

### Westfield Primary School – Governor Details

<b>Governor</b>		<b>Office Ends</b>	<b>Delegated Roles</b>
Mrs Melanie Harbottle	Teacher	23/4/2025	
Mrs Rachel Bullen	Support Staff	17/4/2025	Literacy
Counc Ros Jump	LA	1/1/2025	RE
Mrs H Scott	Co-opted	1/9/2026	Chair Educational Visits Pupil Premium Computing
Dr S Yorke	Parent	1/10/2026	Every Child Matters Child Protection and Safeguarding SEND Wellbeing
Mrs Kate Moverley	Parent	3/5/2025	Vice-Chair Pupil Premium
Miss Sheila Ismail	Co-opted	1/1/2024	Health and Safety
Mrs Laura Whyte	Parent	1/1/2027	Early Years

Mrs V Garner

Clerk

Determined by  
Governors

Clerk to the Governing  
Body

Sam Hickey

Headteacher

4 Year term of office

Terms of Office 4 Years

## **Constitution of Governing Body**

Following co-options made at the recent Governors' Meeting, the full list of Governors is as follows:-

### **Co-opted**

Vacancy

Laura Whyte

Mrs H Scott (Chair)

Rachel Bullen (Support Staff)

Vacancy

Sheila Ismail

### **LA**

Counc R Jump

### **Parent**

Vacancy

Vacancy

Dr S Yorke

Vacancy

Mrs Moverley (Vice-Chair)

### **Teacher Governor**

Mrs Melanie Harbottle

### **Voting Head**

Samantha Hickey

## **Committees and their structures**

### **Finance/Personnel Committee**

Members 9      Actual Members 7 Quorum 4

Samantha Hickey  
Coun Ros Jump  
Kate Moverley (Chair)  
Vacancy  
Hilary Scott  
Melanie Harbottle  
Susan Yorke  
Vacancy

### **Appeals Committee**

Members 5      Actual Members 1      Quorum 3

Hilary Scott

### **General Purposes Committee**

Members 7      Actual Members 3 Quorum 3

Counc Ros Jump  
Kate Moverley  
Susan Yorke  
Vacancy  
Vacancy  
Vacancy  
Vacancy

### **Named Governors with special responsibilities**

Computing – Hilary Scott  
Special Needs – Dr Yorke  
Literacy – Rachel Bullen  
Religious Education – Ros Jump  
Numeracy – Sheila Ismail  
Child Protection & Safeguarding – Dr Yorke  
Physical Education – Mel Harbottle  
Complaints Governor – Councillor Jump  
Educational Visits – Hilary Scott  
Health and Safety – Sheila Ismail  
Pupil Premium – Hilary Scott and Kate Moverley  
Sport Premium – Mel Harbottle  
Wellbeing – Dr Susan Yorke  
Early Years – Laura Whyte

## Westfield Primary School – Scheme of Delegation

Committee Type: Finance/Personnel

### Membership

Mrs S Hickey  
Mrs Scott  
Mrs Moverley  
Counc R Jump  
Vacancy  
Vacancy  
Melanie Harbottle  
Susan Yorke  
Vacancy

### Terms of Reference

#### EXTENT OF FINANCIAL DELEGATION

- a. The power to approve the budget remain the responsibility of the full governing body
- b. The power to amend a budget be delegated to the finance committee
- c. The responsibility to monitor and take corrective action to avoid an overspend be delegated to the Headteacher
- d. The power to incur expenditure within an approved budget to be delegated to the Headteacher up to 2000 pounds and over 2000 to the Committee
- e. The responsibility for compliance with financial regulations remain with the governing body
- f. That the Headteacher be empowered to vire between budget headings up to an amount of #1000, up to an amount of #2000 to the Headteacher and Chair, over #2000 to the Finance Committee.

Note: Mr Garnett is co-opted onto the finance committee as Deputy Headteacher  
Membership to include Chairman or Vice-Chairman

#### ACTS AS THE STAFF DISMISSAL COMMITTEE

FORMS THE HEAD AND DEPUTY SELECTION PANEL – if the Head/Deputy should leave anyone on the Personnel Committee not directly involved is involved in the selection process and staff members can vote

#### DETERMINES THE PAY POLICY

#### RESPONSIBLE FOR REDUNDANCY OR DISMISSAL DECISIONS

#### FORMS THE DISCIPLINARY COMMITTEE

#### APPOINTS STAFF

Committee Type: General Purposes

Membership

Counc Jump  
Kate Moverley  
Susan Yorke

Terms of Reference

Forms the complaints committee  
Forms the sites and buildings working party  
Forms the health and safety working party  
Forms the curriculum working party  
Forms the Pupil Discipline Committee

Committee Type: Appeals

Membership

Mrs Scott

Terms of Reference

Hears appeals against pay policy decisions  
Hears appeals against dismissal or redundancy decisions  
Hears appeals against decisions of the Disciplinary Committee  
Acts as the Grievance Appeals Panel  
Hears parental appeals against exemptions from the National Curriculum  
Acts as the Staff Dismissal Appeals Committee

Notes: Membership to include at least two governors not previously involved