BRACKENBURY, KENMONT AND WENDELL PARK FEDERATION GOVERNING BOARD

COMMITTEE STRUCTURE & MEMBERSHIP, TERMS OF REFERENCE, SCHEMES OF DELEGATION AND CODE OF CONDUCT

Adopted on:	17th September 2026
Date of next Review:	Autumn 2027

THE ROLE OF THE GOVERNING BOARD AND ITS COMMITTEES

In accordance with education legislation, principally, School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013, this governing board and its committees will:

- act with integrity, objectivity and honesty in the best interests of the school
- be open about their decisions and actions

The Governing Board and its Committees will act strategically by:

- setting the aims and objectives for the school
- setting policies for achieving those aims and objectives
- setting targets by which progress towards those aims and objectives can be measured
- reviewing and monitoring progress in achieving the aims and objectives.

In all of the above, the Governing Board and its committees will act in accordance with Education Law and with the any trust deed relating to the school, and will consider any advice given by the Executive Head Teacher.

The Governing Board and its committees will act as a "critical friend" to the Executive Head Teacher and Head of School - offering support, advice, a second opinion and help, and also challenging, asking questions and offering constructive criticism when necessary.

The Role of the Executive Head Teacher

The Executive Head Teacher is a governor of the school and is a governor member of all those committees as specified in this document. Where the Executive Head Teacher is not a member of the committee, s/he is entitled to attend every Governing Board committee meeting unless the regulations state otherwise.

The Executive Head Teacher, as the principal manager for the school, is responsible for the internal organisation, management and control of the school; for advising the other governors; and for implementing the strategic framework.

Incorporated in the role of advising the Governing Board are:

- formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Board
- formulating policies and targets for the Governing Board to consider adopting
- reporting to the Governing Board on progress, at least once per year.

Delegation of the Governing Board's Functions

Decisions about delegation have been taken by the full Governing Board, and that delegation has been considered in the light of:

- the requirement for the Governing Board to fulfil a largely strategic function within the school
- the responsibility of the Head Teacher for the internal organisation, management and control of the school
- the requirement for the Head Teacher to comply with any reasonable direction of the Governing Board in carrying out a function delegated by the Governing Board.

The Governing Board Committee Structure and Terms of Reference

The individual committees are responsible for the functions which have been delegated to them by the full Governing Board. They operate under their own terms of reference and in compliance with existing legislation, including the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The policies and other documents that governing bodies are required to have by law are highlighted **in bold** throughout this document.

The Governing Board will review the establishment, terms of reference, constitution and membership of committees at least once a year.

Committee Structure

TERMS OF REFERENCE FOR ALL COMMITTEES

Membership: A minimum of three governors. Additional people can be appointed (associate members) and some or all can be given voting rights, but must not out-number the governor members on the committee.
Quorum: not less than three governors. Where decisions are being made concerning finance or staffing, governors who are employed at the school must be out-numbered by governors who are not employed at the school.
Meetings of the committees will be held at least once per term
Procedures : the committee shall follow the procedures required by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
All new policies must be agreed and adopted by the full Governing Board. The subsequent review, amendment and approval of any policy will be undertaken either by the Governing Board or delegated to a committee. The Governing Board will maintain a Policy Review Schedule to enable this.

INDIVIDUAL RESPONSIBILITIES

Chair's responsibilities:	Clerk's responsibilities
To chair meetings	To convene meetings
To set agenda, with reference to the committee's terms of reference, and including matters referred by the Governing Board and the Executive Head / Head of School,	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the committee).
To sign the meetings of the last meeting, when approved by the committee	To draw up minutes of the meeting To keep on file signed copies of the minutes

The responsibilities of the chair and the clerk must not be carried out by the same person on any committee.

GENERAL RESPONSIBILITIES OF ALL COMMITTEES

1. **To act strategically**, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
2. **To provide** regular written minutes of meetings to the Governing Board, identifying decisions taken or action required, and to keep a signed copy of all minutes at the school, available for inspection on request
3. **To establish** a list of policies coming within the area of responsibility of the committee and monitor, evaluate and review them regularly, and to amend and adopt them as appropriate, reporting such amendment and adoption to the Governing Board
4. **To contribute to, monitor and evaluate** relevant parts of the school self evaluation (SEF), the school development plan and the policies allocated to them, reporting or making recommendations to the full Governing Board
5. **To consider** recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Board
6. **To take appropriate action** on any other relevant matter referred by the Governing Board
7. **To receive** reports from members of staff about matters relating to any of the issues listed in their terms of reference
8. **To review the effectiveness** of the committee and recommend variations to the terms of reference

DELEGATION OF POLICY APPROVAL

- Policies requiring full board approval will be reviewed at committee and brought to the full board as a recommendation for approval.
- Policies not requiring full board approval will be delegated to a committee and reviewed by individual governor and/or the Executive Head teacher as appropriate.
- A policy schedule will be maintained by each committee which will identify who has authority to approve each policy.

DfE Guidance – "**policies for maintained schools"** Updated 25 June 2025
https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools

STATUTORY POLICIES FOR APPROVAL BY FGB FOLLOWING COMMITTEE REVIEW

Resources	CASC
• Schools Financial Value Standard • Health and Safety • Single Central Record • Staff – Code of Conduct & Disciplinary Procedure • Staff – Grievance Procedure • First Aid • Early Career Teacher • Teachers' Pay	• Behaviour & Statement of Behaviour Principles • Pupils with Medical Conditions incl. child with health needs not able to attend school • Safeguarding & Child Protection • Special Educational Needs & Information Report

Resources Committee

GENERAL AREA OF REMIT

1. Review, amend (as needed) and monitor the implementation of policies, procedures and other documents as delegated by the Governing Board and listed in the Committee's Policy Review Schedule.

FINANCE AREA OF REMIT

1. Ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from audit of the school accounts or SFVS review, and ensuring value for money.
2. Keep under review the scheme of delegation in financial matters, including the level of delegation to the Executive Head Teacher, and make recommendations for change to the Governing Board as necessary.
3. Prepare and approve an annual budget, reflecting the priorities of the previously agreed School Development Plan, and present to the Governing Board.
4. Monitor the budget (and any other devolved funds), making any appropriate recommendations for future budgetary decisions.
5. To review all contracts that the school enters into and ensure best value annually.
6. To determine whether sufficient funds are available for pay increments as recommended by the Executive Head Teacher
7. In the light of the Executive Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
8. Review and monitor the implementation of the School Pay Policy
9. To annually review benchmarking data (spring term)

FINANCE : SCHEME OF DELEGATION

Executive Head Teacher

1. To authorise expenditure, in line with the Finance Policy, within the agreed budget plan
2. To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **£10,000 per term**
3. For any urgent/emergency expenditure **over £10,000** and **up to £20,000** the Executive Head Teacher must consult with the Chair of the Resources Committee and report said expenditure to the Committee. 3 quotes must be obtained.
4. For any urgent/emergency expenditure **over £20,000** and **up to £100,000** the Executive Head Teacher must have prior approval from the Resources Committee
5. For any urgent/emergency expenditure **over £100,000** the Executive Head Teacher must have prior approval from the full board and the Head of Finance, Children's Services and Education.
6. To adjust the budget plan (process virements), across budget headings including the allocation o contingency funds, in line with the School Development Plan, subject to the following limits:
    a. **Up to £10,000**
    b. **Over £10,000** in consultation with Chair of Resources
    c. **Over £20,000** in consultation with Resources Committee
    d. **Over £100,000** in consultation with full Governing Board

Head of School / Deputy Head

7. To authorise expenditure, in line with the Finance Policy, within the agreed budget plan
8. In the absence of the Executive Head teacher, to approve any urgent/emergency expenditure not identified in the agreed budget plan, subject to the following limit:
9. **Up to £10,000 per term** in consultation with the Chair of Resources

School Business Manager

10. In the absence of the Executive Head Teacher, Head of School and Deputy Head Teacher, authorise expenditure in line with the Finance Policy, within the agreed budget plan, subject to the following limit:
    a. **Over £5,000** in consultation with Chair of Resources

STAFFING AREA OF REMIT

1. Monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted, and legal requirements fulfilled.
2. Recommend to the full board the staffing establishment and structure (teaching and non-teaching).
3. Agree and undertake the procedure for filling vacancies and making staff appointments within the Leadership Group.
4. Ensure the school complies with all requirements for safer recruitment. (Via Governor Visit)
5. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
6. Oversee and advise on the continuing professional development of the school management and staff, in line with the educational priorities of the school and the recommendations made by the performance reviewers. (Via Governor Visit)
7. Review and monitor the implementation of the **School Pay Policy**
8. Observe all statutory and contractual obligations
9. Review the salaries and any discretionary allowances of the SLT and other staff in line with the performance reviews and the **School Pay Policy.**
10. Consider any pay assessment awards, in accordance with the **School Pay Policy**

STAFFING : SCHEME OF DELEGATION TO THE EXECUTIVE HEAD TEACHER

1. Appointment of Class Teachers, Support Teachers, Teaching Assistants, and Non-Teaching Staff. Head to report appointments to Committee.
2. Appointment of Senior Teaching Posts (TLR), Head to report appointments to Committee.
3. Appointment of Senior Teaching Posts (Leadership Scale), 1 non-staff governor shall attend
4. **Disqualification –** Any relevant person employed to work at the school other than as the Executive Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

PREMISES AND HEALTH AND SAFETY AREA OF REMIT

1. To monitor plans relating to the repair, maintenance and development of the premises and infrastructure.
2. Monitor and evaluate Health and Safety and emergency procedures, ensuring that necessary checks and risk assessments are carried out and action points implemented. (Via Governor Visit)
3. To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
4. Have a named governor with health and safety responsibilities
5. To receive and consider termly reports on health and safety
6. Review, update the School **Health and Safety Policy** – Chair to sign and date policy
7. Review school's compliance with the council health and safety audit requirements
8. Ensure the school management team has considered specific health and safety issues and that legal minimum standards for health and safety are being met: (Via Governor Visit)
9. Review and ensure adequate welfare provision for staff (Via Governor Visit)
10. Oversee site security arrangements and practice and review periodically (Via Governor Visit)
11. Monitor the asbestos register and ensure that it is always up to date (Via Governor Visit)

Curriculum Achievement & School Community Committee (CASC)

GENERAL AREA OF REMIT
1. Review, amend (as needed) and monitor the implementation of policies, procedures and other documents as delegated by the Governing Board and listed in the Committee's Policy Review Schedule.

CURRICULUM, ACHIEVEMENT & SCHOOL COMMUNITY REMIT
1. How the School deals with its statutory obligations in relation to the Curriculum. (Via Governor Visits)
2. Monitor and evaluate the progress towards targets within the SDP
3. Monitor and evaluate the quality of teaching and learning
4. The performance of different groups, subjects and key stages, making relevant comparisons to local and national data, and analysing trends.
5. SEND provision and ensuring that the School fulfils its responsibilities for pupils with SEN and with disabilities. (Via termly Link Governor Visits)
6. Provision for, progress and attainment of vulnerable groups e.g. looked-after children, young carers, and the effectiveness of intervention strategies.
7. To review and monitor the range of extra-curricular activities and participation of vulnerable groups in these.
8. Monitor the outcomes of Pupil Premium expenditure.
9. Review, amend (as needed) and monitor the implementation of policies, procedures and other documents as delegated by the Governing Board and listed in the Committee's Policy Review Schedule.
10. The School's contribution to pupil well-being, including the extent to which pupils feel safe, and adopt healthy lifestyles. (Via Governor Visits)
11. The views of pupils (pupil survey results) and how these are taken into account.
12. Attendance, punctuality and behaviour patterns and trends.
13. The engagement of parents with the School, parental views, and how these are taken into account, and considering ways in which home-school links can be further developed.
14. To monitor the schools online safety, filtering and monitoring and use of AI.

Ad Hoc Committees

All members of the governing Board except staff members are eligible and will form a committee according to availability.

Collaboration with other LBHF Schools

The governing board agrees reciprocal arrangements to collaborate with other LBHF Schools over staffing, appeals and complaints and other matters from 1st April 2023 onwards. In accordance with the School Governance (Roles, Procedures and Allowances) Regulations this will allow governors from other LBHF schools to participate in staffing, complaints and appeal panels if requested.

Complaints Committee

- The Committee is responsible for hearing all complaints reaching Governing Board level in accordance with Stage 3 of the Complaints Procedure

Exclusions Committee

- The Committee will undertake the functions of the Governing Board in relation to excluded pupils

Executive Head teacher's Performance Committee

- Two of the three named governors will be called upon subject to availability to conduct the review with an external advisor
- The reviewers will act in accordance with the current regulations and the procedure agreed by the board.
- The committee will undertake the functions of the governing board in relation to the review of the Executive Head teacher's pay.

Pay Assessment Appeals Committee

- The Committee is responsible for hearing appeals related to pay assessment
- The reviewers will act in accordance with the current regulations and procedures agreed by the board as outlined within the **Pay Policy**

Staff Disciplinary/Grievance (and Appeals) Committees

- The Committees will undertake any formal hearings in relation to staff grievance, discipline, re-deployment, redundancy, or dismissal – and any appeals arising from such hearings – in accordance with the disciplinary and grievance policies and procedures adopted by the Governing Board
- Implement the **Disciplinary and Grievance Policy and Procedures** adopted by the governing Board

Committees Membership Information: GovernorHub

Amendments to Committee and Panel membership are recorded in the Governing Board minutes.

Governing Board Link Roles: GovernorHub

Code of conduct (based on 2025-2026 NGA Model, updates have been highlighted)

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

We agree to abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, including disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will not do anything, either in undertaking our governance role or outside of this, which brings the school into disrepute (new)
15. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/communities.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.
3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. We will practice good ICT security, keep personal data safe and support GDPR compliance

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act as a governor; not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get Information about Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including suspension or removal from the governing body as a last resort.

Adopted by: Brackenbury, Kenmont and Wendell Park Federation on 17th September 2026

Signed: [Chair of board]

We agree that this code of conduct will be reviewed annually and it will be endorsed by the full governing board.