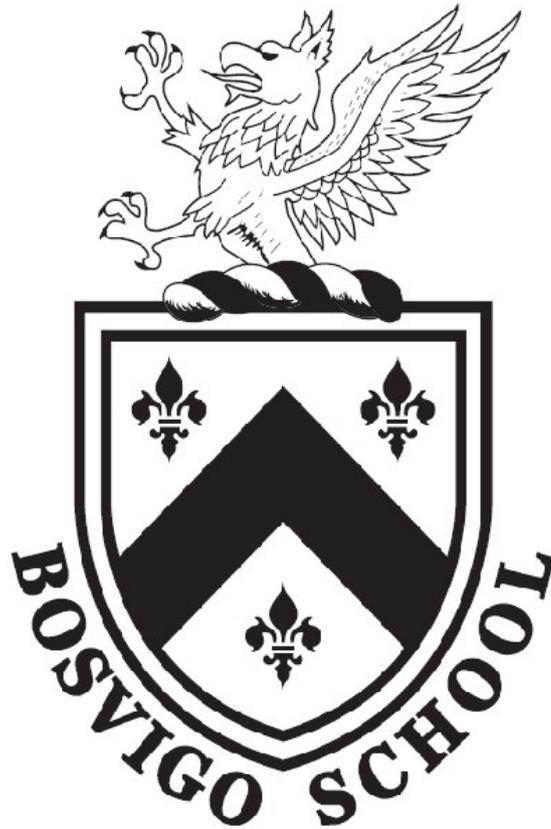


BOSVIGO SCHOOL



FULL GOVERNING BODY AND COMMITTEE'S TERMS OF REFERENCE

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body 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 Body 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 Body

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

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 Body from time to time

Disqualification – the Headteacher

THE GOVERNING BODY

The Governing Body 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 Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body 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 Body 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 Body 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***
- Any items which individual governing bodies may wish to include

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

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body 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 Body
- To establish and keep under review a protocol for the Governing Body
- 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 Body 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
- To undertake tasks delegated to them by the Governing Body
- Additional items which individual Governing Bodies may wish to include

Membership – As per the Instrument of Government

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 Body 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. 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.

Guidance on Committee Meetings:

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

Quorum

The quorum for a meeting of the Governors, and any vote on any matter there at, shall be any three Governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting.

The quorum for the Operations and Learning and Development Committee and any vote on any matter there at, shall be any three Governors.

(If the Secretary of State has appointed Additional or Further Governors then a majority of the quorum must be made up of Additional or Further Governors.)

The quorum has to be two-thirds (rounded up to a whole number) of the persons who are at the time Governors entitled to vote on these respective matters:

Associate Members

Associate members are appointed by the governing body to serve on one or more governing body committees and attend full governing body meetings. 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 Body
- 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 Body
- 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 Body 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 body 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.

Policy Review and Documentation responsibilities include:

Budget
Data Protection
Financial Policies and Procedures
Health and Safety and Well Being Policies
Medical Policy
Pay Policy
Performance Management
Recruitment and Selection
School Development Plan
Staff Discipline, Conduct and Grievance Procedures
Trips and Residential
Accessibility Plan

LEARNING AND DEVELOPMENT

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 eg 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 eg that to do with Religious Education, Collective Worship, Attendance and home school/agreement and Healthy Schools.
- To monitor the quality of teaching and learning.
- To receive reports on, and to monitor, pupil progress and achievement.
- To keep the Governing Body informed on all matters to do with the curriculum, pupil progress and achievement.
- To act as the Governing Body'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 Body.
- 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.

Policy Review and Documentation responsibilities:

Anti-Bullying
Attendance and Home School Agreement
Curriculum
Complaints Procedure
E-Safety
Equality and Diversity,
Freedom of Information
Health and Well Being
Homework
Physical restraint
Safeguarding and Child Protection
Sex and Relationships
SEND
Safeguarding
School Development Plan
School Prospectus
Teaching and Learning

Appraisal and CPD
Behaviour and Discipline
Collective Worship
Drugs

PAY COMMITTEE (Includes Headteachers performance review group)

Terms of reference:

- To review the whole school pay policy as appropriate and make recommendations to the governing body 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 body 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 body meeting as a confidential item to be received;
- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against these targets.
- To make recommendations to the Operations Committee in respect of awards for the successful meeting of targets set
- To seek professional advice as necessary.

Membership – not less than 3 members of the Governing Body

Disqualification – The Headteacher and Staff Governors

HEARINGS COMMITTEE

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 Body'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 Body's personnel procedures (unless delegated to the Headteacher)
- 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 disapplication's, and the operation of the Governing Body's charging policy:
- Additional items which individual Governing Bodies may wish to include

***cannot be delegated to an individual**

Membership – not less than 3 members of the Governing Body

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

Disqualification – The Headteacher

(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)

APPEALS COMMITTEE

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 Body's personnel procedures e.g. disciplinary, grievance, capability***
- **To consider any appeal against selection for redundancy***
- Any items which individual governing bodies 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 COMMITTEE

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 Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- Any items which individual governing bodies may wish to include

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee 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 neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

DELEGATION OF RESPONSIBILITIES TO INDIVIDUALS

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

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 Body or appropriate Committee, whichever the Governing Body 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 Body
- To attend training as appropriate
- Any items which individual governing bodies may wish to include

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

These terms of reference are agreed by the Governing Body of Bosvigo School:

Date: November 2022

Signed: Katie Tucker

Chair of Governors

Date of Review: November 2023