St Andrew's CE VC Junior School

Governance Arrangements

2025/2026

Version History

Date	Approved / Reviewed	Minute number	Signed (Chair)
1.0	05/07/2022	Min 327	
1.1	04/07/2023	Min 331	
1.2	09/07/2024	Min 337	
1.3	15/07/2025	Min 343	

Contents

GOVERNANCE ARRANGEMENTS 3
GOVERNANCEFRAMEWORK 3
GOVERNING BODY 3
GOVERNING BODY - TERMS OF REFERENCE 4
STRATEGIC MEETINGS 5
SCHOOL DEVELOPMENT STRATEGY GROUP - TERMS OF REFERENCE 5
RESOURCE MANAGEMENT 6
FINANCE – TERMS OF REFERENCE 6
PREMISES / HEALTH & SAFETY – TERMS OF REFERENCE 7
PERSONNEL – TERMS OF REFERENCE 8
APPRAISAL & PAY 9
APPRAISAL & PAY – TERMS OF REFERENCE 9
TEACHING & LEARNING – TERMS OF REFERENCE 11
DISICPLINARY (STAFF) APPEAL COMMITTEE 12
DISCIPLINARY (STAFF) APPEAL – TERMS OF REFERENCE 12
COMPLAINTS COMMITTEE 13
COMPLAINTS COMMITTEE – TERMS OF REFERENCE 13
APPENDIX 1: INSTRUMENT OF GOVERNMENT 14
APPENDIX 2: CURRENT MEMBERSHIP 15

GOVERNANCE ARRANGEMENTS

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of St Andrew's School Governing Body are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the headteacher to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

St Andrew's is a Church of England Voluntary Controlled Junior school in Derbyshire, in the Diocese of Derby. The Governing Body was reconstituted with a new Instrument of Government (see Appendix 1) on 29/06/2015; this Instrument is currently in force.

The full Governing Body meets once every half term.

The Chair of Governors ensures that:

- discussions are timely, decision-making is appropriately and consistently recorded in the minutes and that the agendas focus the time and effort of the GB on key improvement priorities
- where actions are agreed by governors, the agenda for future meetings is adjusted to allow for update impact reports from school leaders
- constant reference in minutes is made to the impact of governor activity and discussion on school improvement
- both challenge and support roles of the GB are managed successfully

GOVERNANCE FRAMEWORK

Since 14th November 2023 it was decided the governing board would work together on a flat structure and will not be separated into committees. This is to allow everyone to be included in decision making and keeping all governors involved in all discussions.

GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

COMPOSITION

As per the Instrument of Governance (see Appendix 1).

QUORUM

The quorum for a meeting of the Governing Body shall be one half of the number of Governors in post.

GOVERNING BODY - TERMS OF REFERENCE

1. To agree constitutional matters*, including procedures where the Governing Body has discretion
2. To recruit new members as vacancies arise and to appoint new governors* where appropriate
3. To hold at least six Governing Body meetings a year*
4. To appoint or remove the Chair and Vice Chair*
5. To appoint or remove a Clerk to the Governing Body*
6. To suspend a governor*
7. To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
8. To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
9. To ensure that the school has effective safeguarding arrangements in place.
10. To ensure that the Christian ethos of the school is appropriately maintained.
11. Ensuring all school policies are focused on the children, considers all possible safeguarding issues and are reviewed on a regular basis.
12. All governors to regularly review the S175 Safeguarding audit.
13. To approve the first formal budget plan of the financial year
14. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
15. To review the delegation arrangements annually*

**these matters cannot be delegated to an individual*

STRATEGIC MEETINGS

Good practice recommends that a Governing Body holds a Strategic Development meeting on an annual basis which should include the Chair of Governors, the Headteacher, the Assistant Headteachers, the Vice-Chair and any governor who wishes to attend. The remit of the group is to ensure the effectiveness of the Governing Body work and the partnership with the SLT.

SCHOOL DEVELOPMENT STRATEGY GROUP - TERMS OF REFERENCE

1. Managing the Governing Body agendas, ensuring the direct link to pupil progress and the Ofsted framework.
2. Ensuring the cycle of governor business is linked to processes within school.
3. Managing an overview of the Ofsted action plan and ensuring that the school is ready for the next Ofsted inspection
4. Leading the process of self-evaluation and improvement planning for the Governing Body itself including training, structured links with other effective governing bodies and local/national agencies including the Local Authority, national governor networks, Ofsted and the DFE as appropriate
5. Overseeing governor visits to school including the regularity, purpose, and process for feedback (to staff and the Governing Body)
6. Managing the induction of new Governors
7. Managing the support provided by the Clerk to the Governing Body, as well as any training needs
8. Considering various aspects of governance and leadership roles, future needs and succession planning

RESOURCE MANAGEMENT

(Includes Finance, Health & Safety, Premises, Personnel and Appraisal & Pay)

FINANCE – TERMS OF REFERENCE

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
2. To contribute to and approve the rolling three-year school strategy.
3. To consider and approve the budget each year and be accountable for managing the finances of the school. Governors must assure themselves that the school is securing value for money and acting with financial probity.
4. To monitor the budget and agree any in-year changes to the spending plans, reporting these to the full Governing Body.
5. To review and approve the School Finance Regulations and Procedures annually, reporting any changes to the full Governing Body; the Local Authority Finance Section will alert schools to any changes via the School's extranet.
6. To approve virements between budget headings in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
7. To consider and decide on any proposal involving on-going rental expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to Eddie Grant at DCC for consideration).
8. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and approving expenditure in accordance with quotation and tendering limits. To report any agreed expenditure to the full Governing Body.
9. To consider and decide on proposals involving additional expenditure from other committees and report on these to the full Governing Body.
10. To ensure that the School's Financial Value Standard is completed and submitted to the LA Audit Section by 31 March each year.
11. To determine the arrangements and the scale of charges for the letting of school premises and other remissions.
12. To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
13. To ensure that the principles of Best Value are followed when making decisions.

Functions delegated to the Headteacher – Finance

As per the Governors' Scheme of Financial Delegation.

Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Resource Committee:

i. To make permitted virements within the budget to a maximum of the agreed limit
ii. To make a purchase up to the value of the agreed quotation limit without obtaining three written quotations, but ensuring that the school obtains best value for money
iii. To make purchases up to the value of the agreed limit of all invoices per year

PREMISES / HEALTH & SAFETY – TERMS OF REFERENCE

1. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school health and safety policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school.
2. To consider health and safety implications relating to Governing Body decisions and make recommendations to the Governing Body.
3. To carry out periodic health and safety inspections with the school management.
4. To monitor health and safety performance on an ongoing basis.
5. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
6. To determine a policy and scale of charges for the letting of the premises. Under the Education Act 2002 the Governing Body must consult the LA, school staff and parents of registered pupils of the school, registered pupils where this is appropriate and such other persons the Governing Body consider appropriate before it provides any community facilities or services.
7. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
8. To be responsible for overseeing the arrangements for caretaking.
9. To consider improvements / alterations to school premises and to take recommendations to the Governing Body, which shall forward proposals to the LA for consideration and approval.
10. To draft/agree specifications for any work to the building to be undertaken by outside contractors, this is funded from the delegated budget.
11. To be responsible for monitoring the arrangements for the security of the premises
12. To consider request to improve/replace furnishings within the school, within budget provision.
13. 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 (with reference to the Asset Management Plan).
14. To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible
15. To make recommendations for updating the School Improvement Plan as it relates to the management of the school premises.
16. Accessibility planning.

Functions delegated to the Headteacher – Health & Safety

i. To be responsible for day-to-day minor repairs and maintenance
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 of the Committee and if appropriate, the LA
v. To be responsible for the day-to-day health and safety arrangements in the school

PERSONNEL – TERMS OF REFERENCE

(In line with LA Guidelines – please refer to DCC Personnel Handbook)

1. To draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters; as the school subscribes to the LA Human Resources package, consultation on HR policies is undertaken centrally by the LA. However, the school is obliged to consult staff on, for example, changing the times of the school day. The policy, agreed by the Governing Body, will state the school's arrangements for consulting staff, if required.
2. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. To draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body; to review the Redundancy Policy.
4. To review the staffing structures whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.

This governing board will also have responsibility for the following:

i. Procedure for Absence Management and Monitoring
ii. Procedure for Harassment and Bullying
iii. Procedure for Competence
iv. Recruitment and Retention Policy

APPRAISAL & PAY

COMPOSITION

Full Governing Board (FGB) may carry out the duties of Appraisal and Pay oversight, or appoint a Pay Policy Committee of at least three Governors, excluding the Headteacher and staff Governors, and who may also be the nominated Appraisal Governors. The Headteacher will advise on all issues, except on their own pay.

The FGB (or Pay Policy Committee) will receive information from the external adviser and / or nominated Appraisal Governor in relation to the Headteacher's statutory annual salary review.

Note: in the following sections reference is made to the Pay Policy Committee – where the FGB has elected not to delegate, the items described will relate to FGB.

QUORUM

The quorum for the meeting of the committee shall be three members of the Governing Body not including the Headteacher or Staff Governors.

APPOINTMENT OF CHAIR AND CLERK

The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

MINUTES

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

CONVENING MEETINGS

A meeting shall be convened at the request of the Chair, the Headteacher or any two members of the committee. Every member of the committee and the Headteacher shall be given at least seven days' clear notice of the committee meeting.

FREQUENCY OF MEETINGS

The Pay Policy Committee will meet at least once a year, normally in the autumn, to carry out the statutory annual salary review of all teachers employed at the school on 1 September that year. If necessary, the Pay Policy Committee will meet as required after the external advisor's visit to carry out the annual salary review of the Headteacher.

APPRAISAL & PAY – TERMS OF REFERENCE

The purpose of the annual meeting will be:

1. To review any changes in pay and condition arrangements for all teaching employees and the exercise of Governing Body's discretion.
2. In the light of any changes, to prepare recommendations for changes to the Pay Policy for the Full Governing Body to consider and decide, including the agreement of the salary scales to be utilised, in accordance with the school's pay policy.
3. To receive from the Headteacher and nominated Appraisal Governors such recommendations as are required and appropriate to the exercise of the Governing Body's and Pay Policy

Committee's delegated responsibilities to determine any performance pay progression to be awarded to individual teachers.

4. To carry out the statutory annual salary review and agree the annual salary for all teachers employed at the school in accordance with this policy and agree the starting salary of teachers new to the school, in the light of the requirements of the School Improvement and Post OFSTED Action Plans
5. To issue instructions to prepare and issue the annual salary statements for all teachers as appropriate.
6. To refer, as appropriate, any budget considerations to the Resource Management Committee.

The Pay Policy Committee will be advised at the annual meeting by the Headteacher except in relation to the statutory annual salary review for the Headteacher when it will be advised by the nominated Appraisal Governors.

Any Governor or person with a direct personal or business interest will withdraw from the meeting.

The Pay Policy Committee may meet to undertake a non-statutory salary review at any other time if there is a need to do so. For example:

1. To award additional Teaching and Learning Responsibility payments for specific responsibilities or duties undertaken by a teacher later in the year.
2. To consider the award of, or on the expiry of, fixed term Teaching and Learning Responsibility payments.
3. To correct errors which come to light at times other than the statutory annual Salary Review.
4. To consider changes to the Headteacher's or Assistant Headteacher's Individual School Range.

Note: currently the Full Governing Board carries out these duties, having chosen not to elect a Pay Policy Committee.

TEACHING & LEARNING – TERMS OF REFERENCE

1. The duty to prepare a policy for the school curriculum was removed in September 2012. If schools choose to adopt such a policy, it should be "broad-brush" and the governing board will 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 plan, 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 National 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 agree priorities for curriculum development and teaching and learning through critical discussion of Self Evaluation in collaboration with the Headteacher and staff.
6. To ensure governors have an awareness of the barriers to learning specific to the school, i.e. attendance, behaviour, etc.
7. To receive reports on and critically discuss the effectiveness of all the school's teaching and learning and curriculum policies, taking account of statutory guidance where appropriate; this will include the impact of the Pupil Premium.
8. To make changes as necessary, including:
    a. The provision for collective worship and R.E. in line with the locally agreed syllabus
    b. The school's policy on Sex Education (non-statutory)
    c. The school's policy on Charging and Remissions
    d. The school's policy on Special Educational Needs & Disability
    e. The school's policy for PSHE and Citizenship (non-statutory)
9. To ensure governors have a clear understanding of the school's performance data and an accurate view of how well pupils and groups of pupils are achieving compared with those in other similar schools and nationally.
10. To ensure pupils are making appropriate progress towards targets; this may include discussion of performance data including the School Data Dashboard, RAISE online, the LA databook, Level 3 Value Added and the school's own tracking data.
11. To consult with and provide information to parents and the wider community on matters relating to teaching and learning and the curriculum.
12. To warrant that the school is doing its best to ensure that all pupils, particularly those in vulnerable groups (pupils entitled to the pupil premium, SEND pupils, etc) make good progress in relation to individual needs and abilities through flexible and effective use of the resources available to the school.
13. To ensure that expectations for learning for all groups of pupils are high and pupils participate fully in all aspects of school life.

DISICPLINARY (STAFF) APPEAL COMMITTEE

(In line with LA Guidelines – please refer to DCC Personnel Handbook)

COMPOSITION

The composition of the committee when hearing appeals should comprise of:

i. No less than 3 members of the Governing Body who are not disqualified by being members of staff or by having an interest requiring them to withdraw
ii. The Headteacher who may attend to give advice but may not vote

QUORUM

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

APPOINTMENT OF CHAIR AND CLERK

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

MINUTES

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

CONVENING MEETINGS

A meeting shall 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 Headteacher shall be given at least seven days' clear notice of the committee meetings.

DISCIPLINARY (STAFF) APPEAL – TERMS OF REFERENCE

1. To hear any appeal in respect of a decision taken by the staff disciplinary committee.
2. To consider and to make any initial decisions about matters relating to the dismissal of staff or staff grievances, in accordance with LA procedures.

COMPLAINTS COMMITTEE

COMPOSITION

The composition of the committee when hearing complaints should comprise of no members who were involved in the original decision which is the subject of appeal or who are in some way involved in the case itself.

The Headteacher may exercise his/her right to attend to give advice, but may not vote.

It is suggested that two reserves should also be selected for appointment to the appeal committee should any members be unavailable because of illness, unavailability or prior involvement.

QUORUM

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

APPONTMENT OF CHAIR AND CLERK

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

MINUTES

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

CONVENING MEETINGS

To consider any complaint appeal.

COMPLAINTS COMMITTEE – TERMS OF REFERENCE

To consider any complaint appeal, and:

1. Dismiss the complaint in whole or part or uphold the complaint in whole or part
2. Decide on the appropriate action to be taken to resolve the complaint
3. Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur

APPENDIX 1: INSTRUMENT OF GOVERNMENT

1. The name of the school is St Andrew's Voluntary Controlled Junior School.

2. The school is a Voluntary Controlled school.

3. The name of the governing body is "The Governing Body of St Andrew's Voluntary Controlled Junior School".

4. The governing body shall consist of:

    a. 3 parent governors
    b. One LA governor
    c. One staff governor
    d. One headteacher
    e. 3 foundation governors
    f. 3 co-opted governors

    Total number of governors: 12.

5. The term of office of all governors is four years.

6. Set out the name of any foundation body or person entitled to appoint foundation governors: Church of England Diocese of Derby.

7. (a) the holder of the following office shall be a foundation governor ex officio: Vicar of St Andrew's Church, Hadfield
    (b) The foundation body or person named in paragraph 8 shall be entitled to appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable or unwilling to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.

8. Set out the name of any person entitled to request the removal of any ex officio foundation governor and to appoint any substitute governor: Archdeacon of Chesterfield on behalf of the Diocese of Derby.

9. A description of the ethos of the school:
    At St. Andrew's we aim to provide a high-quality learning environment in which each child is cared for and nurtured. Our school is a special place that can offer each child an environment to thrive academically, spiritually, socially, emotionally and physically. We seek to allow each child to develop values which will serve them for life including love, truth, honesty, justice, charity and responsibility.

10. This instrument of government came into effect on 29th June 2015.

APPENDIX 2: CURRENT MEMBERSHIP

Name	Type	Term of office ends	Position	Areas of Responsibility	Pecuniary Interest / Relationship to Staff
Mr Bruce Levitan	Ex-Officio Foundation	16/02/2026	Chair	Safeguarding, LAC, & SEN, Performance Management, school IT	None
Mrs Mandy Cornwall	Headteacher	Ex-Officio	Headteacher		None
Mrs Judith Shaw	Foundation	01/09/2029		RE, Art and DT	Member of St Andrew's Church PCC
Mr Jon Hinett	Staff	03/07/2027		N/A	None
Mr Tim Ibbotson	Co-opted	02/05/2026		PE	None
Mrs Lucy Hudson	Co-opted	17/03/2029		Modern Foreign Languages and ICT	None
Mr Tim Woods	Co-opted	20/01/2029		Geography and History	None
Mrs Kirsten Gayle	Parent	29/01/2028		MACAWS, Music and Staff Welfare	None
Mr Phil Thomasson	Parent	13/10/2026		RHSE, Outdoor Learning and Health & Safety	None
Mrs Sarah Neill	LA	03./07/2027		Pupil Premium, Reading and Writing	None
Vacancy	Foundation				
Vacancy	Parent				
Mrs Elizabeth Powell	Clerk to Governors				School Business Manager in school

Notes

[1]Foundation governors are nominated by the PCC of St Andrew's Church and appointed by the Diocesan Board of Education. They are usually members of St Andrew's Church but do not have to be.

[2]The incumbent (Vicar) of St Andrew's Church is an ex-officio governor by virtue of their office, as set out in the Instrument of Governance. However, where they are unable or unwilling to serve the PCC of St Andrew's Church can apply to the Archdeacon of Chesterfield to nominate a substitute governor (as per the Instrument of Government). This has happened here and Mr Bruce Levitan has been appointed as a Foundation Governor by the Archdeacon in place of the current incumbent.

[3]Co-opted governors are appointed by the Governing Board.

[4]The Headteacher is an ex-officio governor by virtue of their position.

[5]Parent governors are elected by the parents of the school.

[6]Staff governors are elected by the staff of the school.

[7]LA governors are appointed by the Local Authority, Derbyshire County Council.

[8]The Clerk to Governors is appointed by the Governing Board and employed by Derbyshire County Council.

Several of our governors have served for more than one term of office and/or as different types of Governor.

Governing Body Structure

