

BOSVIGO SCHOOL



FULL GOVERNING BOARD AND COMMITTEE'S TERMS OF REFERENCE

September 2017

Date of review: September 2018

THE ROLE OF THE CHAIR OF THE GOVERNING BOARD

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.

The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff, Pupils,

THE ROLE OF THE CLERK TO THE GOVERNING BOARD

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board
- To attend meetings of the Governing Board and ensure minutes are taken
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Board from time to time

Disqualification – Governors, Associate Members, the Headteacher

THE ROLE OF THE CHAIR OF A COMMITTEE

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

THE ROLE OF THE CLERK TO COMMITTEES

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time

Disqualification – the Headteacher

THE GOVERNING BOARD

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Board meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Board***
- **To establish the committees of the Governing Board and their terms of reference***
- To appoint the Chair of any committee (if not delegated to the committee itself)
- To appoint or remove a Clerk to each committee*
- **To suspend a governor***
- **To decide which functions of the Governing Board will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- To appoint a Headteacher
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Board
- To establish and keep under review a protocol for the Governing Board
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Board to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Quorum – Half the number of governors in post, rounded up when not a whole number

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Committee Structure and Terms of Reference

There are 3 Governors' Committees as follows:

- **Operations**
- **Learning and Development**
- **Pay**

In the event of an Appeals Panel or Disciplinary Panel being required, The Bosvigo School Governing Board has agreed that any Governor may be asked to be a member subject to availability and training– this responsibility will not lie with any one particular Committee.

DELEGATION

The Governors may delegate to any Governor, committee, the Headteacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them, except those excluded by the Delegation Planner or specifically referenced in the Terms of Reference. Where such power or function is delegated, that person or committee shall report to Governors in respect of any action taken or decision made at the meeting immediately following the taking of action or the making of the decision.

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Delegation terms of reference:

- 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 Board or appropriate Committee, whichever the Governing Board deems most appropriate, 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 Board
- To attend training as appropriate

Disqualification – The following functions CANNOT be delegated to an individual:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

GUIDANCE ON COMMITTEE MEETINGS:

The establishment, terms of reference, constitution and membership to be reviewed every twelve months.

ASSOCIATE MEMBERS

Associate members are appointed by the Governing Board to serve on one or more Governing Board committees and attend full Governing Board meetings. The term of office will be determined at the time of appointment. They are not governors but bring expertise and experience which can add to that provided by the governor membership. They are not entitled to vote.

The definition of associate member is wide, and pupils, school staff and people who want to contribute specifically on issues related to their area of expertise (finance, for example) can be appointed as associate members.

OPERATIONS COMMITTEE

Terms of Reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan (delegated funding permitting)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To support the Business Manager in conducting cost benefit analyses from time to time and to encourage debate within the school about value for money
- To ensure that the school operates within the Financial Regulations of Cornwall County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To annually review charges and remissions policies and expenses policies
- To consider and monitor all issues related to school visits, including residential
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Pay Committee's recommendations, to determine whether sufficient funds are available for increments
- 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 oversee the process leading to staff reductions
- To monitor all disciplinary issues affecting employees.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Board policy
- To establish with Interserve, and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To monitor all legal issues affecting the school.
- To ensure, as far as possible, that all Governors receive appropriate training and a training plan is kept.
- Any items that the Governing Board may wish to include

Policy Review and Documentation responsibilities include:

Budget
Financial Policies and Procedures
Medical Policy
Performance Management
School Development Plan
Trips and Residential

Data Protection
Health and Safety and Well Being Policies
Pay Policy
Recruitment and Selection
Staff Discipline, Conduct and Grievance Procedures
Accessibility Plan

Membership – not less than 3 members of the Governing Board
Quorum – 3

LEARNING AND DEVELOPMENT COMMITTEE

Terms of Reference:

- To monitor pupil achievement and link to quality of teaching and learning.
- To ensure effective practice, according to the school's self-evaluation scheme, in relation to all curriculum matters as well as teaching, learning and pupil progress and achievement.
- To monitor the content and design of the school curriculum, national initiatives and strategies and to monitor the progress of curriculum development and encourage debate on future development.
- To ensure the school is fulfilling its statutory obligations in relation to the National Curriculum and related legislation e.g. that to do with Sex Education, behaviour and discipline, homework and Special Educational Needs.
- To ensure the school is fulfilling its statutory obligations in relation to the National Curriculum and related legislation e.g. that to do with Religious Education, Collective Worship, Attendance and home school/agreement and Healthy Schools.
- To monitor the quality of teaching and learning from information provided by the Senior Leadership Team and external sources.
- To receive reports on, and to monitor, pupil progress and achievement.
- To keep the Governing Board informed on all matters to do with the curriculum, pupil progress and achievement.
- To act as the Governing Board's 'watchdog' on the issues related to vulnerable pupils including SEND and FSM and to monitor the use of the Pupil Premium.
- To contribute to the development, monitoring and evaluation of those aspects of the School Development Plan linked to teaching and learning, curriculum and personal development of pupils.
- To monitor the school's policy and practice in the matter of continuing professional development.
- To monitor the school's progress in the light of external validation.
- To contribute to the development and monitoring of those aspects of the School Development Planning process linked to Performance Management, Continuing Professional Development, NQT and assessment, monitoring and self-evaluation.
- To monitor all complaints to the Governing Board.
- To review all matters to do with pupil discipline (rewards, sanctions, Behaviour and Discipline policy), including exclusions and child protection issues; and to monitor the pupil cases at the severe end of emotional and behavioural difficulty.
- To ensure effective communication with parents including the curriculum, pupil progress and achievement.
- To engage with families and ensure parents and carers have a voice.
- To monitor and evaluate progress with Equality and Diversity/Pupil Premium Plan.
- To monitor and review school public relations, marketing and promotion.
- Any items that the Governing Board may wish to include

Policy Review and Documentation responsibilities:

Anti-Bullying
Attendance and Home School Agreement
Curriculum
Complaints Procedure
E-Safety
Equality and Diversity
SEND
School Development Plan
Health and Well Being
Physical restraint
Sex and Relationships

Appraisal and CPD
Behaviour and Discipline
Collective Worship
Drugs
Teaching and Learning
School Prospectus
Safeguarding
Freedom of Information
Homework
Safeguarding and Child Protection

Membership – not less than 3 members of the Governing Board
Quorum – 3

PAY COMMITTEE (Includes Headteacher's performance review group)

Terms of reference:

- To review the whole school pay policy as appropriate and make recommendations to the governing Board for discussion and ratification;
- To formally acknowledge and make decisions on the head teachers recommendations in relation to teachers performance related pay, in accordance with the STPCD and the Schools Pay policy on an annual basis
- To keep up to date with relevant developments and any legal changes and to advise the Governing Board when the schools pay policy needs to be revised;
- To advise teachers accordingly of the outcome; including the right to appeal against the committee decisions.
- To minute clearly giving the reasons for all decisions and report these decisions to the next full Governing Board meeting as a confidential item to be received;
- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets (this may be two governors)
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually (this may be two governors).
- To monitor through the year the performance of the Headteacher against these targets.
- To review the performance management and pay progression of all staff
- To make recommendations to the Operations Committee in respect of awards for the successful meeting of targets set
- To seek professional advice as necessary.
- Any items that the Governing Board may wish to include

Membership – not less than 3 members of the Governing Board

Disqualification – The Headteacher and Staff Governors

Quorum – 3

HEARINGS PANEL

Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the Headteacher)
- **To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Board's charging policy
- Any items that the Governing Board may wish to include

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Board

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

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this panel and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

APPEALS PANEL

Terms of reference:

- **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's personnel procedures e.g. disciplinary, grievance, capability***
- **To consider any appeal against selection for redundancy***
- Any items that the Governing Board may wish to include

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher / Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

PUPIL DISCIPLINE PANEL

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate) To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee

Membership – 3 or 5

NB. The Governing Board may nominate a pool of governors from which three or five will serve as the Discipline Panel to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher / Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that a member of staff, due to probable prior knowledge, should be a member)

WRAPAROUND & HOLIDAY CLUB PROVISION WORKING PARTY

Terms of reference:

- To review and challenge the Summer 2017 financial and care performance against the defined measures of success
- To provide focus, and strategic direction to the ongoing performance of both the Wraparound & Holiday Club Provision
- Working with the Senior Leadership Team (SLT) of the School and the Full Governing Body to assess the ongoing demand and financial performance of the provision

The working party should run initially for a period of 3 months from commencement, and upon meeting satisfactory requirements, will then cease as a separate body and instead performance will be monitored via the Operations Committee monthly and updates provided to the Full Governing Body.

Membership – not less than 3 members of the Governing Board