YARDLEY WOOD COMMUNITY PRIMARY SCHOOL

Governing Board Membership and Terms of Reference

Reviewed and Adopted: 15 September 2026

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Governing Board Membership
2026/2027 Academic Year

LA (1)	**End of Office**
Marion Atkins	13 December 2029
Parents (4)	**End of Office**
X2 Vacancies	
Dr Mani Entezami	03 November 2026
Ms Naomi Clarke	03 November 2026
Headteacher (1)	**End of Office**
Ben Turner	Ex-Officio
Staff Governor (1)	**End of Office**
Rosie Walls	11 November 2027
Co-opted (6)	**End of Office**
Sarah Darwood	10 April 2027
Reverend Lydia Gaston	10 April 2027
Ms Natalie Mardenborough	22 March 2030
Katie Palmer	10 April 2027
X2 Vacancies	
Associate members	**End of Office**
Valerie Beint	14 September 2027

Chair: Marion Atkins **Vice Chair:** Lydia Gaston

Meeting Dates 2026 - 2027

	Autumn Term	**Spring Term**	**Summer Term**
Full Governing Board Tuesday 5.00 pm	Tuesday 15 September **(Set-up meeting)** Tuesday 13th October at 5.00 pm (online) **via Microsoft Teams** *Focus*: *1. School Development Plan priorities* *2. External Governance Review* *3. School Data* *4. Risk Register* Tuesday 01 December	Tuesday 13 April (6.00 – 7.30 pm) **(Budget/SFVS)**	Tuesday 13 July

Safeguarding Committee Tuesday 5.00 pm	06 October 2026	26 January 2027	08 June 2027
Curriculum Committee Tuesday 5.00 pm	10 November 2026 **(Core subjects)**	02 March 2027 **(Wider leaders)**	04 May 2027 **(Data – update autumn / spring)**
Resources Committee Tuesday 5.00 pm	24 November 2026	13 April 2027 (5.00 – 6.00 pm) **Budget/SFVS**	15 June 2027
HT Appraisal 11.15 am	09 November 2026		
Pay Committee 4.30 pm	10 November 2026		

Governors Statutory Responsibilities and Functions

The core functions of the governing body are but are not limited to ensuring:

- that the vision, ethos, and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

A governing body and its governors **must**, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2):

- act with integrity, objectivity, and honesty and in the best interests of the school
- be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions to interested parties

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governance Guide

Please refer to the Governance Guide published by the Department for Education. The latest versions are available online below:

Maintained schools governance guide

Review of committees and delegation

The governing board must review the committee structure, terms of reference for each committee and the membership of each committee on an annual basis.

Terms of Reference

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The head teacher/principal can attend all meetings of any committee established by the governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

In maintained schools the quorum for a meeting of the full governing board and for any vote on any matter at such meeting, is one half (rounded up to a whole number) of the membership of the governing board at the time of the meeting **not including any vacant positions.** In the event of equal votes, the chair has the casting vote.

Virtual meeting arrangements

The Governing Board has approved the use of "virtual attendance" at meetings (approved at FGB meeting on Tuesday 15 September 2025.

Collaborative Agreement

The governing board has approved the use of a collaborative agreement between Allens Croft Governing Board approved at the FGB meeting on Tuesday 15 September 2025, in line with the School Governance (Collaboration) Regulations and the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, and The School Staffing (England) regulations 2009.

Committees

The legal minimum quorum for committee meetings is three voting governors. The quorum for committees will not include associate members - despite any voting rights they may have been given - as they aren't considered to be members of the governing board.

The appointed clerk will undertake the clerking of the committees.

The committee minutes shall be included as an agenda item for consideration/information at the next meeting of the full governing board where appropriate.

All decisions made by committees with delegated powers should be reported to the next full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first full governing board/committee meeting of the academic year. Governors who are employed by the school are not eligible to be appointed as chair.

Committees will have delegated powers to approve policies as relevant to that committee.

The governing board cannot delegate any functions relating to:

- The constitution of the governing board (unless otherwise provided by the constitution regulations),
- The appointment or removal of the chair and vice chair/clerk,
- The appointment or removal of governors,
- The suspension of governors,
- The delegation of functions and establishment of committees,
- Change of school name or status,
- Salary range for the head teacher/principal & deputy/vice principal.

Associate Members

In maintained schools the governing board can appoint associate members to serve on one or more committees of the board. Associate members can attend full board meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They can be appointed for a period of between one and four years and can be re-appointed at the end of their term. Associate members are not governors, and they are not recorded in the instrument of government *(Extracted from the Maintained Schools Governance Guide, Governance Structures, types of governors 5.3.5).*

NB: Associate members are not governors and therefore do not have a vote in full governing board decisions but may be given a vote on decisions made by committees to which they are appointed.

Resources Committee:

Resources Committee: Terms of Reference

The Committee is responsible for:

Finance/Resources/Asset Management

• An annual review of the School's financial procedures.
• An annual review of charges made by the School (lettings) in line with the School's Charging and Remissions Policy.
• Setting the School's annual budget including contingencies which have accumulated.
• Action plans arising from Ofsted inspections.
• The School's delegated budget share and other funding sources or grants.
• Actual levels of expenditure in the previous year and an estimated balance of funds to be carried forward.
• Information on future budget predictions, particularly trends in pupil numbers.
• Ensuring best value by considering quality, economy and efficiency when making agreements for the purchase of supplies, goods, equipment, or services
• Presenting detailed three-year budget plan, including an analysis across the appropriate expenditure and incomes headings, to the Governing Board.
• Completion of the Statement of Internal Control.

• Inventory entrances and write offs.
• Reports from the Local Authority Audit Department
• Audited School Fund Accounts for presentation to the Governing Board.
• The control and monitoring of virements between cost centres.
• The definition of signatory arrangements and authorisation of individual payments in excess of a specified value.
• The review of Service Level Agreements and contracts, monitoring the performance of the supplier and procurement decisions. Procurement decisions should follow the relevant Local Authority Scheme for Financing Schools.
• In the event of a license deficit – deficit progress reports and the assurance that they are submitted to the Local Authority when any budget plans are.
• Approve the budget plan and notify the Local Authority by their requested date(s).
• Complete the SFVS by 31 March each year. Responsibilities of the Headteacher
• Management of the delegated budget. • Order, commit and incur expenditure in accordance with the approved budget.
• Virements (within their delegated limit) between costs centres and submit reports to Governors when these have been completed.
• Incur expenditure up to their limit excluding VAT.

- Review Pupil Premium/ PE & Sports Premium /recovery premium/school led tutoring and ensure impact statements are published on the school's website.
- Approve expenditure, virements and budget revisions of sums over **£20,000,** sums below that amount are delegated to the Head Teacher.
- Conform to the Schools Financial Value Standards in Schools
- Assess the financial progress towards achieving the objectives in the school improvement plan.
- Review of leases and contracts – including traded services.
- Ensure Best Value principles apply.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Review and approve internal financial procedures and controls.
- Ensure LA financial procedures are complied with. This is to include:
  - A Cost Centre Group Report or Account Summary Report (or equivalent)
  - A Virement Report and budget revisions.
  - A copy of the latest Suspense File (non-cheque book and EPA schools only)
  - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. Note: This must not be restricted to an individual financial year and may cross a number of financial years. The frequency should be included termly for the current year and annually across 3-5 years.
- Ensure requirements for the tendering process are followed and comply with the EU Procurement Threshold including tender limits for supplies and services and works.
- Ensure tenders are sought when expenditure is expected to exceed the Public Contract Regulations limit for tendering. For information, as of the 1st of January 2022, the Public Contract Regulations tender limits are £213,477 (inclusive of VAT) for supplies and services and £5,336,937 for works (inclusive of VAT).

- Obtain quotations with a view to placing contracts/orders once the relevant committee has drawn up a specification.

Staffing and Personnel

- The staffing structure for the School which will deliver the outcomes of the School's Development Plan and the financial implications of the structure.
- Monitoring of staff attendances.
- Consideration of policies.
- Review/approve all policies relevant to staffing and roles of the committee.
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc). Refer to local policy guidance.
- Ensure all personnel records are held securely.
- Review the staffing structure of the school annually ensuring that it meets the requirements of the curriculum and is in line with the school improvement plan.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- Implement the appraisal policy and monitor teacher appraisal process.
- Equal Opportunities.

Site Management/Sites and Buildings/Sites/Asset Management

- The preparation of a Building Development Plan.
- Expenditure of Devolved Formula Capital.
- A planned maintenance programme to maintain the building.
- Ensuring that legislation and policies are complied with.
- Ensuring that staff have received required training.
- Ensuring that buildings are functional and fit for purpose.
- The cleaning of the building and the facilities.
- The maintenance of the site.
- That the site complies with health, safety, and hygiene requirements.
- The provision of a safe and secure environment for all.
- Ensuring that regular inspections of the building(s) are undertaken.

Membership	
1. Headteacher 2. Natalie Mardenborough 3. Katie Palmer 4. Marion Atkins 5. Lydia Gaston 6. Sarah Darwood 7. Amanda Langley *In Attendance: Charlotte Mills (SBM) : financial reporting* ***Minimum of three members required***	
Chair of Committee	Natalie Mardenborough

Clerk	Claire Lockey

Curriculum Committee:

The Committee is responsible for:

Curriculum & Standards/Teaching and Learning/Scrutiny and Outcomes

• The review of any Curriculum Policies on a regular basis to ensure compliance with the National Curriculum.
• Ensuring that the legal requirements in relation to the daily act of collective worship, the delivery of an agreed RE syllabus and the provision of sex and relationship education are met.
• Ensuring that any curriculum information is uploaded onto the School's website.
• The contribution and monitoring of the SDP or POAP.
• Ensuring that SEND pupil's needs are met.
• Ensuring that those pupils who have been identified as Gifted and Talented have their needs met.
• The monitoring of assessment arrangements.
• The monitoring of progress and attainment.
• The monitoring of the impact of the Pupil Premium and Sports Grants and ensuring both are uploaded to the School's Website.
• All curriculum matters relating to Safeguarding.
• All curriculum matters relating to SEND.

Membership	
1. Headteacher 2. Lydia Gaston 3. Katie Palmer 4. Rosie Walls 5. Naomi Clarke 6. Mani Entezami 7. Dan Elvins ***Minimum of three members required***	
Chair of Committee	Lydia Gaston
Clerk	Claire Lockey

Safeguarding Committee:

The Committee is responsible for:

To exercise on behalf of the Governing Body its powers and responsibilities in respect of safeguarding matters unless prevented from doing so by the Education (School Government) Regulations, 1989 or by a specific decision of the Governing Body.

Areas of responsibility

General:

- To keep under review the school's safeguarding policies and procedures, taking into account the LA's model policies, legal requirements, and the views of the Headteacher and the local community
- To scrutinise the School Development Plan as an agenda item for each meeting, to keep the safeguarding elements and progress on actions under review.
- To keep abreast of changes in the law and national and local advice through reports from the Headteacher and consideration of information from the LA, DfE and Ofsted.

Safeguarding Duties:

To monitor the school's arrangements for ensuring that children are safe, secure, well-behaved and attend school regularly and punctually. To have an overview of standards of safeguarding, protection, safety, inclusion, and outcomes throughout the school by;

- Reviewing the relevant policies by rota and monitoring links with external agencies
- Receiving reports regularly from the safeguarding governor and the health and safety governor
- Considering the results of parents' and pupils' questionnaires and discussions with the School Council regarding pupils' safety and wellbeing
- Considering the reports of governor visits to classrooms and assemblies regarding behaviour
- Reviewing the job description of the Designated Senior Person
- Checking the Single Central Record
- Receiving reports from the school about Pupil Premium and FSM/SEN, Internet security, CWT links, the SIP, attendance, behaviour, racist incidents, exclusions, use of force or restraint, assaults against staff, fire drill reports
- Ensuring that Safer Recruitment training and staff and governor safeguarding training is up to date
- Ensuring that the safeguarding governor receives appropriate and regular training
- Ensuring that pupils' records are kept securely

In order to:

- Ensure that the policies are operating effectively and make appropriate recommendations to the Governing Body on the policy on the content and organisation.
- Monitor attendance and reports regarding behaviour and any incidents
- Keep under review the school's arrangements for ensuring that children are safe, supervised well, attend regularly and punctually, behave well and that those involved with them are checked to ensure that they are suitable persons
- Keep under review the provision and arrangements for pupils with Special Educational Needs and to make appropriate recommendations to the Governing Body?
- Identify areas where pupils are looked after well and those that need to be improved.

- Monitor the safeguarding arrangements in school
- Keep under review the operation of the relevant policies to ensure that the statutory requirements are met
- Make recommendations to the Governing Body

Complaints and Appeals:

- To consider any complaints about the care of children in accordance with the procedures recommended by the LA and adopted by the Governing Body.
- To consider any appeals against a decision by the Headteacher to suspend or exclude a pupil
- To ensure that there is an appointed and trained governor to liaise with the LA in the case of a complaint being made against the HT

Reporting:

To prepare responses for Governing Body approval on issues on which the Governing Body may be consulted from time to time.

To make such recommendations to the Governing Body as it considers appropriate.

Membership	
1. Headteacher 2. Natalie Mardenborough 3. Katie Palmer 4. Rosie Walls 5. Marion Atkins 6. Naomi Clake 7. Mani Entezami 8. Dan Elvins ***Minimum of three members required***	
Chair of Committee	Dan Elvins
Clerk	Claire Lockey

Staffing Committee:

Grievance/Disciplinary/Dismissal/Redundancy and Redeployment/Capability/Management of Absence/Dignity at Work

The committee has responsibility delegated by the governing board for hearing:
The committee will consider any issues pertaining to staffing and personnel, in line with HR policies and procedures. This includes but is not limited to; ➢ Staff grievance and discipline (in line with school policies) ➢ Staff dismissal, redundancy, and redeployment ➢ Staff capability ➢ Management of absence

➢ Dignity at work
Membership
• To be made up of members who have no awareness of the original incident and are not known personally to the member of staff ***Minimum of three members required***

Chair of Committee	To be elected at each meeting
Clerk	Claire Lockey

Pupil Discipline Committee

The committee has responsibility delegated by the governing board to:
Consider and decide on the reinstatement of a suspended or permanently excluded pupil within 15 school days of receiving notice of a suspension or permanent exclusion from the headteacher if: ➢ • it is a permanent exclusion; ➢ • it is a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term; or ➢ • it would result in the pupil missing a public examination or national curriculum test ➢ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently ➢ Comply with exclusion procedures in accordance with the LA & DfE guidance ***Any item referred by the full governing board***
Membership
• To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents or pupils ***Minimum of three members required***

Chair of Committee	To be elected at each meeting
Clerk	Claire Lockey

Complaints Committee

The committee has responsibility delegated by the governing board to:
➢ At the relevant stage hear any complaint made under the school complaints procedures ***Any item referred by the full governing board***
Membership
• To be made up of members who have no awareness of the original incident and are not known personally to the complainant ***Minimum of three members required***

Chair of Committee	To be elected at each meeting
Clerk	Claire Lockey

Appeals Committee

The committee has responsibility delegated by the governing board for hearing appeals with regard to:	
➢ Pay ➢ Redundancy ➢ Staff grievance ➢ Leave of absence – if appropriate ➢ Staff dismissal ➢ Dignity at Work ➢ Any Item referred by the full governing board ***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision***	
Membership	
• To be made up of members who have no awareness of the original hearing and are not known personally to the appellant ***Minimum of three members required***	
Chair of Committee	To be elected at each meeting
Clerk	Claire Lockey

Pay Committee <Can be delegated to a relevant committee>

The committee has responsibility delegated by the governing board to:	
➢ Undertake functions in relation to appraisal and pay progression as determined in the pay policy. ***Committee to meet once per year in the autumn term***	
Membership	
• Minimum of three members required. Cannot be HT or governor employed by the school • Any representations made by staff following the initial decision of the Pay Committee must be heard in the first instance by the same members of the committee. 1. Lydia Gaston 2. Dan Elvins 3. Amanda Langley *4. Marion Atkin (in attendance : HT Appraisal capacity only)*	
Chair of Committee	TBC
Clerk	Claire Lockey

Head Teacher/Principal Appraisal

The committee has responsibility delegated by the governing board to:	
➢ Meet the external advisor to discuss the Head Teacher's performance targets ➢ Decide whether targets have been met and set new targets annually ➢ Recommend pay progression to the relevant committee and in accordance with the pay policy ➢ Undertake mid-year monitoring of the Head Teacher's performance against targets	
Membership	
1. Lydia Gaston 2. Marion Atkins 3. Natalie Mardenborough 4. Lydia Gaston (External Advisor) ***Minimum of two members required***	
Chair of Committee	TBC
Clerk	Not required

Selection Panel

The panel has responsibility delegated by the governing board for the:	
➢ Selection of the head teacher/principal and deputy head teacher/vice principal (Guidance on this process will be provided by your school improvement partner) ***The appointment must always be ratified by the full governing board***	
Membership	
1. 2. 3. ***Minimum number of members as per appointment of staffs. All members must be available at all stages of the process***	
Chair of Committee	To be elected at each meeting
Clerk	

Special Responsibility Governors

Safeguarding, Behaviour and Attendance Governor Lead: Rosie Walls	Dan Elvins
SEND and Inclusion Governor Lead: Rosie Walls	Marion Atkin

Sites, Health, and Safety Governor (Eco Sustainability) Lead: Charlotte Mills	Naomi Clarke
Safer Recruitment Governor	Natalie Mardenborough/Lydia Gaston
Governance and Leadership Governor inc. Training Lead: Headteacher	Marion Atkin/Governance Professional
Schools Council Governor Lead: Rosie Walls	Amanda Langley
Achievement, Personal Development and Wellbeing Governor inc. Sports/Pupil Premium Lead: Katie Palmer	Natalie Mardenborough/Amanda Langley
Digital Technology/Cyber Security Lead: Jacintha Smith	Mani Entezami
Website Governor Lead: Jacintha Smith	Natalie Mardenborough
Curriculum, Teaching & Leaning Governor inc. EYFS Lead: Katie Palmer	Lydia Gaston

**In accordance with Keeping Children Safe in Education 2026 'Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their schools or college's safeguarding arrangements.' The DfE have confirmed that this can be a member of staff, but that person must be a member of the board as well (for example, the headteacher or a staff governor) and that this must be a separate person from the DSL, in order to ensure there is sufficient challenge to the organisation's safeguarding arrangements and performance.*

Items Delegated to an Individual(s)

Delegation of expenditure and virements
That sums below £20,000 be delegated to the head teacher/principal.

Disposal of surplus stock
Delegated to Head Teacher/Principal with the approval of the chair of the governing board.

Delegation of Suspension

That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.

Approval for Expenditure

The chair of governors or chair of Resources Committee be given approval for expenditure above the set limit prior to the committee meeting – **only in cases of emergency**

Appointment of Staff (ensure no appointment is carried out by one person alone)

The board **can't** delegate responsibility for establishing the headteacher or deputy headteacher selection panel or when appointing the panel's recommendation. This decision needs to be ratified by the full governing board.

The board is free to delegate the majority of its staffing functions to either:

- Your headteacher
- 1 or more governors, such as a link governor
- A committee
- 1 or more governors together with the headteacher

This includes the appointment of the senior leadership team (SLT) and other staff members in your school.

Your board is still responsible for making sure any delegated responsibilities are carried out.

Outline below the agreed delegated arrangements.

Lunchtime/Cleaning/Administration Support Staff	• Head Teacher or Deputy Head Teacher/Vice Principal • Post Line Manager
Educational Support Staff	• Head Teacher • 1 Governor
Business Manager	• Head Teacher • 2 Governors
Teaching Staff	• Head Teacher • 1 Governor
Senior Management Team* *excluding the Head Teacher and Deputy Head Teacher.*	• Head Teacher • 2 Governors

** Head Teacher and Deputy Head Teacher appointments must be ratified by the relevant body.*	