

Maidensbridge Primary School

Circle Model – Whole Governing Board

The Governing Board will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all relevant legislation and will review Standing Orders at least annually.

In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Board. This document to be read in conjunction with “Positions held in the Governing Board” document.

Outline

The Governing Board works as a ‘whole team’, without any separate committees. It meets 6 times per year, once in each half term. The annual planner and agenda for each meeting will include all the tasks which the Governing Board is required to consider, and the Governing board will ‘commission’ assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any ‘commissioned’ working groups will have Governing board drafted agreed terms of reference. In addition to ‘commissioning’ activities or actions on their behalf, the Governing board, in order to ensure its core functions are fulfilled, will delegate monitoring responsibilities to ‘monitoring pairs’ or ‘individuals’. These include the statutory required individual roles and those focused on the priorities of the School Plan. In each case where a function has been delegated there is a statutory duty to report any action or recommended decision to the Governing board at the next meeting.

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| Terms of Reference for Governing Board |
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The purpose of governance is to provide confident, strategic leadership and to create robust accountability oversight and assurance for educational and financial performance. The Governing Board has resolved to conduct all its business as a full Governing board, and to work collectively without committees.

The Board has three strategic core functions

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

The main responsibilities to be managed by the Governing board are outlined below:

Items in bold below cannot be delegated to a working group or individual.

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| Operational | <ul style="list-style-type: none"> • To draw up the Instrument of Government and any amendments thereafter • To review the election of the Chair and Vice Chair including the length of the term of office. • Elect (or remove) the Chair and Vice Chair. • To appoint (or dismiss) the Clerk to the Governing Board. • To hold at least 6 Governing Board meetings each year. • To appoint and remove Co-opted and any Associate members. • To appoint the LA nominated governor • To suspend or remove a governor. • To decide which functions of the Governing Board will be delegated in replacement of a committee and to whom. • To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety, Pupil Premium and Finance based on skill set and expertise. • To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary. • To review the delegation arrangements annually. • To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective. • To set up and publish a register of Governors' Business Interests. • To ensure that statutory requirements for information published on the school website, including details of governance arrangements, are met and updated as necessary. • To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary (for academies within 14 |
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| | <p>days of any change) and accurate with the details published on the school website.</p> <ul style="list-style-type: none"> • To regulate the Governing Board procedures where not set out in law and record these as Standing Orders. • To delegate to the Head teacher the functions as described in the Delegation of Functions to Head teacher Standing Order (attached). • To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees, in accordance with the attached terms of reference. • To arrange a suitable induction process and mentoring for newly appointed or elected governors Page 4 of 17 • To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training. • To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board • To ensure the Head teacher provides such reports as requested by the Governing Board to enable it to undertake its role. • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To approve, update and review regularly the School Improvement Plan agreeing a monitoring schedule for the Governing Board. • To determine whether to publish a home-school agreement (no longer a statutory requirement) • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place all statutory policies and to keep these under regular review, consulting with representative stakeholders as appropriate. • To approve statutory policies, ensuring compliance, on review. • To approve all school trips involving an overnight stay away from home. • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To have regard to the Professional advice given by the Clerk • To ensure that the Governing Board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook |
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| | <ul style="list-style-type: none"> • To establish and approve a special educational needs (SEN) policy |
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| <p>Inclusion and Equality</p> | <ul style="list-style-type: none"> • To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014) • To comply with statutory duties from the SEND code of practice and KCSIE in respect of pupils with special needs by appointing a SEND governor • To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. • To receive reports on bullying, homophobic and racial incidents |
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| <p>Safeguarding</p> | <ul style="list-style-type: none"> • To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the WCC child protection/ safeguarding policy and relevant procedures • To comply with statutory duties from KCSIE by appointing Safeguarding and Health & Safety governors • To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty into the child protection policy • To complete an annual Safeguarding Review and return to the LA |
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| <p>Curriculum</p> | <ul style="list-style-type: none"> • Ensure the NC is taught to all pupils • To ensure the curriculum is broad and balanced • To monitor the curriculum policy if there is one in place. • To establish a charging and remissions policy for activities. • To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain • To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child |
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| <p>Budget/Finance</p> | <ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To engage in strategic decision making. • To agree a 3 year budget. • To analyse and recommend the annual budget. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy & Letting Policy. • To enter into contracts following agreed financial limits • To make decisions in respect of Traded service agreements following agreed delegation of financial limits and insurance • To ensure the school complies to the SFVS guidelines |
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| | <ul style="list-style-type: none"> • To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, and mathematics catch up premium, and the pupil premium) • To appoint a finance governor or monitoring pair • To ensure financial succession planning within the board • To review and take account of any consultations to change the LA Finance Scheme • Monitor and receive annually School Fund Accounts |
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| Health & Safety | <ul style="list-style-type: none"> • To establish a Health & Safety policy • To ensure that Health & Safety regulations are followed and appropriately prioritized. • To receive (3 x per year) an annual Health & Safety Inspection Report and agree any actions. • To appoint a Health and Safety governor |
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| Premises | <ul style="list-style-type: none"> • To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. • To ensure Fire Drills and Lockdown drills undertaken • Receive annually Inventory Report • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA, to ensure adequate levels of buildings insurance and personal liability. • To receive an annual safety site report |
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| Staffing & Appraisal | <ul style="list-style-type: none"> • Appoint selection panel for Head teacher. • To make Head Teacher appointments (ratify or reject) following recommendations from the board approved selection panel. • To annually determine the staffing complement. • To annually agree a pay policy and pay discretions following the STPCD. • To annually review the impact of and implementation of the Pay policy • To establish and review procedures for addressing staff discipline, conduct and grievance • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Head teacher. • To end the suspension of staff or Head teacher. • Ensure at least one governor has undertake safer recruitment training to enable them to support the appointment process for new staff members. • To establish and review and approve annually the Appraisal Policy. • To determine the timing of the Head teacher appraisal review cycle. • To appoint the Head teacher Performance Management group consisting of 2 or 3 skilled or trained governors |
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| | <ul style="list-style-type: none"> • To appoint the external advisor • To take into account the Head teacher Standards for Excellence • To agree total pay award following recommendation from Pay committee • To agree any pay award for the Head teacher following recommendation from the Head teacher Performance Management panel |
| Admissions | <ul style="list-style-type: none"> • To follow the LA Admissions Code statutory guidance when carrying out duties relating to school admissions. • To consult annually before setting an Admissions policy, notify the LA and publish the arrangements on the School website in accordance with the paragraph 1.47 of the School Admissions Code. • Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received. • To establish an Admissions policy acting with LA * |
| Discipline / Exclusions | <ul style="list-style-type: none"> • To establish a statement of behaviour principles on which the school can produce a behaviour policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. • To direct the reinstatement of excluded pupils |
| Information shared with Parents | <ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus on their website • To adopt and review home school agreements. • Approve LA Complaints Policy • Undertake stage 2 complaints in accordance with LA Complaints Policy |
| Extended Services | <ul style="list-style-type: none"> • To decide to offer additional activities and agree what form these should take. • To cease providing extended services provision |