
Brookfield Community School Governors' Scheme of Delegation



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Reviewed September 2017
Strategic Committee
Approved September 2017
Full Board
Review: September 2018

Brookfield Community School Governors' Scheme of Delegation

All changes from the previous version are indicated with a line in the margin.

1. The Scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and with the school's policies. The delegations set out in this Scheme are delegated to the specified committees of the Governing Body and post-holders employed at the School.
2. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of the Headteacher, the delegations stand delegated to the Deputy Headteacher unless otherwise directed or agreed by the Governing Body. In the absence or incapacity of a post-holder other than the Headteacher, the delegations stand delegated to the Headteacher unless otherwise directed or agreed by the Governing Body.
3. Instead of exercising her/his delegated powers a post-holder or committee may refer the matter to the appropriate committee or to the Governing Body. The scheme will be reviewed at the first meeting in each academic year of the Full Governing Body and is made without prejudice to the powers and duties of the Governing Body and its committees.

Powers to be exercised only by the Full Governing Body or Members.

None of the responsibilities in this Paragraph may be further delegated.

- a. Only the **Members** may:
 - Change the Constitution of the Governing Body.
 - Decide on a change of school category.
 - Delegate functions.
 - Establish committees of the Governing Body.
 - Apply to change the governing documents.
 - Co-opt persons on to the Governing Body.
- b. Only the Governing Body may:
 - Elect or remove the Chair or Vice Chair of the Governing Body.
 - Appoint the Clerk to the Governors.
 - Suspend Governors.

4. Additionally the Governing Body has decided not to delegate the following:

- Decide what sex education is to be provided.
- Agree any general principles on pupil discipline.
- Decide any changes in the times of school sessions and dates of terms and holidays.
- Appoint a Headteacher.
- Approve the budget.
- Appoint auditors.
- Appoint the Responsible Officer (RO).
- Agree the Annual Report and Accounts.

5. The responsibilities of the Governing Body

FINANCE AND THE SCHOOL BUDGET	
Responsibilities of Head	Responsibilities of Governing Body
Draw up and submit to the Governing Body an annual budget plan (“the budget plan”) for the School’s funds which must conform to DfE requirements.	Consider the annual budget plan (“the budget plan”) proposed by the Headteacher; to amend where appropriate; to approve the budget plan. To consider and approve any proposed revisions to the budget plan submitted by the Headteacher during the course of the year.
Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body.	To spend the delegated budget before end of financial year within DfE stated variance.
	To decide whether to delegate their powers to spend the delegated budget and any grants to the Headteacher. If so, they should decide the amount to be delegated.
In line with the school’s Financial Procedures Handbook payments and virements authorisation has been delegated as follows: <ul style="list-style-type: none"> • up to a value of £999 Assistant Business Manager (W Fox) • up to a value of £5, 999 Business Manager (G Turner) • up to a value of £24, 999 Headteacher 	To authorise payments and virements as follows, in line with the school’s Financial Procedures Handbook: Finance Committee - authorise sending to tender for a value of greater than £10, 000.

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PAY AND PERSONNEL	
Responsibilities of Head	Responsibilities of Governing Body
To decide the number of staff at the School and the level of the posts.	To decide the overall procedures for appointing staff, including whether to delegate functions to the Head or Governor(s), taking account of legal requirements.
To advise the Governing Body on the appointment of all staff (except the Head). To set up selection panels for all staff appointments other than for Headteacher / Deputy Headteacher To conduct interviews and appoint staff.	To advertise Headteacher and deputy vacancies nationally, and other vacancies as appropriate. To set up selection panels for Headteacher and Deputy Headteacher posts. To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.
To make recommendations for teachers pay progression and other teachers pay related matters.	To set the pay of all members of staff, including that of the Headteacher and any Deputy Headteachers, in line with legal requirements.
To decide and advise the Governing Body on the specification for a vacant or new post.	To agree a specification for any vacant post, in consultation with the Headteacher. To authorise any new post or change to staffing structure.
To advise the Governing Body on adopting effective procedures to deal with issues of competency and to keep the Governing Body informed of the general operation of such procedures.	To establish capability procedures to deal with issues of competency (outlined in the relevant Policy)
	To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff.
To advise the Governing Body on whether anyone employed at the school should be dismissed.	To dismiss an employee.
To advise the Governing Body on payments to be made	To decide whether any payment should be made in respect of the dismissal, or to secure the resignation of a member of staff (includes early retirement and redundancies) and the amount of any such payment.

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To suspend staff in appropriate circumstances.	To suspend staff in appropriate circumstances. To end a suspension.
To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them.	The instigation of an appropriate pay spine and related procedures for support staff.
To evaluate the standards of teaching and Learning in the school and ensure that proper standards of professional performance are established and maintained.	
Authorisation of leave of absence for staff within the scheme adopted by the Governing Body (with or without pay).	Establishment of a scheme for leave of absence (with or without pay).
To take such urgent action on staffing issues as is required in consultation with the Chair of Governors, including any changes to staff contracts. The appointment of temporary supply staff and to cover the absences of permanent staff.	

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CURRICULUM AND STANDARDS		6
Responsibilities of Headteacher	Responsibilities of Governing Body	
To determine, organise and implement an appropriate curriculum for the school.	To ensure that the curriculum is balanced and broadly based.	
To ensure that the curriculum is implemented in the school.	To ensure that the curriculum is implemented.	
To draw up a statement for the curriculum for the school ("the curriculum statement").	To agree, amend or reject the curriculum statement drafted by the Headteacher.	
To implement and review the statement annually and suggest any necessary changes to the Governing Body.	To monitor the implementation of the School curriculum statement and consider with a view to adopting or rejecting any changes submitted by the Headteacher.	
	To establish a sex education policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school.	

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APPRAISAL	
Responsibilities of Head	Responsibilities of Governing Body
To draft a school appraisal policy, within the framework set by the DfE. To implement the school appraisal policy established by the Governing Body.	To establish a school appraisal policy to govern the implementation of school teacher appraisal (including the Headteacher) within the framework set by the Regulations.
To appoint/act as appraisers for teachers.	To review and, if necessary, amend the appraisal policy.
To review complaints by teachers about their appraisal where the Head has not been the team leader.	To ensure that school teachers receive a regular appraisal of their performance.
To report on the effectiveness of the appraisal procedures to the Governing Body for their consideration.	To appoint two or three governors to take responsibility for carrying out all aspects of the Headteacher's Performance Management
To set the timing of the appraisal cycle for other teachers.	To appoint an accredited external adviser to support the appointed governors in reviewing the performance of the Headteacher.
	To decide the exact timing of the performance review cycle for the Headteacher.
	To appoint one or more review officers where a complaint is made by the Headteacher about his/her performance review and the Chair of Governors has been involved in that review.

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Exclusions	
Responsibilities of Head	Responsibilities of Governing Body
The Headteacher can exclude students for fixed period(s) of not more than 45 days in total in a year or permanently.	To set up a pupil discipline committee when required to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in a term or would lose the opportunity to take a public examination.

Admissions	
Responsibilities of Head	Responsibilities of Governing Body
<p>The Headteacher may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under the Act currently in force. This applies to applications at both the normal time of entry and to in-year applications.</p>	<p>The Governing Body is the admissions authority.</p>
<p>Draft the Admissions policy and Timeline for admissions each year.</p> <p>Organise arrangements for admissions appeals.</p> <p>Respond to requests from the LA regarding the admission of statemented students.</p>	<p>A school's admission authority is responsible for setting its admission policy oversight of the arrangements for admission appeals. It can also decide whether to complain to the Adjudicator about another admission authority's admission arrangements.</p> <p>Separate arrangements apply where a pupil has a statement of special educational needs. In this case, admission is determined by the statement. Before naming a school on a statement, the LA must consult the Headteacher and the SENCO on behalf of the Governing Body.</p>
	<p>Consideration of whether a second appeal is to be allowed during the same academic year due to significant change in circumstances.</p>

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Premises and Infrastructure		10
Responsibilities of Head	Responsibilities of Governing Body	
Control of school premises. Day to day management of the school and day to day charge of who can enter the school premises.	To control the use of the school premises both during and outside the school day. To decide on what charges to levy where external providers want to use the school premises.	
To advise Governing Body where appropriate regarding Health and Safety.	To agree a health and safety policy, monitor risk assessments and set up arrangements to manage health and safety.	

How Brookfield Governors fulfil their role

How does the Governing body hold Brookfield to account?

By receiving accurate information about the performance of the school:

- Heads report at all board meetings.
- Presentations from Heads of Department to full board throughout academic year.
- Annual School Improvement Review Record (SIRR).
- Analysis of examination results by Curriculum Committee and review by full board; including analysis by gender and of Looked After Children and those with Special Educational Needs.
- Familiarity with last OFSTED report and main findings.
- Copies of all updated school policies.
- Knowledge of work done with staff on Teaching and Learning.
- By receiving regular school newsletters which detail student activities and achievements in academic, sporting and extra-curricular areas.
- Governor visits.
- Feedback to Governor Student committee on attendance and behaviour monitoring systems from Deputy Head.

By discussing accurate information about the performance of the school:

- Engagement in Quality Development Dialogue (QDD) process by discussion about Performance and Assessment Data and SIRR at full board.
- Appointing specific governors to cover subjects and special pupil groups.
- Timetable for governors with specific responsibilities to report back to full board.
- Review by Curriculum committee of detailed pupil tracking.
- Monitoring progress against School Development Plan at Committee meetings.

By gathering the views of learners, parents and carers and staff:

- Reviewing results of Keele student and parent surveys.
- Representation of governors on School Council.
- Student attendance at Students and Safeguarding.
- Governors representation on committee of Brookfield Parents and Friends Association.
- Reviewing results of specific student questionnaires –e.g.: Year 7 students on their views of Primary/Secondary transfer.
- Feedback from parent questionnaires circulated at Parents Evenings.
- Governors work with student panels as part of interviewing process for teaching appointments.
- New staff interviews, exit surveys, staff questionnaire.

How does the Governing body act as a critical friend?

By recognising and celebrating the schools achievements:

- Appraisal review process.
- Awareness of successful strategies— e.g. student leadership, Work Experience abroad, DoE.
- By receiving regular school newsletters which detail student activities and achievements in academic, sporting and extra-curricular areas.
- Governor visits related to specific areas.
- Attendance of governors at celebratory events such as annual Sports Presentation Evening, Art exhibitions and School concerts/performances.
- Letters to staff/expressions of thanks in meetings minuted in meetings and passed along to staff.

By identifying areas for improvement:

- Awareness of issues identified by last Inspection and measures taken in response.
- Awareness of areas for improvement identified in QDD.
- Use of information gained from pupil tracking.
- Setting up of a governor Strategic Committee.
- Undertaking of governor Self-evaluation questionnaire and review of results which then drives development for the Governors themselves.

How is the governing body involved in the School Improvement Planning Process?

Governing body business feeds into the cycle of school improvement by analysing and prioritising, monitoring implementation and evaluating the impact on teaching and learning. This is achieved by a variety of means at Brookfield which include the following:

Self-Evaluation

- Detailed analysis of examination outcomes by the Curriculum and Standards Committee – reported back to the Full Board.
- Carrying out surveys to gauge student opinion – Students and Safeguarding Committee.
- Analysing the outcomes of the bi-annual Parent and Student Keele Surveys.
- Making subject link monitoring visits to school and liaising with SLT and MLG and reporting back.
- By periodic review of School Plan at full board meetings via the Headteacher's report.
- Financial planning reviewed by meetings of Finance Committee.
- Personnel Committee reviews feedback from newly appointed teachers when they have their "Settling in" interview.
- Reviewing and approving the school SEF.
- Governor training in a range of areas including Safer Recruitment.
- Providing new governors with specific information – Governors Guide and training.
- By accessing useful data from outside sources.

Development Planning

During the spring term a single item full board meeting is held, to ensure Governors make a clear contribution to the School Development Plan. At this Governors work in small groups to:

- Discuss the above elements of self-evaluation.
- Identify what they feel to be the school's priorities for the next academic year.
- Identify which governor's committee will monitor progress with the different elements of the SDP.

Receiving and approving the final School Development Plan

After the Development Planning Meeting the Full Board will receive the final School Development Plan for approval.

Protocol for Governor Visits

Governors wish to ensure that our students get the best possible education. It is essential therefore that they build up a good knowledge of the content and effectiveness of the education being provided at Brookfield.

"Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time in order to develop their understanding of the school to enable them to fulfil their statutory responsibility for the conduct of the school."

A Guide to the Law for School Governors 2007

Visits to Brookfield by governors during the time that the school is in operation gives them important insights that they can gain in no other way. If governors are to carry out their role they need to have an understanding of the way schools work and a feel for the ethos of our school. There is no better way of gaining this information than by visiting the school at work. However, although school visits are important for many reasons they form only one part of the governors' wider role.

The main reasons for governors to make formal visits are to monitor school improvement and support, and hold the school to account. However, visits also help governors:

- To learn about our school.
- To enable the governing body to fulfil its accountability role.
- To show those employed in the school that they are interested.

"Governors have a strong strategic role in monitoring and supporting teaching and learning. They make regular visits to the school to gain first-hand knowledge of teaching and learning. They fully support leaders in their constant drive for improvement, and are quick to challenge and research all aspects of the school's work. This includes interviewing both staff and students, for example, to find out their views on bullying and how effectively it is addressed." OFSTED 2014

Governors have individual responsibilities on which they report to the Full Board. Visits should be undertaken as part of a strategic programme to:

- Improve governor knowledge of the school, its staff, needs, priorities, strengths, and weaknesses and allow them to contribute fully to the processes for self-evaluation and development planning.
- Monitor and assess the priorities as outlined in the development plan.
- Assist the governing body in fulfilling its statutory duties.

Before visiting the school the governor(s) should:

- Contact the individual whom they intend to visit e.g. Head of Department, Head of Year, etc and agree Objectives of the meeting.
- Ensure that they are familiar with health and safety procedures, including what to do in the event of a fire.

After visiting the school the governor(s) should:

- Complete a visit report outlining the objectives and results of the visit.
- Send a draft copy of the report to the staff involved in the meeting to confirm the outcomes recorded in the report.
- Send agreed version of the report to the Headteacher, the Clerk to Governors and the Chair of the Strategic Committee.
- Report back to the committee or Governing Body as appropriate.

Governors are encouraged to complete a report after each involvement of a governor in a school activity. This would not just be for visits to staff, but also trips with year groups, attendance at Parents Evenings/Information Events, etc. It would not be expected that governors would complete a report for scheduled governors' meetings or meetings with the Headteacher.

It is important that governors remember that the purpose of these visits is neither to assess the quality of teaching provision nor to pursue issues that relate to the day to day management of the school, other than as agreed with the Headteacher.

The following gives guidance on the protocols surrounding formal visits by governors.

For the Governing Body

- Ensure that the policy on governors' visits, and a system for reporting back, have been agreed with staff.
- Recognise that school visits are primarily for governors to gain first-hand knowledge of the school at work.
- Ensure that each visit has an explicit purpose and focus, which have been agreed by all concerned.
- Ensure that there are agreed timescales for governors' visits, usually giving at least seven days clear notice.
- Recognise that any visit can be stressful and disrupt normal classroom working, and that therefore the number of visits should be limited to one subject linked visit a year.
- Respect the normal conventions of governor confidentiality, in particular issues surrounding named staff or students.

For Individual Governors

- Negotiate a mutually convenient time with the relevant member of staff for the visit and discussion afterwards, recognising that staff and governors' time is valuable.
- Ensure that any visit has an explicit purpose and focus, which have been agreed with all concerned. This will generally be a Subject Link Visit.
- Avoid stressful periods such as during, or just before, an Ofsted inspection, or an examination period.
- Always wear a name badge.
- Avoid making promises to staff on behalf of the governing body.
- Respect the normal conventions of governor confidentiality, in particular issues surrounding named staff or students.

For Staff

- Always feel able to suggest an alternative time if the visit is not convenient.
- Ensure that each visit has an explicit purpose and focus, which have been agreed by all concerned
- Prepare for the visit of a governor.
- Be aware that a visit can be stressful for staff and governors alike.
- Inform the governor if you wish them to be involved in a lesson, and what it would be helpful for them to do.
- Raise any concerns over the visit with your line manager.
- Avoid discussing unrelated issues during the visit.



Governor	
Date of visit	
Visiting	
Purpose of Visit	

Key activities undertaken (please tick)

Meetings and discussions <input type="checkbox"/>	Scrutiny of documentation <input type="checkbox"/>
Lesson Observation <input type="checkbox"/>	
Other (please indicate)	

Key Points

Positive Comments	
Action Points/Follow up	
Additional Comments	

Committee Remits and Terms of Reference

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Pay and Personnel Committee

Composition

A minimum of three members of the Governing Body, plus the Headteacher.

Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Body.

Terms of Reference

1. Consultation: to undertake any formal consultation on personnel matters as required by law.
2. Discipline/Grievance: to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. Redundancy: to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body in line with LA policy.
4. Staffing Structure: to delegate the review the staffing structure whenever a vacancy occur. To authorise any changes to the staffing structure and to minute approval of these changes.
5. Salaries:
 - To draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
 - To liaise with the finance committee to establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.
 - To consider any recommendations regarding pay progression made by the Headteacher.
6. Staffing:
 - To be responsible for recommending to the full Governing Body the establishments for teaching and support staff.
 - To recommend variations to the agreed establishment.
 - To authorise the filling of any vacancy which might arise or for recommending alternative action to the Governing Body.
 - To put forward proposals for consideration by the Finance Committee in connection with the budgetary process.
 - To consider applications for early retirement.
 - To consider applications from staff for leave of absence outside of the scheme adopted by the Governing Body.
 - Responsibility for appointing all staff at the school (except Headteacher and Deputy Headteacher).
 - To plan, monitor and review the teaching and support staff in-service training needs of the school.

7. This committee will also have responsibility for the following:

- Absence Management and Monitoring.
- Harassment, Bullying and Whistleblowing.
- Competence.
- Recruitment and Retention Policy.

Functions to be Delegated to Headteacher

- a) Authorisation of leave of absence for staff within the scheme adopted by the Governing Body (with or without pay).
- b) The appointment of temporary supply staff and to cover the absences of permanent staff.
- c) To make all necessary arrangements for the appointment of staff, which have been agreed by the committee or the Governing Body.
- d) To approve the working of overtime and
- e) To take such urgent action on staffing issues as is required in consultation with the Chair of the Committee, including any changes to staff contracts.

Functions to be Delegated to the Committee

- a) To approve the establishment for teaching and support staff.

Functions Retained by the Governing Body

- a) To be responsible for the arrangements for appointing the Headteacher and the Deputy Headteacher(s).
- b) To determine the level of salary for both the Headteacher and Deputy Headteacher(s).

Minutes

A written record should be kept of the meeting of the committee including details of those present. A brief summary of the main points is to be fed back at the next full board meeting and full minutes are available of the Governor section of the school VLE.

Convening Meetings

Meetings will be held as per the calendar published at the start of the academic year. A meeting should be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Strategic Committee

Terms of Reference

Composition

A minimum of three members of the Governing Body, plus the Headteacher.

The Chair of Governors will be a member of this group.

Quorum

The quorum for a meeting of the committee shall be not less than three members of the Governing Body.

Terms of Reference

1. To monitor the work and effectiveness of the Governing Body of Brookfield School.
2. To identify the areas of development for the Governing Body over the coming year.
3. To identify training needs for the Governing Body as a whole.
4. To develop and monitor protocols for Governors' visits to school.
5. To oversee and review Governor Induction processes.
6. To consider and give advice on any matter referred to it by the Governing Body.
7. To provide information to parents.

Minutes

A written record should be kept of the meeting of the committee including details of those present. A brief summary of the main points is to be fed back at the next full board meeting and full minutes are available of the Governor section of the school VLE.

Convening Meetings

Meetings will be held as per the calendar published at the start of the academic year. A meeting should be convened at the request of the Chair, the Head teacher or any two of the members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Curriculum and Standards Committee

Composition

A minimum of three members of the Governing Body, plus the Headteacher.

Quorum

The quorum for a meeting of the committee shall be not less than three members of the Governing Body.

Terms of Reference

1. To review the school's teaching and learning and curriculum-related policies in line with the agreed cycle and make recommendations to the Governing Body for change.
2. To monitor and review the academic and pastoral arrangements of the school in order to ensure that the school maintains and delivers a broad and balanced curriculum in keeping with the aims of the school.
3. To monitor the provision of the curriculum and its assessment procedures in line with the legal framework.
4. To ensure that the school leadership has appropriate systems for monitoring and evaluating the quality of teaching and learning in the school.
5. To contribute, in collaboration with the Head and staff, to the teaching and learning priorities and issues of the School Development Plan and any Ofsted action plan.
6. To monitor the effectiveness of all the school's teaching and learning and curriculum policies, taking account of statutory guidance where appropriate. To make representations to the full Governing Body for changes as necessary, including:
 - The provision for collective worship and RE in line with the locally agreed syllabus.
 - The school's policy on sex education.
 - The school's policy on special educational needs; and
 - The school's policy for PHSE and Citizenship.
7. To receive curriculum progress reports from the Headteacher and others, in order to monitor, review and evaluate the standards of achievement, seek to make continuous improvement and inform target-setting, including:
 - Subject/aspect reports.
 - Analysis of performance data.
 - Information about non-statutory assessment and testing.
8. To consider and give advice on any matter involving the curriculum referred to it by the Governing Body.
9. To review extra-curricular/enrichment activities.

Minutes

A written record should be kept of the meeting of the committee including details of those present. A brief summary of the main points is to be fed back at the next full board meeting and full minutes are available of the Governor section of the school VLE.

Convening Meetings

Meetings will be held as per the calendar published at the start of the academic year. A meeting should be convened at the request of the Chair, the Head teacher or any two of the members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Finance and General Purpose Committee

Composition

A minimum of three members of the Governing Body, plus the Headteacher.

Quorum

The quorum for a meeting of the committee shall not be less than three members of the Governing Body.

Purpose

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the full governing body for ratification.

Terms of Reference

Finance

Subject to the requirements of relevant legislative acts, the committee is authorised:

1. To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
2. To consider and recommend acceptance to the full board of the spending plan for the next financial year at the final full board meeting.
3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan
5. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
6. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
7. To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.

Functions delegated to the Headteacher

To liaise with Pay & Personnel and Curriculum committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.

Functions to be retained by the Full Board

1. To receive auditors' reports and action as appropriate in response to audit findings.
2. To appoint the auditors of the academy.

(See above and the school's Scheme for Financial Delegation for arrangements for delegation).

Premises

1. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Body.
2. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising or sending a tender to the value of greater than £25,000.
3. To be responsible for determining the arrangements and scale of charges for the letting of the school premises.
4. To be responsible for overseeing the arrangements for Site Management.
5. To consider and agree improvements/alterations to school premises and to make recommendations to the Governing Body.
6. To be responsible for monitoring the arrangements for the security of the premises.
7. To monitor the operation of the school's Health and Safety Policy Statement in order to safeguard the health and safety of employees, students and visitors to the school, and to make recommendations to the Governing Body.
8. To make recommendations for updating the School Improvement Plan as it relates to the management of school premises.
9. Accessibility planning.

Functions Delegated to the Headteacher

- I. To be responsible for day to day minor repairs and maintenance up to £25000.
- II. To be responsible for the arrangements for letting the school premises.
- III. To be responsible for liaison with contractors where such work is funded from the school's budget.
- IV. To take such other urgent action on premises issues as is required in consultation with the Chair.
- V. To be responsible for the day to day health and safety arrangements in the school.

Functions Retained by the Governing Body

The Governing Body must:

- I. Approve the annual maintenance programme.
- II. Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.

Minutes

A written record should be kept of the meeting of the committee including details of those present. A brief summary of the main points is to be fed back at the next full board meeting and full minutes are available of the Governor section of the school VLE.

Convening Meetings

Meetings will be held as per the calendar published at the start of the academic year. A meeting should be convened at the request of the Chair, the Deputy Head teacher or any two of the members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Governors Student Committee

Composition

A minimum of four members of the Governing Body, plus the Deputy Headteacher.

Quorum

The quorum for a meeting of the committee shall be not less than three members of the Governing Body.

Terms of Reference

1. To provide an overview of all matters relating to student welfare at Brookfield School.
2. To monitor the school's pastoral and inclusion policy and practice.
3. To monitor how the school delivers these key outcomes (Every Child Matters), that is to say that all children should:
 - Be Healthy.
 - Stay Safe.
 - Enjoy Achievement.
 - Make a positive contribution.
4. To provide a forum for student representatives to participate in discussion with members of the Governing Body.
5. To monitor the school's procedures for Safeguarding and pupil safety.

Minutes

A written record should be kept of the meeting of the committee including details of those present. A brief summary of the main points is to be fed back at the next full board meeting and full minutes are available of the Governor section of the school VLE.

Convening Meetings

Meetings will be held as per the calendar published at the start of the academic year. A meeting should be convened at the request of the Chair, the Deputy Head teacher or any two of the members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Headteacher's Performance Review Committee

Purpose of committee

This committee has responsibility for monitoring and reviewing the Head teacher's performance against targets.

Composition

Three members of the Governing Body, including the Chair of Governors.

Terms of reference

1. To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
3. To monitor through the year the performance of the Headteacher against the targets.
4. To make recommendations to the Governing Body in respect of awards for the successful meeting of targets set.