



## **Terms of Reference Full Governing Board 2020-2021**

### **Vision**

*An exceptional school which is the first choice for all parents and students within the catchment and beyond.*

### **Aims**

The aims of the Governing Board are to:

- Improve outcomes for students who are; Disadvantaged; SEND; Most Able;
- Deliver exceptional learning through high quality, inspirational teaching and a relevant, rich and engaging curriculum;
- Ensure great leadership and management in school and through partnerships, and
- Deliver effective financial management.

### **Ethos**

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

### **Purpose**

All Governing Boards, whether in the maintained or academy sector and no matter how many schools they are responsible for, have three core functions:

- 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.

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

## **Membership**

The governing body 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 body for Clyst Hydon Primary School should consist of a maximum of:

- One Head Teacher
- One Local Authority Governor
- Two Parent Governors
- One Staff Governor
- Two Co-opted Governors
- Two Foundation Governors

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

The governing body 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 body 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 body 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 body training.

## **Meetings**

The governing body 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 body meetings will be set and published.

The first meeting of each term will include an update from the Head Teacher on progress towards the School Improvement Plan and the second meeting in each term will include 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 body for a governor to be absent with regard to the Disqualification Regulations for nonattendance. Consent for absence may be granted by the governing body 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 body will ensure that there is an opportunity, at least annually, for all parents who wish to do so to meet with governors.

The governing body 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. A quorum is 4 governors.

## **Governing Body Organisation**

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

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

The Governing Body will:

- 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 body 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 body will require a written report from the Head Teacher including:

- Pupil achievement and progress.
- Performance data.
- Progress against the School Improvement Plan.
- Effectiveness of the Performance Management Policy.
- School self-evaluation.
- Fulfilment of statutory responsibilities.

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

The governing body 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 body will have regard to Membership.

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

## **Lead Roles**

There are various areas of the school's activity that are required to be monitored on a regular basis. In many schools the responsibility for this is vested in specific committees. The size of Clyst Hydon Primary School negates the need for committees and the Governors have agreed that this responsibility will be given to Lead Governors with defined roles. The roles are:

- Finance Governor.
- Safeguarding Governor.
- Health and Safety Governor.
- Whistle Blowing Governor.

## **Delegation of Responsibility to Individuals (lead roles)**

Any individual to whom responsibility has been delegated is expected to work within the following manner:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- To regularly report to the Governing Body on developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
- To update policies within their role.
- To attend training as appropriate.
- Any items which individual governing bodies may wish to include Responsibilities for the Lead Governors are at Appendix A.

## **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 Body's 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 Body's personnel procedures (unless delegated to the Head Teacher).
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum misapplications, and the operation of the Governing Body's charging policy.

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

Membership Names

Peter Simmons

Vicky Morris

External Co-opted

### **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 Body's 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 body this will be agreed by the governing body before the appeal meeting takes place

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

Membership

Iain Stewart

External Co-opted External

Co-opted

### **Admissions Committee**

This committee is:

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

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

Membership

Headteacher

Iain Stewart

Vicky Morris

### **Personnel Committee**

The Personnel Committee is:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Lead
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence T
- To make recommendations on personnel related expenditure to the governing board
- To consider any appeal against a decision on pay grading or pay awards

**Disqualification –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school**

Membership

Peter Simmons

Iain Stewart

Steve Mariner

**Safeguarding Governor**

Safeguarding governor - Vicky Morris

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.



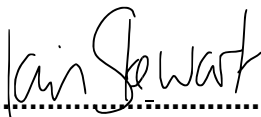
- Ensure that these are in line with statutory requirements and are effective.
- Monitor and evaluate the school's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations.
- Monitor the staff training requirements 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 Kassie (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.
- 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.

**Signed by the Chair** .....

A handwritten signature in black ink that reads "Iain Stewart". The signature is written in a cursive style and is positioned above a dotted line.

**Date**

**21<sup>st</sup> July 2020**

**Review**

**Annually**