

**Mellers Primary School and The Nottingham Nursery  
Federated Governing Board**

**Terms of Reference and Scheme of Delegation**


**Academic Year 2023 – 2024**

Date completed: Autumn 2023

Review date: Autumn 2024

## **Instrument of Government**

- 1. The name of the two Federated Schools are Mellers Primary School and The Nottingham Nursery School.**
2. The schools are Local Authority Maintained.
3. The name of the governing body is "The Federation of Mellers Primary School and The Nottingham Nursery School."
4. The governing body shall consist of:-
  - a. 2 parent governors
  - b. 1 LA governor
  - c. 1 staff governor
  - d. 1 Headteacher
  - e. 10 co-opted governors
5. Total number of governors is 15.
6. The term of office of all categories of governor is four years.
8. This instrument of government comes into effect on 1<sup>st</sup> February 2022.
9. This instrument was made by order of Nottingham City Local Authority on 13th January 2022.

A handwritten signature in black ink that reads "John Dexter". The signature is written in a cursive style and is centered within a light gray rectangular box.

**Signed by:**

John Dexter  
Director of Education, Nottingham City Council

**Date: 13<sup>th</sup> January 2022**

## **The Purpose of Governance**

*(Reference: The Governance Handbook 2017)*

“The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

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.”

### **Quoracy.**

The quorum for a full governing board meeting is 50% (rounded up to the nearest whole number). Governing board decisions may only be made if a meeting is quorate. The minimum quorum for a committee meeting is three governors (not all staff).

### **Delegation of functions of the governing board.**

A governing board can delegate many of its statutory functions to a committee, an individual governor or the Headteacher. The governing board must review the scheme of delegation annually.

The Governing Board has resolved to conduct all its business as a full Governing Board, and to work with the following committees:

- Pupils and curriculum committee.
- Pupil progress committee.
- Finance and general purposes committee.

### **Delegation to committees.**

All decisions made at committee level are taken on behalf of the full governing board. The committee must report decisions to the governing board who will then consider whether any further action is required.

The committee may consider other items for which it does not have delegated authority and make recommendations to the Governing Board.

### **Annual review.**

The governing board must review the scheme of delegation annually. The governing board will remain accountable for any decisions taken, including those relating to functions delegated to a committee or individual.

## Scheme of Delegation

Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Governing Body procedures (operational)	Draw up the Instrument of Government and amendments thereafter.	✓				FGB
	Appoint co-opted, appointed parent, sponsor and LA governors and associate members.	✓				FGB
	Suspend/remove any governor.	✓				FGB
	Elect or remove the Chair and Vice Chair and agree the term of office.	✓				FGB
	Appoint or remove the clerk.	✓				FGB
	Decide the meeting structure (minimum 3 FGB meetings per year).	✓				FGB
	Establish committee/panel membership, their remits and delegation of functions.	✓				FGB
	Set up and maintain the GB Register of Interests.	✓				FGB
	Approve the Governors' Code of Conduct.	✓	✓			FGB
	To determine or not whether to pay governor allowances for out of pocket expenses and approve a governors allowances policy.	✓	✓	✓	✓	F&GP
Policies/documents:		Frequency of review			Approved by	
Governors' Allowances		Annually			FGB to determine	
Instrument of Government		Recommend annually			FGB	
Register of business interests		Annually/changes to FGB			FGB	
Governors' Code of Conduct		Annually/changes to FGB			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Academy conversion	Agree to start the application process for conversion.	✓				FGB
	Set up consultation with key stakeholders and consider responses.	✓				FGB
	Manage the application process.			✓		Exec Head
	Pass a resolution to convert.	✓				FGB
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Admissions & Exclusions	Consider the LA consultation on admissions arrangements. Foundation and VA schools must consult on the schools admissions policy every 7 years or when proposing changes.	✓	✓			FGB
	Implement LA's admission arrangements.	✓	✓			FGB
	Implement and review the Behaviour Policy.			✓		Exec Head
	Approve the membership of the pupil exclusion committee.	✓				FGB
	Act in line with statutory guidance.		✓			Pupil Exclusion com
Policies/documents:		Frequency of review			Approved by	
Admissions arrangements (only applies where the school is an admissions authority).		Annually			FGB	
Behaviour Policy		Recommended annually			FGB	
Behaviour principles written statement		Recommended annually			FGB	
Register of pupils' admission to school		Live document			Exec Head	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Collective worship	In community and non-faith foundation schools, the FGB receive consultation from the Head concerning collective worship.	✓	✓			FGB

	In VA, VC and foundation schools with a religious character, the FGB arrange collective worship after consulting with the Head.	✓	✓			
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Curriculum	Consider any disapplication for pupil(s).			✓		Exec Head
	Ensure the curriculum is compliant with the Equality Act.	✓	✓			P&C
	Approve the Sex and Relationships Education Policy (SRE).	✓	✓	✓	✓	P&C
	Ensure provision of religious education.	✓	✓	✓	✓	Exec Head
	Ensure arrangements, including risk assessments, are in place for residential and school visits.	✓	✓	✓		Exec Head
Policies/documents:		Frequency of review			Approved by	
Equality information and objectives		Every 4 years			Exec Head	
SRE Policy		Recommended annually			P&C	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Extended services	Approve the provision of extended services.	✓	✓			F&GP
	Implement additional services provision and inform parents.			✓		Exec Head
	Ensure delivery of quality services.	✓	✓	✓	✓	Exec Head
	Monitor the financial sustainability of school operated services.	✓	✓			F&GP
	Cease the extended services provision.	✓	✓			FGB
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Finance & budgets	Approve the annual budget plan.	✓	✓			F&GP
	Monitor school finances and agree adjustments as necessary.	✓	✓			F&GP
	Approve the Lettings Policy.	✓	✓	✓	✓	F&GP
	Approve the Charging and Remissions Policy.	✓	✓	✓	✓	F&GP
	To approve arrangements for obtaining quotations and inviting tenders.	✓	✓			F&GP
	Approve delegated spending authorities to the Exec Head.	✓	✓			F&GP
	Enter into contracts (within the financial limits set by the FGB).	✓	✓	✓		F&GP
	Complete the School Financial Value Standard (SFVS).		✓		✓	F&GP
	Receive, consider and approve the School Financial Value Standard (SFVS).	✓				FGB
	Ensure the income from Pupil Premium/ PE and Sport Premium are being spent effectively pupils.	✓	✓			FGB
Policies/documents:		Frequency of review			Approved by	
Finance and Administration Policy		Recommend annually			F&GP	
Charging and Remissions Policy		Recommended annually			F&GP	
Lettings Policy (non-statutory)		FGB to determine			F&GP	
SFVS		Annually			F&GP	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Health & safety	Receive an annual health and safety report covering compliance and performance and consider recommendations.	✓				FGB
	Ensure appropriate actions are taken and resources are available to meet health and safety statutory requirements.	✓	✓			F&GP
	Receive ad hoc notifications of serious incidents	✓	✓			FGB

	Approve Health and Safety Policy.	✓	✓	✓		FGB
	Ensure an emergency plan and business continuity plan is in place.	✓	✓	✓		FGB
Policies/documents:		Frequency of review			Approved by	
First Aid Policy		Recommended annually			F&GP	
Health and Safety Policy		Annually			F&GP	
Emergency plan		Live document			FGB	
Business continuity plan		Live document			FGB	
Premises management documents		Recommended annually			F&GP	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Parents & the community	Ensure all information on the school website is current and compliant with the School Information Regulations.	✓	✓	✓	✓	Exec Head
	Approve the concerns and complaints procedure and Complaints Policy.	✓	✓	✓	✓	FGB
	Ensure statutory requirements are met in accordance to General Data Protection Regulations (GDPR) and the Data Protection Act.	✓	✓	✓		FGB
	Ensure the school is compliant with the Freedom of Information Act.	✓				FGB
Policies/documents:		Frequency of review			Approved by	
School information published on school website		Live document, at least annually			FGB	
Complaints Policy		Recommended annually			FGB	
Freedom of Information statement		FGB to determine			FGB	
General Data Protection Regulation statement		FGB to determine			FGB	
GDPR Policy (non-statutory but recommended)		FGB to determine			FGB	
Data Protection Policy		Biennially (minimum). An annual registration with the Information Commissioners Office is also required.			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Pupil wellbeing	Appoint a designated governor to champion the educational achievement of looked after children on the school roll and reports to the GB annually.	✓	✓	✓		PP
	Approve the LAC policy.	✓	✓			PP
	Ensure school food standards are being met.			✓		Exec Head
	Ensure the provision of free school meals to pupils meeting the criteria.			✓		FGB
	Ensure the curriculum is compliant with the Equality Act legislation and publish equality objectives and KPI's.	✓	✓	✓		P&C
	Make arrangements for supporting pupils with medical conditions.			✓		Exec Head
	Approve the policy on supporting children with medical conditions.	✓	✓			PP
Policies/documents:		Frequency of review			Approved by	
Register of pupils' attendance		Live document			Exec Head	
Accessibility Plan		Every three years			FGB	
Looked After Children Policy		Recommended annually			FGB	
Provider access statement (secondary only publish on school site)		FGB to determine			Proprietor	
Child Protection Policy and procedures		Annually			FGB	

Supporting pupils' with medical conditions		Recommended annually			FGB	
Early Years Foundation Stage Policies		FGB to determine			FGB	
SEN information report and Policy		Recommend annually			FGB	
Equality information and objectives statement		Equality information updated and published annually (minimum) Equality objectives at least every four years.			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Safeguarding	Ensure the Central Record and DBS checks for staff and governors are constantly reviewed and updated.	✓		✓	✓	Safeguarding governor
	Undertake Safeguarding checklist in the school.			✓	✓	Safeguarding governor
	Review and approve the safeguarding/child protection policy and procedures, including Keeping Children Safe in Education, annually.	✓	✓	✓		FGB
	Receive the annual Safeguarding Report.	✓				FGB
Policies/documents:		Frequency of review			Approved by	
Children with health needs who cannot attend school		Recommended annually			P&C	
Protection of biometric information of children in schools and colleges		Recommended annually			P&C	
Single Central Record (recruitment and vetting checks)		Live document				
Safeguarding/ Child Protection Policy		Annually			FGB	
Safeguarding checklist		Annually			FGB	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
School organisation	Set the times of school sessions and the dates of school terms, holidays and inset days.	✓	✓	✓		Exec Head
	Ensure that the school meets for 380 sessions in a school year.			✓		Exec Head
Policies/documents: None to consider						
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staff performance and pay	Approve the Teacher Appraisal Policy.	✓	✓			F&GP
	Approve the School's Pay Policy.	✓				FGB
	Establish a pay committee to manage the annual salary review.	✓				FGB
	Ensure that evidence of performance reflects the pay progression recommendations for all teachers. Approve the pay recommendations.		✓			F&GP
Policies/documents		Frequency of review			Approved by	
Teacher Appraisal Policy		Annually			F&GP	
Teachers' Pay Policy		Annually			F&GP	
Function	Task	FGB	Comm	Head	Ind gov	Delegated to
Staffing:- Recruitment Management Structure	Determine the staff structure of the school in line with the budget.	✓	✓	✓		F&GP
	Approve staffing structure changes.	✓	✓			FGB
	Appoint an external adviser to support appraisal governors in the Headteacher appraisal.	✓				FGB
	Undertake the annual appraisal of the Exec Headteacher.		✓			Performance Mgt Comm
	Consider and approve the recommendations of the appraisal governors from the Headteacher's appraisal.	✓				FGB

	Establish a selection panel to recruit the Headteacher or Deputy Headteacher.	✓				FGB
	Accept the Headteacher or Deputy Headteacher resignation.	✓				FGB
	Suspend the Headteacher.					Chair
	Dismiss the Headteacher.	✓				FGB
	Appoint teaching/non-teaching staff.			✓		Exec Head
	Suspend teaching/non-teaching staff.			✓		Exec Head
	Dismiss teaching/non-teaching staff.			✓		Exec Head
	Regularly review, amend and approve policies relating to staffing matters (eg. absence management, disciplinary, capability).	✓	✓			F&GP
	Determine dismissal payments/ early/phased retirement.	✓	✓	✓		F&GP
Policies/documents:		Frequency of review			Delegated to	
Staff Capability Policy		Recommended annually			F&GP	
Staff discipline, conduct and grievance procedures		Recommended annually			FGB	
Procedures for dealing with allegations of abuse against staff		Recommended annually			FGB	
Early Careers teachers (ECT's)		Recommended annually			FGB	
Whistleblowing procedures		Recommend annually			FGB	



## Election of Officers

Mellers Primary School and The Nottingham Nursery School Federated Governing Board has agreed:-

- The Chair and Vice Chair serve for a period of one year
- Nominations to be sought at the Autumn term meeting.
- A secret ballot should be held if more than one nomination for Chair or Vice Chair is received.

Chair of Governors:

Date Elected: Autumn 2023

Term End: Autumn term 2024

Vice Chairs of Governors:

Date Elected: Autumn 2023

Term End: Autumn 2024

## Committees

### Finance and General Purposes Committee

Chair: Carol McCrone

Date Elected: Autumn 2023

Term End: Autumn 2024

### Pupil and Curriculum Committee

Chair: Kervick

Date Elected: Autumn 2023

Term End: Autumn 2024

### Pupil Progress Committee

Chair: Sue Blakeway

Date Autumn 2023

Term End: Autumn 2024

### Pupil Discipline Committee

Chair: To be agreed, when required

Date Elected:

Term End:

### Pay Committee

Chair:

Date Elected: Autumn 2023

Term End: Autumn 2024

### Pay Appeals Committee

Chair: To be agreed, when required

Date Elected:

Term End:

### Staff Dismissal Committee

Chair: To be agreed, when required

Date Elected:

Term End:

### Staff Dismissal Appeals Committee

Chair: To be agreed, when required

Date Elected:

Term End:

## Committee membership

The governing board meeting on DATE, the membership and remits, detailed in the Scheme of Delegation, of committees were reviewed and agreed.

### Finance and general purposes committee

Carol McCrone, Chair

Lesley Lyon

Celia Morris

Sue Blakeway

Janine Walker

Amanda Aram

### Pupil and curriculum committee

Jo Kervick, Chair

Nathalie Bolofo

Amy Fuller

Lesley Lyon

Wendy Smith

### Pupil Progress Committee

Sue Blakeway, Chair

Hannah Darko

Femi FolorunsWendy Smith

Lesley Lyon

Teeny Reid

### Pay committee

Carol McCrone, Chair

Lesley Lyon

Celia Morris

Sue Blakeway

### Pay appeals committee to be agreed when necessary

Committee members:-

Name

Name

Name

### Pupil discipline committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

### Staff Dismissal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

### Staff Dismissal Appeal Committee

Any three governors, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.