are delegated to the committee:

- (a) To investigate at the request of the Governing Body, any matter relating to the competence or conduct of the Head Teacher and to make such recommendations to the Governing Body as may be appropriate.
- (b) To agree and implement rules and procedures for the regulation of conduct and discipline of the staff of the school, including procedures for disciplinary action and grievance.
- (c) To agree and implement procedures for considering and determining whether an employee at the school should cease to work there.
- (d) To determine, with advice from the Head Teacher, dismissal / early retirement payments.
- (e) To suspend, without loss of emoluments, any person employed at the school.
- (f) To ensure that all issues relating to appeal and notification to the LA are handled properly.
- (g) The foregoing functions shall not apply to the Clerk to the Governors or any person working at the school whose post is not on the complement of the school.
- (h) To receive, consider and decide as soon as may be upon any pay appeals made in writing by staff employed at the school about their own award or non-award of pay and allowances and, solely for the purpose of representations, shall have powers to allow the attendance of the staff member concerned (accompanied by a 'friend' if so desired) and the Chair or representative of the committee with responsibility for pay.
- (i) To communicate its decision to the staff member concerned by letter copied to the Head Teacher and to the Authority



## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL PUPIL DISCIPLINE COMMITTEE**

In accordance with the provision of The School Governance (Procedures) (England) Regulations 2003, the Governing Body has established a Pupil Discipline Committee, to which designated functions have been delegated, as set out below.

### **1. Membership**

The membership of the Committee is at Appendix 1.

### **2. Proceedings**

- (a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.
- (b) The quorum for a meeting of the Committee shall be three voting members.

### **3. Functions**

The following functions are delegated to the Committee:

#### **Exclusion of Pupils**

- (a) Where the Head Teacher has excluded a pupil either for a fixed period or permanently, to consider whether directions should be given to the Head Teacher for the pupil's reinstatement should take effect immediately or on a specific date, and to give directions accordingly.
- (b) To consider any representations by the pupil in the case of the exclusion of a pupil over 18 or by a parent of the pupil, in the case of a pupil under 18.
- (c) To act on behalf of the Governing Body in relation to any consultations initiated by the LA.
- (d) To act on behalf of the Governing Body in relation to any appeal against the decision of the Committee not to reinstate a pupil at the school who has been permanently excluded.
- (e) To monitor exclusions for Looked After Children, pupils with special educational needs, travellers, EAL, etc.



## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL SCHOOL DIRECTION COMMITTEE**

In accordance with the provision of The School Governance (Procedures) (England) Regulations 2003, the Governing Body has established a School Direction Committee, to which designated functions have been delegated, as set out below.

### **1. Membership**

The membership of the Committee is at Appendix 1.

### **2. Proceedings**

- (a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.
- (b) The quorum for a meeting of the Committee shall be three voting members.

### **3. Functions**

The following functions are delegated to the Committee:

#### **School Direction Committee**

- (a) To investigate the possibilities of amalgamation with Joydens Wood Junior School
- (b) To fully understand the potential advantages and drawbacks of amalgamation
- (c) To investigate the process for joining a MAT as an option either with or without amalgamation
- (d) To report findings and recommendations back to FGB

## **GOVERNING BODY OF JOYDENS WOOD INFANT SCHOOL RESTRUCTURING & REDUNDANCY COMMITTEE**

In accordance with the provision of The School Governance (Procedures) (England) Regulations 2003, the Governing Body has established a Restructuring and Redundancy Committee, to which designated functions have been delegated, as set out below.

### **1. Membership**

The membership of the Committee is at Appendix 1.

### **2. Proceedings**

- (a) The proceedings of the Committee shall have regard to the School Governance (Procedures) (England) Regulations 2003.
- (b) The quorum for a meeting of the Committee shall be three voting members.

### **3. Functions**

The following functions are delegated to the Committee:

#### **Restructuring**

- (a) To act in accordance with the school's relevant policies
- (b) To seek advice and support from the school's HR representative
- (c) To fully understand any structure proposed and the impact it will have on the school
- (d) To report back to the FGB with recommendations

#### **Redundancies**

- (a) To act in accordance with the school's relevant policies
- (b) To seek advice and support from the school's HR representative
- (c) To ensure that the proper redundancy process is adhered to
- (d) To ensure that any proposed redundancies will have a positive financial impact on the school
- (e) To report back to FGB with recommendations



## **Appendix 1: Membership of Committees**

### **School Improvement and Safeguarding**

All Governors

### **Resources Committee**

All Governors

### **Pay Committee**

Chair and Vice Chairs

### **School Direction Committee**

All Governors

### **Staffing 'First', Pupil Discipline and Redundancy/Restructure Panel Committees**

Membership to be agreed as and when required.

All governors are welcome to attend both the School Improvement and Safeguarding Committee and Resources Committee.