

## Governance Arrangements

### Members Structure and Relevant Business/ Pecuniary Interests

	<b>Date of Appointment</b>	<b>Date of Resignation</b>	<b>Relevant Business Interest</b>
Dr B Stones (Chair of Trustees)	25 March 2013	31 August 2018	
Mr D Sharp (Chair of Finance)	25 March 2013	24 September 2018	Havercroft Learning Centre - Trustee
Mr David Andrew Grace (Co-Chair of Trustees/Chair of Finance)	26 June 2017		Vice Chair of Saltersgate Junior School Governing Body
Mrs Mandy Elizabeth Oxer (Vice Chair of Trustees)	1 September 2018		
Mr Stuart Cameron Cousins (Co-Chair of Governors)	24 September 2018		

### Trustees (Governors) Structure and Relevant Business/ Pecuniary Interests

	<b>Who Appointed</b>	<b>Date of Appointment</b>	<b>Date of Resignation</b>	<b>Relevant Business Interest</b>
Dr B Stones (Chair of Trustees)	Members	3 October 2011	31 August 2018	
Mr D Sharp (Chair of Finance)	Members	3 October 2011	31 August 2018	Havercroft Learning Centre - Trustee
Miss M H Dunn (Headteacher)	Members	1 September 2014		Partner - Bethanie Goodliff – Website support
Mr K Mears (Staff Trustee)	Members	17 November 2012		Doncaster Little Theatre – Chair of Board Cliff College – Technical Director New Wine Christian Festival – Technical Director
Mr A Smith	Governors	13 May 2014	12 May 2018	
Mr A Hayes	Parents	19 January 2016		Works at a Doncaster school
Mr D Grace	Governors	03 October 2016		Vice Chair of Saltersgate Junior School Governing Body
Mr D Carlin	Members	26 June 2017		
Mr S Cousins	Governors	25 June 2018		
Mrs P Ulliyott	Governors	25 June 2018		
Mrs M Oxer	Members	1 September 2018		
Mrs G Sharpe	Parents	23 November 2018		Governor at Copley Junior School

## **Committee Membership and Terms of Reference**

### **Finance Committee**

D Grace, Headteacher, S Cousins and M Oxe.

Quorum : 3

### **Pay Committee** (stands inside Finance Committee)

At least 3 Governors nominated by the Governing Body, advised by the Headteacher, and must include Chair or Vice-Chair of Governors. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school, other than the Headteacher in the role given above. The quorum for this committee will be 3 Governors in addition to the Headteacher.

### **Discipline Committee (Students)**

Governors to nominate a pool of Governors for this committee.

Quorum : 3

### **Headteacher's Performance Management Review**

D Grace, S Cousins and M Oxe

### **Rapid Improvement Group**

Chair, Vice Chair, Headteacher and H Metcalfe (External School Improvement Consultant). Other Governors to attend as necessary.

## **Finance Committee**

### **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**

Subject to the requirements of the relevant current legislation, the committee is authorised:

#### **Finance:**

To consider the academy's indicative funding, notified annually by the ESFA, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance to the attention of the Governing Body.

To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.

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.

To establish and maintain an up to date medium term financial plan (3 year budget projection) projecting future pupil rolls and income levels on the basis of data/regimes current at the time of writing.

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.

To liaise with and receive reports from the pay committee, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.

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 ESFA, drawing any matters of concern to the attention of the Governing Body.

To agree the virement of funds between budget heading and to monitor and approve in year budget decisions.

To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of an account arrangements, and where appropriate to make recommendations for improvement.

To prepare the governance statement to form part of the annual report and financial statements of the Governing Body to publication and for filing in accordance with Companies Act and Charity Commission requirements.

To receive auditors' reports and to recommend to the full Governing Body action as appropriate in response to audit findings.

To recommend to the full Governing Body the appointment or reappointment of the auditors of the academy.

To review the internal audit reports on the effectiveness of financial procedures and controls.

To approve financial policy statements including:

Charging and Remissions Policy

Lettings Policy and review of annual charges

Fixed Asset Policy

Investment Policy

Anti-Corruption Policy

To authorise the Headteacher to enter in to contract and the payment of accounts up to £20,000 for a single item.

To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher.

**Audit:**

Review the Academy's internal and external financial statements and reports to ensure that they reflect best practice.

Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.

Consider all relevant reports by the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters.

Review the effectiveness of the Academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.

Consider and advise the Governing Body on the Academy's annual and long term audit programme.

Review the operation of the Academy's code of practice for board members and code of conduct for staff.

Consider any other matters where requested to do so by the Governing Body.

Report at least once a year to the Governing Body on the discharge of the above duties.

**Sites and Premises Issues:**

To inspect the premises regularly.

To decide upon priorities for expenditure within budget constraints.

To deal with health and safety issues, ensuring compliance with current relevant legislation and to include road safety problems.

To monitor and follow up, as required, the repair and maintenance work carried out.

**Staffing Issues:**

To make appointments to all teaching/associate staff posts, with the exception of appointments of temporary or relief staff and appointment of temporary teachers of less than one year, which shall be delegated to the Headteacher.

To allocate all Teaching and Learning Responsibility payments and to take decisions relating to pay within the allocated budget.

To establish staffing complements within the budget allocation determined by the Finance Committee with the proviso that consideration of any potential redundancy be referred to the Governing Body for determination.

That the application of an equal opportunities policy for all staff be determined by the Governing Body.

That the quorum for all staffing appointments panels be three except in cases of urgent specific need (approved by the Chair of Governors or Chair of Trustees) or in the circumstances detailed below:

That while the Governing Body recognises the principle that the same Governors are retained throughout the shortlisting and interviewing procedures, in view of the considerable commitment which is required of Governors, the Governing Body agrees to adopt the principle for appointing to the post of Headteacher only, which it is legally required to do at this stage.

That the appointment of teachers on Main Pay spine/Upper Pay/TLR2/TLR1 range spine and Associate staff posts up to Grade 7 and 8 be delegated to the Headteacher. Members of the Governing Body can participate in the interview process for the above appointments.

That the appointment of staff graded Grade 9 and above/within the Leadership spine be delegated to the Chair or Vice-Chair and the Headteacher, who will seek the involvement of at least one other member of the Governing Body wherever practical and possible. Should it be deemed appropriate the Finance Committee may be convened to appoint to the post.

That the shortlisting of candidates for all teaching posts be delegated to the Headteacher with appointments being made by the Finance Committee under the above arrangements.

That any appointments which are required to be made in cases of urgency or other exceptional circumstances as identified by the Chair and Headteacher, be delegated to the Headteacher and one other Governor.

Quorum: 3

### **Pay Committee (stands within Finance committee)**

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

#### **Committee Remit**

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy. All such decisions will be reported to the next available Full Governors meeting. The Committee may choose to designate any of its decisions as requiring ratification by the Full governing Body, or not.

Specifically this would include:

- i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- ii) Reviewing the whole school pay policy and making recommendations to the full Governing Body for amendment where necessary.
- iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- iv) Ensuring that the policy is applied equitably and consistently for all staff
- v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the Headteacher (and where appropriate other members of school leadership)
- vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- viii) Recommend the annual pay budget, including pay progression to the governing body, in full consultation with the Finance Committee.
- ix) Require that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
- x) Require that accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- xi) Provide an annual report to the full Governing Body summarising pay decisions and issues arising.

The quorum for this committee will be 3 Governors in addition to the Headteacher.

### **Discipline Committee (Students)**

The committee would review exclusions and consider any representations made by parents.

The Governing Body may nominate a pool of governors from which to select three or five governors to serve as the Discipline Committee as the need arises and should appoint a clerk to the Committee. The quorum for a Discipline Committee meeting is three members. If a governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down. If four members consider an exclusion, the Chair has the casting vote.

Quorum: 3

### **Rapid Improvement Group**

Report to Governing Body

Receives reports and considers matters from:

Maggie Dunn – Headteacher

Helen Metcalfe – External School Improvement Consultant

All Ofsted related reports

Members:

Chair of Governors

Vice Chair of Governors

Maggie Dunn – Headteacher

Helen Metcalfe – External School Improvement Consultant

### **Purpose of the Rapid Improvement Group**

The RIG is a strategic consultative forum for discussion and debate of strategic issues, challenges and successes relating to the performance, resourcing and future development of School Improvement at Ridgewood School.

It will:

Identify priorities in relation to the Self Evaluation process, in particular the data and supporting evidence.

Provide support and challenge linked to priorities to further rapid improvement

Be proactive in gathering evidence through monitoring and evaluation exercises

Make recommendations for next steps in relation to findings

Provide a summary of data

Meeting frequency and agenda planning:

Approximately four meetings per academic year front loaded in the autumn term

HT and HM to liaise and propose an agenda prior to meeting. This will be emailed out to members in sufficient time for their consideration.

## Attendance Record for Academic Year 2017/2018

	<b>Full Governors Meetings Attended</b>	<b>Out of a possible</b>
Dr B Stones (term of office expired 31.8.18)	3	4
Mr D Carlin	4	4
Mrs J Carpenter (term of office expired 16.10.17)	1	1
Miss M Dunn	4	4
Mr D Grace	4	4
Mr A Hayes	2	4
Mr K Mears	3	4
Mrs K J Motson (resigned 21.11.17)	0	1
Mr D Sharp (term of office expired 31.8.18)	3	4
Mr A Smith (term of office expired 12.5.18)	2	3
Mr S Cousins (appointed 25.6.18)	1	1
Mrs P Ulliyott (appointed 25.6.18)	1	1

	<b>Finance Committee Meetings Attended</b>	<b>Out of a possible</b>
Miss M Dunn	5	5
Mr D Sharp	5	5
Mr B Stones	4	5
Mr D Grace (appointed to committee 29.1.18)	2	2