



Terms of Reference Full Governing Board 2023-2024

Vision

Our shared vision is that Willand School will be a happy, inclusive environment with high expectations and standards in which all children can become:

- Successful learners who enjoy learning, make progress and achieve
- Confident individuals who are able live safe, healthy and fulfilling lives
- Responsible citizens who make a positive contribution to society

Aims

The aims of the Governing Board are to:

- To set high standards for all children and clear targets for improvement
- To be a critical friend in this process
- To help the school be responsive to the needs of children, parents and the community

Ethos

At Willand School we stand against all forms of discrimination on the grounds of ethnic origin, religion, socio-economic background, sexual orientation, gender, age, disability or ability

Purpose

The purpose of these terms of reference is to ensure effective governance through best practice.

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

Membership

The governing board will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies. The governing board for Willand School should consist of a maximum of:

- One Head Teacher
- One Local Authority Governor
- Three Parent Governors
- One Staff Governor
- Five Co-opted Governors

A total of 11 governors

All governors will be appointed for a 4-year term of office.

The governing board will ensure that it creates an environment which enables it to recruit and retain effective governors and which encourages the participation of all groups and sections of the community.

Mentors will be allocated to new governors.

The governing board has the ability to consider those individuals who would not otherwise be qualified to be governors but who are able to contribute to the school for associate membership.

Election of Chair of Governors and Vice-Chair

The Chair of Governors and Vice Chair will be elected for one year at a time.

Candidates may self-nominate at any time in advance of a vote.

Candidates will be able to make a personal statement to the meeting before the vote if they wish.

The clerk will take the chair for the election of the Chair of Governors.

Where an election is contested, voting will be by secret ballot with the candidate receiving the largest number of votes being elected.

Appointment of clerk

The clerk will have a contract of employment that includes specific provisions in relation to their work as clerk. This will show hours, rate of pay, method of payment, overtime pay and period of notice and accountability.

The clerk will have an annual performance review. The Chair of Governors is responsible for carrying out the annual performance review.

The governing board will support the clerk in their continuing professional development. This may include the clerks' accreditation programme, the clerks' development programme, support meetings and whole governing board training.

Meetings

The governing board will hold a minimum of 4 meetings to ensure the strategic business of the school is properly addressed. Ideally there should be a meeting each half term.

An annual calendar of dates for full governing board meetings will be set and published.

Full governing board meetings will include progress towards the School Improvement Plan and an update on academic progress/other relevant performance data.

Governors will receive relevant information a week in advance of meetings to enable sound discussion and decisions to be made.

Recording the acceptance of apologies does not imply the consent of the governing board for a governor to be absent with regard to the Disqualification Regulations for nonattendance. Consent for absence may be granted by the governing board on request from governors who know they will be unable to attend meetings for an extended period. Where a governor's pattern of attendance is causing concern the clerk or the chair will alert them to this.

The governing board will ensure that there is an opportunity, at least annually, for all parents who wish to do so to meet with governors.

The governing board minutes will be available on the school website except for Part II business.

The clerk will maintain a record of the Governors' pecuniary interests and any conflict of interest at meetings.

A quorum is required at meetings where decisions require a vote; otherwise only discussions can be held at that meeting and the vote will take place at the next meeting. Quorum for all meeting is 4

Governing Board Organisation

The governing board will review its overall effectiveness, structure and membership annually. The governing board is responsible for:

- Approving the School Improvement Plan.
- Approving the first annual budget in each financial year.
- Approving statutory and other key policies School Development Plan

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Review Terms of Reference annually.

- Make provision for staff dismissal and appeal and pupil discipline subject to Regulations.
- Elect Governors to fill Lead Governor roles in line with the TORs for each lead role.
- Not delegate responsibilities retained at governing board level by Regulations.
- Participate in the completion and updating of the Self-Evaluation Form (SEF) and consider its contents.
- Be actively involved in the planning and agenda for school improvement and will contribute to the strategic development of the school.
- Consider a variety of internal and external information and use this to inform decision making.
- Visit the school regularly to review progress against the School Improvement Plan in key curriculum areas.

Head Teacher Report

The governing board will require a written report from the Head Teacher including:

- Pupil achievement and progress.
- Performance data.
- Attendance data across the school
- Progress against the School Development Plan.
- Effectiveness of the Performance Management Policy.
- School self-evaluation.
- Fulfilment of statutory responsibilities.
- Well-being across the whole school

The governing board will be made aware and make use of external inspection reports from the school's Leadership and Learning Partner/Ofsted/County Council officers.

Governor Relationships

The governing board and Head Teacher will respect each other's roles and maintain a professional and open relationship, acknowledging the skills and contributions of all.

The governing board will use staff and governor time appropriately, sensitively and effectively.

The governing board will, in the way it conducts its business, have regard to the need for the Head Teacher, staff and governors to maintain a reasonable work/life balance.

In planning the frequency and times of meetings the governing board will have regard to Membership.

The governing board will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies

Committees

Curriculum Committee

The governing board responsibilities for teaching and learning including links with parents.

The governing board is the strategic lead for the school and has a vital role to play in making sure every child gets the best possible education. For maintained schools this is reflected in the law, which states that the purpose of maintained school governing bodies is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. The Governors' Handbook, September 2014 also states that one of the core functions of the governing board is: 'Holding the Headteacher to account for the educational performance of the school and its pupils'. They should do this by making sure they have at least one governor with specific skills and experience of performance data, and by asking questions such as:

- Which groups of pupils are the highest and lowest performing, and why? Do you have credible plans for addressing underperformance or less than expected progress? How will we know that things are improving?
- Which year groups or subjects get the best and worst results and why? How does this relate to the quality of teaching across the school? What is your strategy for improving the areas of weakest performance?
- How are you going to raise standards for all children, including the most and least able, those with special educational needs, those receiving free school meals, boys and girls, those of a particular ethnicity, and any who are currently underachieving?
- Have your decisions been made with reference to external evidence, such as Ofsted's Data Dashboard, RAISEonline, Fischer Family Trust etc. How will you know if your approach is working? Will the impact of decisions and interventions be monitored and supported?
- Is this a happy school with a positive learning culture? What is our track record on attendance, behaviour and bullying? Are safeguarding procedures securely in place? What are we doing to address any current issues, and how we will know if it is working?

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- How good is our wider offer to pupils? Is the school offering a good range of sports, arts and voluntary activities? Is school food healthy and popular?
- Do we listen to what pupils and parents are telling us?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing board have at least one governor with the skills to understand and interpret the full detail of the performance data available. These governors should make sure that the wider governing board has a correct understanding of the school's performance. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

Best Value

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

Withdrawal

Any person employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

Delegation

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

Policies and Documents delegated to this committee:

- Acceptable Use
- Anti-Bullying
- Attendance Policy
- Behaviour Policy & Behaviour Principles (Statutory)
- Collective Worship Policy
- Complaints Procedure (Statutory)
- Confidentiality
- Consent to Share Information
- Courtesy
- Curriculum information published on school website (Statutory)
- Curriculum Statement
- Data Protection Policy (Statutory)
- Discipline Pupils
- Emergency Procedures Severe Weather
- Equality Policy and Equality Objectives (Statutory)
- E-safety
- Exclusion procedures (if not included in Behaviour Policy) (Statutory)
- Freedom of Information Publication Scheme (Statutory)
- Governor Visits Policy & Protocol
- Home School Agreement
- Information relating to SEN provision published on school website (Statutory)
- Intimate Care Policy
- Ofsted Report, or a link to it, published on school website (Statutory)
- Outdoor Educational Visits and Offsite Activities DCC and WS
- P E Grant, information on spending published on school website (Statutory)
- Performance tables, link to the DfE website available on school website (Statutory)
- Photographs and Filming in School
- Pupil Image Consent
- Pupil Premium, information on spending published on school website (Statutory)
- Results – the most recent Key Stage 2 results to be published on school website (Statutory)
- Safe Practice in Swimming Exe Valley Leisure Centre
- School Council
- SEND Policy
- Sex and Relationship Policy (Statutory)

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- Sickness during School Day and dealing with bodily spillages
- Statement of the school's Ethos and Values published on school website (Statutory)
- Substance Incident Management
- Use of Force on Pupils

Curriculum duties which are delegated to this governor / this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

To monitor the implementation of changes to the school curriculum in line with national and local guidelines, legislation and requirements	D
To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, report to full governing board	D
To agree the policies for sex & relationships and collective worship	D
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety)	D
To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Improvement Plan. Link to an agreed programme of governor visits at governing board level	R
To establish/recommend as appropriate the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation.	D
To ensure the continued knowledge and understanding of governors in respect of the National Curriculum	D
To monitor and evaluate the provisions of the curriculum to account for the needs of children with SEND, including gifted and talented children	D

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<p>To ensure statutory information relating to the curriculum is published on the school website including:</p> <ul style="list-style-type: none">• The content of the curriculum by academic year and subject• How parents (including prospective parents) can obtain further information in relation to the curriculum• Key Stage 1 phonics and reading schemes in operation	D D D
Review & recommend term dates including non-pupil and inset days	R

Inclusion / SEN duties which are delegated to this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

<p>To ensure that the requirements of children with Special Education Needs and Disabilities are being met by developing a SEND Policy, including provision for gifted and talented children to recommend to the full governing board. Highlight any resourcing/finance/staffing issues to the Resources committee</p>	<p>R</p>
<p>Monitor the implementation and effectiveness of the agreed SEND policy and report to full governing board. Ensure relevant information relating to SEN is published on the school website.</p>	<p>D</p>
<p>To ensure the needs of <i>all</i> pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups. (Including: children in care; children with medical needs in school; children with English as a second language; children who attract additional funding – such as Pupil Premium, Sports Grant, Free School Meals - ; ethnic minority and traveller children; forces children etc.)</p>	<p>D</p>
<p>Ensure that governors involved with SEND monitoring have current valid training to support their role.</p>	<p>D</p>
<p>To ensure that the school meets the statutory requirements relating to equality legislation including providing information (or an agreed policy) on the school website to comply with the Public Sector Equality Duty.</p>	<p>D</p>

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<p>To ensure the governing board meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority. (The LA has a legal duty to involve parents, children & young people in the development of the local offer, i.e. what can be expected for all children & young people with SEND)</p>	D
<p>Ensure an attendance register is taken daily at school. Monitor pupil attendance and set targets as necessary. Review and evaluate progress towards these targets. Monitor exclusion procedures and exclusion data, including pupils on a part time curriculum. Have due regard for children potentially missing from education. Review the Attendance Policy.</p>	D
<p>To review and agree, with the Headteacher, the Behaviour Policy and Behaviour Principles. Ensure the Policy and relevant information is published on the school website and there is continuity of application throughout the school.</p>	D

School Improvement duties which are delegated to this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

<p>To contribute to strategic planning within the school and to recommend the School Development Plan to the full governing board. Ensure that in formulating the plan Ofsted judgements, the vision for the school, current statutory responsibilities and school action plans are incorporated.</p>	R
<p>To review and evaluate the success and impact of the School Improvement Plan in conjunction with the head, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing board.</p>	R
<p>To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the governing board. Ensure that governors involved with data analysis have current valid training to support their role. Ensure there a link to the DfE school performance table website on the school website.</p>	D
<p>Recommend annual targets for pupil progression and attainment to the governing board; monitor and evaluate progress towards these targets and identify areas which require intervention.</p>	R
	D

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<p>To ensure the continued knowledge and understanding of governors in respect of the Ofsted inspection framework including any changes since the school was last inspected and statutory responsibilities.</p> <p>.</p>	
<p>To ensure that the schools' most recent Ofsted report, or a link to it, is available on the school website. Ensure that the governing board is aware of the key findings of the most recent report and monitor actions being taken and progress relating to areas for improvement.</p>	D
<p>To analyse Key Stage 2 data and results, including benchmarking, and report to the full governing board. Ensure that the most recent results are published on the school website in line with statutory requirements.</p>	D

Community and Parent Links duties which are delegated to this this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

<p>To assist the Headteacher in promoting good relationships and communication with parents and the wider community.</p>	<p>D</p>
<p>Ensure that the needs of stakeholders are monitored and responded to effectively with regards to duties under the Extended Services legislation. Keep services under review and make recommendations to develop and adapt services to react to changes in need.</p>	<p>R</p>
<p>To assist with and oversee the development of the school website, including ensuring statutory policies and information appears on the website in a timely manner.</p>	<p>D</p>
<p>To ensure a Complaints Procedure is in place and monitored. Review complaints and look for any common themes. Investigate any changes in practice required and recommend to the full governing board</p>	<p>R</p>
<p>To ensure a home-school agreement is in place and monitored. Review the agreement and seek input from stakeholders (pupils; parents and carers; staff) to inform changes in the document.</p>	<p>D</p>

To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled. Including reviewing and updating the Data Protection Policy and the Freedom of Information Publication Scheme, in line with statutory duties.	D
To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupil's work, transition processes and benchmarking.	R

Finance and Personnel Committee

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and Headteacher and reported to the next meeting of the committee or full governing board.

Delegation

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

The governing board responsibilities for finance and resources including staff.

The governing board has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governors' Handbook, September 2014). Governing boards are responsible for making sure their school's money is well

spent. They should do this by making sure they have at least one governor with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing board have at least one governor with the skills to understand and interpret the full detail of the financial data available. These governors should make sure that the wider governing board has a correct understanding of the school's finances. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The governing board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the governing board as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

Best Value

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

Levels of Delegation - Decisions Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

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R = the committee to make a **recommendation** to the full governing board, who will and make the decision.

Policies and Documents delegated to this committee:

- Acceptable Behaviour
- Adjustments to School Staffing Structure
- Adoption
- Capability Procedures
- Central record of recruitment and vetting (DBS) checks
- Charging and Remissions Policy (Statutory)
- Contract of Employment for each member of staff
- DBS Check Disclosure
- Dinner Money Arrears
- Disciplinary Policy
- Drugs and Alcohol
- Employee Code of Conduct
- Employee Code of Ethical Conduct
- Exit Interviews
- Finance Policy
- Flexible Working Policy
- Governor Allowances / Expenses Policy (Statutory)
- Grievance Procedures – staff
- Lettings Policy
- Lettings Schedule of Rates
- Managing Information Disclosed during Employment
- Managing Sickness Absence
- Maternity and Adoption Support Leave
- Maternity
- Probationary Policy for Support Staff
- Procurement Policy
- Recruitment and Selection Policy
- School's Financial Value Standard (SFVS) Return (Statutory)
- Shared Paternity Leave
- Secondment
- Social Media
- Staff Leave and Absence
- Support Staff Appraisal
- Teachers' Appraisal Policy (Statutory)
- Volunteers
- Whistleblowing Policy (Statutory)

Finance duties which are delegated to this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

<p>In consultation with the Headteacher and business manager and taking into consideration:</p> <ul style="list-style-type: none">• available resources• sustainability of commitments• the school development plan• forecast pupil numbers• anticipated contractual liabilities• other relevant factors <p>the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.</p>	R
<p>To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.</p>	D
<p>To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan.</p>	D
<p>To monitor budgets for all funds under the governing board control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing board.</p>	D

<p>To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include a:</p> <ul style="list-style-type: none"> • Finance Policy • Charging and Remissions Policy • Governor Allowances / Expenses Policy 	<p>R D D</p>
<p>To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in September each year and to provide an agreed response to the consultation.</p>	<p>D</p>
<p>To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds.</p>	<p>D</p>
<p>To make decisions in respect of service level agreements and service contracts</p>	<p>D</p>
<p>To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.</p>	<p>D</p>
<p>To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.</p>	<p>D</p>
<p>To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon.</p>	<p>D</p>

To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice.	D
To monitor the proper allocation of pupil premium, sports funding, CiC funding, and report to the full governing board.	D

Committees Staff Disciplinary

The Staff Disciplinary Committee convenes:

- To make any determination to dismiss any member of staff (unless delegated to the Head Teacher).
- To make any decisions under the Governing Board personnel procedures e.g. disciplinary, grievance, capability where the Head Teacher is the subject of the action.
- To determine whether the Head Teacher shall lead in initial decisions regarding a potential dismissal of a member of staff.
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Board personnel procedures (unless delegated to the Head Teacher).
- To make any determination or decision under the Governing Board General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Board Curriculum Complaints Procedure, in respect of National Curriculum misapplications, and the operation of the Governing Board charging policy.

Membership is to be no less than 3 members of the Governing Board.

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The Head Teacher and Staff Governor are precluded from being members and the Chair of Governors should not be included as they are likely to have prior knowledge of an issue seeking resolution.

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Appeals Committee (Second Hearing)

This committee is:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
- To consider any appeal against a decision short of dismissal under the Governing Board personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

Membership is no fewer members than the Hearings Committee

If necessary, a governor/external person may be sought by the governing board this will be agreed by the governing board before the appeal meeting takes place

The Headteacher, Staff Governor and any members of the Hearings Committee cannot be part of this committee.

Admissions Committee

This committee is:

- To determine within statutory provisions and the governing board policy whether any child should be admitted to the school
- To review admissions arrangements and to make recommendations for changes to the governing board.

It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing board in determining the school's admissions policy, or in deciding on the admission of any individual child.

Pay and performance Committee

- To review a Pay Policy for all members of staff, in line with Devon County HR advice and

- make recommendations to the full governing board. (A model is available, contact hrdirect@devon.gov.uk)
- To adopt and keep under review staff appraisal policies including the criteria for pay
- progression
- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can
- be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy
- To monitor the outcome of pay decisions, including the extent to which different groups of
- teachers may progress at different rates and check processes operate fairly
- Following recommendations from the headteacher, to make decisions in respect of pay
- increases of any members of staff in a leadership role not covered by teacher appraisal
- and ensure decisions on pay are linked to performance
- To review the headteacher's salary annually, and to have regard to any recommendation
- from the governors who have conducted the headteacher's appraisal.
- To undertake salary reviews at any other time the governing board directs that there is a
- need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar
- posts already in place.
- To inform the governing board of approved salary decisions, to ensure inclusion in the
- budget.

Sites and Building Committee

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Board

The Governing Board responsibilities for resources:

The Governing Board has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Board

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recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the Governing Board as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

- Where possible and reasonable the Governing Board will ensure the principles of Best Value are followed when making decisions.
- The principles of Best Value are:
 - Challenge - why, how and by whom an activity is carried out;
 - Compare - performance against other schools and between parts of each school;
 - Consult - involving stakeholders, especially pupils and parents;
 - Compete - as a means of securing efficient and effective services.

Decision or Recommendation

- **D**= decision to be taken by the committee and reported to the full GB in the minutes
- **R**= the committee to bring recommendation to a meeting of the full GB for a decision

Policies that are delegated to this committee

- Accessibility Plan (Statutory)
- Emergency Management Plan
- Fire
- Health and Safety Policy (Statutory)

Premises duties which are delegated to this governor / this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

To assist the head(teacher) and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals nutritional policy. Re-affirm food standards in line with statutory duties.	D

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Health and Safety and Welfare duties which are delegated to this committee:

Governing board may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governors' Handbook, September 2014.)

To assist the headteacher and discharge the responsibilities of the governing board on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D
Ensure that the free school meal provision is being met	D

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Ensure that nominated First Aiders have appropriate training which is kept up to date.	D

Safeguarding Governor

Safeguarding governor to include Looked after children (CIC)

It is the responsibility of the Governing Board to ensure that the school's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority and DSCB and national guidance.

The Safeguarding Governor(s) will undertake appropriate governor training in order to fully understand their role. They are to:

- Keep the Governing Board up to date with work undertaken by the Safeguarding Governor through regular (termly) written reports supplied to the clerk to disseminate to the FGB. (To ensure that statutory requirements are met, use the termly safeguarding data collection sheet found on Governance pages of Babcock LDP website.)
- Ensure that the school appoints a Designated Safeguarding Lead (DSL) for child protection who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to child protection training.
- Ensure that the DSL role is clearly defined in the role holder's job description and the DSL receives refresher training at prescribed intervals.
- Monitor and ensure that all staff, including temporary staff and volunteers, are provided with the school's safeguarding / child protection policy and staff behaviour policy/code of conduct.
- Monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct.
- Recommend policies for review by the FGB, checking that the school has ensured that they are consistent with DSCB and statutory requirements, reviewed annually cross referenced and made publicly available on the school's website.

- Monitor and evaluate the school's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children.
- Ensure that these are in line with statutory requirements and are effective.
- Monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations.
- Monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.
- Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements– 'at least annually' for DSL.
- Monitor and evaluate how the school ensures pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum.
- Ensure that the school has met its statutory duties (Section 175/157 Education Act (2002) by completing and returning the annual safeguarding audit to the Local Authority. Ensure that any weaknesses identified are rectified by the school without delay.
- Prepare an action plan against weaknesses identified in the audit, plus any other areas identified in need of additional attention. Monitor and evaluate this action plan.
- Ensure that all staff and volunteers have received KCSiE (Keeping Children Safe in Education) statutory guidance.
- Monitor and evaluate the Single Central Register (SCR) annually and sign it, but more frequently in larger schools or where staff turnover is high (termly).

Online Safety

The Safeguarding Governor is also:

- To monitor and evaluate the online safety policy and report to FGB. Policy/guidance on the use of mobile technology for both staff and pupils needs to be present.
- To monitor and evaluate the school's effective application of the online safety policy.

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- To ensure that the school follows all current online safety advice and keeps the children and staff safe.

To support the school in encouraging parents and the wider community to become engaged in online safety activities.

Committee membership

COMMITTEES	MEMBERSHIP	QUORUM*
First/Hearings Committee	T Child S Manley J Jacobs	3 governors
Second/Appeals Committee	External services may be sought L. Jonker Simon Talbot	
COMMITTEES		
Curriculum committee	All governors	3 governors
Finance & Personnel committee	All Governors	3 governors
Pay and Performance Committee	Jo Jacobs S Manley (C) Tim child	3 governors
Sites & Buildings committee	All Governors	3 governors
Interview Committee	As required	3 governors

CURRICULUM LINKED GOVERNORS

English

S Manley

Mathematics

T Child

Science	Jo Jacobs
Computing	T. child
Art	J Jacobs
Religious Education	S Talbot
Geography	T Child
Music	J Jacobs
Design & Technology	T Child
Physical Education	L.Parks
SEN/G & T/ Educational Inclusion/ Equal Opportunities	Laura Jonker
ECT	Vacant
Health & Safety	T Child
Foundation	S Talbot
Child Protection/Safeguarding	S Talbot, T Child
Modern Foreign Languages	L Ruffle
PSHE	S.Manley
History	T.Child
Performance Management	J. Jacobs/ S Talbot/ T Child
Pupil Premium	S Manley

Signed by the Chair

Date 18th September 2023

Review Annually