



## **Federation of Bloomsbury & Goodway Nursery Schools Governing Board Standing Order 2024-25**

### **1. Membership**

The Governing Board shall consist of up to 10 governors including the Head Teacher. The board can appoint associate members with appropriate skills.

### **2. Quorum**

The quorum shall be half of the governors who are voting members.

### **3. Meetings**

The board will meet at least 6 times per year.

Any additional meetings will be called as necessary; at least 7 days' notice must be given when calling a board meeting.

### **4. Minutes**

To be completed by the Clerk to the board. In the absence of the Clerk the board can appoint a member (but not the Head Teacher) to act as Clerk to the meeting. Draft minutes of the previous meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers.

### **5. Chairing**

The board shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year

The Chair, in conjunction with the Head Teacher, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

In the absence of the appointed Chair the board can appoint another member of the board to act as Chair for the meeting, usually the vice chair.

### **6. Apologies**

Any apologies sent prior to the meeting need to be discussed and if accepted by the governors present minuted.

## 7. AOB

Any items governors want discussing under AOB must be declared at the beginning of the meeting.

## 8. Agenda Items

Each meeting will include elements of school improvement, finance and staffing. They will include standing items and some items specific to that meeting, see below.

### Standing Items

- Chair's actions
- Feedback from Governor visits / training
- External monitoring reports from Peer Review / Ofsted / audit
- Safeguarding Update
- Declarations of interest

A head teacher's report will be presented once a term to the relevant Governing Board meeting

<p>Autumn 1</p> <ul style="list-style-type: none"><li>• Appointment of Governor roles</li><li>• Annual review of LA policies</li><li>• Safeguarding policy</li><li>• Head Teachers delegation statement</li><li>• Review of Standing Order</li><li>• Budget Monitoring report</li><li>• Approval of School Improvement Plan (SDP)</li><li>• Pupil numbers update</li><li>• Staff absence</li></ul>	<p>Autumn 2</p> <ul style="list-style-type: none"><li>• HT Report</li><li>• Safeguarding Report</li><li>• SEND Report</li><li>• EYPP Report</li><li>• Baseline Data</li><li>• LA Governor Financial Assurance Statement</li><li>• Budget Monitoring report</li><li>• Actions towards School Improvement Plan (SDP)</li><li>• Early Years Pupil Premium (EYPP)</li><li>• Autumn term policies</li><li>• School fund report</li><li>• Risk register</li></ul>
<p>Spring 1</p> <ul style="list-style-type: none"><li>• Actions towards SDP</li><li>• Autumn Term data</li><li>• Pupil numbers update</li><li>• Budget monitoring report</li><li>• SFVS (R20, R11)</li><li>• Governor skills audit</li><li>• Risk register</li></ul>	<p>Spring 2</p> <ul style="list-style-type: none"><li>• HT Report</li><li>• Safeguarding Report</li><li>• SEND Report</li><li>• EYPP Report</li><li>• Budget setting &amp; approval of draft budget</li><li>• Spring Term Pupil Progress &amp; Summer term priorities</li><li>• Progress towards SDP &amp; Governor Monitoring Feedback</li><li>• Safeguarding Reports</li></ul>

Summer 1	Summer 2
<ul style="list-style-type: none"> <li>• Approval of final budget</li> <li>• Actions towards SDP</li> <li>• Pupil numbers update</li> <li>• Financial Management Risk Assessment</li> <li>• Statement of Internal Control</li> <li>• Risk register</li> </ul>	<ul style="list-style-type: none"> <li>• HT Report</li> <li>• SEND Report</li> <li>• Safeguarding Report</li> <li>• EYPP Report</li> <li>• Evaluation of governor impact over the academic year</li> <li>• Review of strategic objectives</li> <li>• Surplus analysis</li> <li>• Year-end finance monitoring report</li> <li>• End of year progress</li> <li>• Parent questionnaires</li> <li>• Governor training</li> </ul>

## 9. School Improvement Responsibilities

To contribute in collaboration with the Head Teacher and staff on the priorities of the school's improvement plans and the Ofsted action plans.

To approve the development plans annually.

To review the development plans on a termly basis and monitor progress towards objectives.

To support self-evaluation through receiving reports from and meeting with SLT.

Monitor objectives set to ensure that priorities appropriately reflect the needs of the setting and local community.

To receive progress reports from SLT in order to monitor, review and evaluate the standards of achievement and seek to make continuing improvements.

To provide challenge and support for the setting in role as a critical friend.

To liaise with, consult with and provide information to parents and the wider community on matters relating to the improvement plans as required

To appoint two named governors that have received the relevant training to be appraisers for the Head Teacher and appoint an accredited External Adviser to support the named members in carrying out the Head Teacher appraisal.

## 10. Financial Responsibilities

The Governing Board will be responsible for the preparation and approval of the Annual Budget. It will establish formal procedures and timetables for planning the budget and will require the Head Teacher to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School Improvement Plan.

It is the responsibility of the Governing Board, in preparing the Draft Annual Budget, to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves and any surplus balances carried forward from previous financial years.

Budget monitoring reports will be presented to the Governing Board on a termly basis and these will include:

- a cost centre report
- a suspense listing
- a list of suppliers with cumulative expenditure above £10,000 (across the current financial year, and the last three financial years)
- virement and budget revisions

The Local Authority Governor Financial Assurance Statement will be completed and approved by the Governing Board in the Autumn.

The Governing Board will review virements and budget revisions made by the Head Teacher to a maximum value of **£10,000**

The Governing Board will approve requests for virements and budget revisions over **£10,000** per item. In the event of there being an emergency request the Chair of Governors will have the authority to approve such requests and then report back at the next Governors meeting under 'Chair's Actions'

The Governing Board will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring.

The Governing Board, with the Head Teacher, will assess at least once a year, financial progress towards achieving the objectives in the School Improvement Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Improvement Plan, working wherever possible on a three year rolling programme.

The Governing Board, on an annual basis, will adopt and agree to adhere to the Local Authority Financial Regulations and Procedures.

The Governing Board, on an annual basis, will prepare and discuss, a Statement of Internal Control identifying any key areas of weakness within the financial control systems of the school and propose actions that need to be taken to address issues around financial control and probity.

Ensure the withdrawal of the individual if she/he has a business, pecuniary or personal interest in the business of the Governing Board.

The Governing Board is responsible for approving the School's Financial Value Standard and all required documents which feed into this.

### **10.1. Expenditure**

The Governing Board will approve orders over **£10,000** if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority

Financial Regulations and Standing Orders. Orders over £10,000 are subject to the receipt of three quotations up to £214,903.

The Governing Board will ensure that where expenditure is likely to exceed **£214,904** for supplies and services and **£5,372,609** for building works, the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders. (The new thresholds are inclusive of VAT.)

The Governing Board will review the financial implications on the budget of the Teachers Pay and Conditions document.

Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

## **10.2. Payments**

The Governing Board will monitor compliance with the schools financial procedures, particularly with reference to segregation of duties between purchases and payment

Assess the school's insurance cover to ensure that it provides adequate protection against risks.

Review and approve the amount of petty cash to be held by the school.

Review annually all current school contracts.

The Governing Board must ensure that the LA Financial Regulations and Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.

## **10.3. Staffing**

To ensure as far as is reasonably possible that procedures and practices that relate to personnel, comply with the requirements of governing bodies to adhere to race relations, disability discrimination, sexual orientation and religion and belief legislation.

To draft and keep under review the setting's staffing structure in consultation with the Headteacher.

To oversee any required review of the staffing structure.

To establish a Pay Policy for all categories of staff and to be responsible for its administration and for ensuring that it is reviewed on an annual basis.

To establish a written Performance Management Policy that sets out how appraisal is to be implemented.

Ensure that the pay of all teachers is reviewed annually in line with the Governing Body Pay Policy, the School Teachers' Pay and Conditions document and relevant Local Authority guidance.

Determine the pay and grading levels for support staff from the pay and grading structure adopted by Birmingham City Council and where necessary review these pay and grading levels in consultation with the Head Teacher and using Local Authority advice.

To advise staff of the relevant procedures that relates to any appeal against a decision on pay grading or pay awards.

Monitor and review the procedures followed by the Head Teacher who leads on the process of making staff appointments outside of the leadership group.

To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

Monitor the programme of staff development and training and ensure that it is meeting the needs of the setting and its staff

Consider staff requests for leave of absence, which are outside of the Head Teacher's discretion, in line with Local Authority guidance and our Leave of Absence Policy.

## **11. Policies**

Policies which need to be approved by the governing board will be presented at a meeting on a rolling programme throughout the year.

All Local Authority policies and procedures will be reviewed on an annual basis once adopted by the board in the Autumn Term.

NB: This standing order will be reviewed and updated on an annual basis for approval by the Governing Board

\_\_\_\_\_ Chair of Governors

Signed at meeting on 01/10/2024

Renewal date: September / October 2025