



Bilton Community Federation

Governance Structure

2024/2025 onwards

Introduction

At the end of the 2023/2024 academic year, the Governing Body voted to move to a committee model. We believe this will streamline the process, enable more efficient governance and reduce the pressure and time commitments for both governors and Heads of School.

The two committees moving forwards will be Performance and Standards and Finance and Resources and these will be supported by Full Governing Board meetings which we intend to hold only four times per year. Terms of Reference are to be agreed in the first FGB of the new academic year.

Each committee will generate minutes to be provided in advance of the FGB and each committee chair will have a standing agenda item each FGB to summarise any key decisions required by FGB. We intend to avoid repetition to ensure most effective use of time.

Performance and Standards Committee

This committee will be responsible for quality of education including outcomes and results, pupil behaviour, SEN, Safeguarding and wellbeing.

Committee members will be:

NAME	POSITION	LINK ROLE (If applicable)
Louise Moor	Chair	Governor training/skills audit
Ed Newton	Exec Head	N/A
Lucy Newton	Co-Vice Chair/Committee Chair	Safeguarding
Marie Daniel		SEND
Daniel Bennett		Christian distinctiveness
Lindsey Evans		EYFS
Sarah Stevens		Whole school wellbeing

We propose that committee meetings will take place three times a year, in November, February and June. Heads of School will be invited to attend and submit reports in accordance with an agreed template. They will be invited to suggest agenda items where appropriate and raise any relevant issues in this forum. This meeting is absolutely essential for the Governing Body to hear from, challenge and support the Heads of School.

It is anticipated that these meetings will take place on Mondays between 4pm and 6pm. The first committee meeting is scheduled for 11th November 2024 although times and dates for the remainder of the year will be discussed as an agenda item at the first meeting.

Finance and Resources Committee

This committee will be responsible for all financial matters, premises and health and safety.

Committee members will be:

NAME	POSITION	LINK ROLE (If applicable)
Louise Moor	Chair	
Ed Newton	Exec Head	N/A
Christine Assheton	Co-Vice Chair/Committee Chair	Finance
Calum Stringer		Health and Safety
Ian Bates		Website compliance (FGB reportable)
Emma Boardman		Finance (Shadow)

We propose that committee meetings will take place three times a year, in October, March and May. The Federation Business Manager will be required to attend. Heads of School will be invited to attend the March meeting where budgets will be discussed and challenged. Heads of School are invited to attend the other meetings should they wish and may suggest agenda items where appropriate and raise any relevant issues in this forum.

It is anticipated that these meetings will take place on Thursdays between 6pm and 8pm. The first committee meeting is scheduled for 24th October 2024 although times and dates for the remainder of the year will be discussed as an agenda item at the first meeting.

Full Governing Board Meetings

It is proposed that there are four FGBs held annually. The first will be held in late September/early October (for 2024/2025, this is already scheduled for 3rd October 2024) and will cover annual housekeeping and initial review of the LIP where monitoring priorities for the year will be agreed and distributed. Heads of School will be invited to attend this meeting.

The remaining three meetings will be held in November, March/April and June/July and will focus on federation strategy, policy review and decisions requiring full FGB vote. Heads of School will be invited to attend depending on the agenda items. It is important that the Governing Body are able to challenge the Executive Headteacher in confidence however where relevant, Heads of School, either individually, or as a whole may be invited to attend part or all of the meeting if they are required to report on a particular matter requiring all governors, or to support discussion as per the agenda.

It is essential that the Executive Headteacher creates a mechanism for effective communication between the Heads of School and the FGB.

Monitoring

Monitoring will be streamlined overall with specific monitoring topics agreed annually in line with the LIP. We intend to agree monitoring dates early in the year to assist governors and Heads of School.

Governors would aim to conduct a learning walk of each school at least once a year to allow a focus on a particular area of the LIP and engage with either the HoS, SLT member or a subject lead during that walk. These would be planned in advance.

We intend to utilise some form of external assessment to assist with monitoring of quality of education on an annual basis.

Safeguarding will be a standing item at each P&S Committee Meeting; a meeting with all Heads of School, Executive Head and the link governor should be held prior to each P&S Committee Meeting with an annual audit carried out by the link governor in the Summer term.

Health and Safety issues should be reported on at each F&R Committee Meeting with an annual audit carried out by the link governor.

An annual audit of website compliance will take place by the link governor.

As formal monitoring will reduce, governors will be encouraged to attend more school events throughout the year including parents' evenings, fairs and performances.

Proposed Meeting Schedule

DATE	Planned Date (if applicable)	TYPE	ATTENDEES	SUMMARY
September/ October	03/10/2024	FGB	All Gs + Heads of School	SEF/LIP/skills audit/link governor roles/shared calendar
October	24/10/2024	F&R	F&R Committee + FBM	Priorities
November	11/11/2024	P&S	P&S Committee + Heads of School	LIPS/SEFS/SEND Statement/PP strategy (review of last year v future)/PE grant/SATS result/baseline data
End November	28/11/2024	FGB	All Gs	Strategy/feedback/skills audit results
March	25/03/2024	F&R with Budget	All G's + Heads of School + FBM	Receive school financial benchmarking data, receive SFVS
February	25/02/25	P&S	P&S Committee +	Autumn term data

			Heads of School	
April	03/04/2025	FGB	All Gs	Strategy/feedback/FBM report/budget discussion - SFVS approval
June	12/06/2025	F&R	F&R Committee + FBM	submitted by 3/5
June	03/06/25	P&S	P&S Committee + Heads of School	Spring data/EoY expectations
June/July	03/07/2024	FGB	All Gs	Strategy/feedback/review of year/categorisation data