



PROSPECT SCHOOL ACADEMY TRUST
FULL GOVERNING BODY AND STANDING COMMITTEES
TERMS OF REFERENCE AND SCHEME OF DELEGATION

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## 1. Financial Scheme of Delegation

The document must be considered alongside the Financial Scheme of Delegation which sets out the Full Governing Body's delegation of its financial powers and duties to its Finance and Resources Committee, the Headteacher and other staff.

## 2. Core Strategic Functions

The governing body has three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding executive leaders/headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff
3. Overseeing the financial performance of the organisation/school and making sure its money is well spent

## 3. Compliance

All governors must follow and comply with the following (available on [GovernorHub](#)):

1. Prospect School Articles of Association
2. Academies Financial Handbook
3. Prospect School Funding Agreement
4. Governance Handbook
5. Companies Act 2006
6. Charities Act 2011
7. Code of Conduct for Prospect School Governors

## 4. Delegation

Each individual governor is a member of the Full Governing Body and all decisions, included delegated decisions, are the joint responsibility of the governing body.

- Any decision - other than the approval of the budget - can be delegated.
- Any decisions taken at committees must be reported to the Full Governing Body at the first available opportunity.
- Boards must ensure they maintain strategic oversight, whilst procedural matters are delegated to the Headteacher.

## 5. Constitution

### 5.1. Membership

The Full Governing Body and all Standing Committees shall have a minimum of three governors (with no maximum), made up from the following categories:

FULL GOVERNING BODY	STANDING COMMITTEES
1. Up to eight Governors appointed by the Members of the Trust	1. A minimum of three non-staff governors
2. A minimum of two and up to six Parent Governors	2. Staff governors
3. Up to three Staff Governors (two teachers, one support staff)	3. Non-governors with voting rights
4. The Principal	4. Non-governors without voting rights
5. Up to three Co-opted Governors appointed by the Governors	
6. Additional Governors appointed by the Secretary of State	

### 5.2. Chairman and Vice-Chairman

The Full Governing Body shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman from among their number. A governor who is employed by the Academy Trust is not eligible for election as chairman or vice-chairman.

The Full Governing Body may appoint a chairman and a vice-chairman to the Standing Committees. Where not appointed by the Full Governing Body, the committee shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman from among their number. All those appointed to the committee with voting rights are eligible for election as chairman or vice-chairman.

### 5.3. Clerk

The Clerk to the Governors shall clerk all meetings of the Full Governing Body and all meetings of the Standing Committees. However, where the clerk fails to attend a meeting, the governors may appoint any of their number to act as clerk for that meeting.

## 6. Proceedings

### 6.1. Meetings

The Full Governing Body and the Standing Committees will each meet at least three times a year.

### 6.2. Minutes

The main minutes of each meeting will be circulated within five school days and will be submitted to the chair for approval at the next meeting.

Discussions may be excluded from the main minutes only if they are considered to exempt under the [Freedom of Information Act 2000](#) eg discussions that contain personal information or commercially sensitive information. These will be noted as Confidential Minutes and will be circulated in hard-copy at the next meeting and for approval by the chair.

Ofsted inspectors are legally entitled to see all minutes, including those that are classed as confidential.

### 6.3. Quorum

A quorum for any meeting of the Full Governing Body will be three, or where greater, one third of the total number of governors in office. A quorum for any meeting of the Standing Committees will be three, or where greater, one third of the total number of those appointed to that committee with voting rights. Governors must always be in the majority when decisions are taken at Standing Committees.

Governors excluded from voting due to conflicts of interest may not be counted and as such whether or not a meeting is quorum can change throughout a meeting.

### 6.4. Resolutions

Each governor has one vote. All resolutions are decided by at least 51% of those attending. The chair has the casting vote in the event of a tie.

Written resolutions require 100% approval ie by all governors in office or all those appointed to that committee with voting rights.

## 7. Scheme of Delegation

### 7.1. Functions

The table below sets out where functions have been delegated to the Standing Committees or the Headteacher.

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
STRATEGIC DIRECTION					
<p><b><u>ACADEMY STATUS</u></b></p> <ul style="list-style-type: none"> <li>√ Make strategic decisions pertaining to the School's Single Academy Status</li> <li>√ Receive regular progress reports from the Headteacher</li> </ul> <p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Contribute to any governance objectives in the SIDP</li> <li>√ Approve the SIDP</li> </ul>	<p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Ensure the School budget supports the implementation of the SIDP</li> </ul>	<p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Provide challenge and oversight to the SIDP and in particular how it supports the achievement of the agreed sub-groups of pupils *</li> <li>√ Review implementation of SIDP and report to Full Governing Board</li> </ul>	<p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Provide challenge and oversight to the SIDP and in particular the way in which the school curriculum and activities caters for agreed sub-groups of pupils *</li> <li>√ Review implementation of SIDP and report to Full Governing Board</li> </ul>	<p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Provide challenge and oversight to the School Improvement and Development Plan and in particular how it supports the desired behaviours in all students and for the agreed sub-groups of pupils *</li> <li>√ Review implementation of SIDP and report to Full Governing Board</li> </ul>	<p><b><u>ACADEMY STATUS</u></b></p> <ul style="list-style-type: none"> <li>√ Manage any application process</li> <li>√ Set up consultation when required</li> <li>√ Keep the FGB informed of progress</li> </ul> <p><b><u>SCHOOL DEVELOPMENT &amp; IMPROVEMENT PLAN (SIDP)</u></b></p> <ul style="list-style-type: none"> <li>√ Draw up the SIDP taking into consideration any relevant feedback eg Ofsted</li> </ul>

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<ul style="list-style-type: none"> <li>√ Agree how progress will be measured</li> <li>√ Set objectives for the governing board linked to the SIDP</li> <li>√ Receive regular progress reports from Headteacher</li> <li>√ Receive annual reports from committees</li> <li>√ Review overall implementation of the SIDP</li> </ul> <p><b>EXTERNAL EVALUATIONS</b></p> <ul style="list-style-type: none"> <li>√ Receive regular reports from Headteacher</li> <li>√ Participate in external evaluations when required</li> </ul>					<ul style="list-style-type: none"> <li>√ Implement the SIDP</li> <li>√ Provide regular updates to the governing body</li> </ul> <p><b>EXTERNAL EVALUATIONS</b></p> <ul style="list-style-type: none"> <li>√ Provide regular updates to the governing body</li> <li>√ Proactively take steps to ensure governing board preparedness where involvement in evaluations is required</li> </ul>
<b>ADMISSIONS</b>					

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<u>ADMISSIONS</u> ✓ Approve the School's Admissions Policy ✓ Establish an independent appeals panel when required  <u>ATTENDANCE</u> ✓ Receive regular reports from the Headteacher on attendance	<u>ADMISSIONS</u> ✓ Review net capacity of the school				<u>ADMISSIONS</u> ✓ Maintain the Schools' admission register ✓ Consult on the School's Admissions Policy when required ✓ Published the proposed admissions arrangement by 28 February each year  <u>ATTENDANCE</u> ✓ Maintain the Schools' attendance register ✓ Provide regular updates to the Full Governing Body
<b>BEHAVIOUR</b>					
<u>BEHAVIOUR</u> ✓ Approve Behaviour for Learning Policy				<u>BEHAVIOUR</u> ✓ Monitor implementation and impact of Behaviour for Learning Policy **	<u>BEHAVIOUR</u> ✓ Provide regular updates to Full Governing Body

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<ul style="list-style-type: none"> <li>√ Receive regular reports from Headteacher</li> </ul> <p><b><u>EXCLUSIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Receive regular reports from the Headteacher</li> <li>√ Arrange an independent review panel to consider permanent exclusions, where requested by parents</li> </ul> <p><b><u>ANTI-BULLYING</u></b></p> <ul style="list-style-type: none"> <li>√ Receive regular reports from the Headteacher</li> </ul>				<p><b><u>EXCLUSIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Review pupil exclusions for the year</li> <li>√ Convene a meeting to consider reinstating an excluded pupil when required</li> </ul> <p><b><u>ANTI-BULLYING</u></b></p> <ul style="list-style-type: none"> <li>√ Approve Anti-bullying Strategy</li> <li>√ Monitor implementation and impact of Anti-Bullying Strategy</li> </ul>	<p><b><u>EXCLUSIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Arrange for suitable full-time education for excluded pupils where required</li> <li>√ Provide regular updates to Full Governing Body</li> </ul> <p>√</p> <p><b><u>ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>√ Provide regular updates to the Full Governing Body</li> </ul>
<b>CURRICULUM</b>					
<b><u>CURRICULUM</u></b>		<b><u>CURRICULUM</u></b>	<b><u>CURRICULUM</u></b>		<b><u>CURRICULUM</u></b>
<ul style="list-style-type: none"> <li>√ (from Sep 2020) Approve</li> </ul>		<ul style="list-style-type: none"> <li>√ Set pupil performance targets</li> </ul>			



Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
Relationships and Sex Education (RSE) Policy  <u>ACHIEVEMENT</u> √ Critically evaluate exam results at the start of each academic year		for the usual academic groups and addition the agreed sub-groups of pupils **  <u>CAREERS</u> √ Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13 subject to funding agreement  <u>ACHIEVEMENT</u> √ Consider annual report on unvalidated data (ASP Report) √ Review pupil progress and attainment overall and for the agreed sub-groups of pupils **	√ Review prospectus information for the school's website √ Make sure the school teaches a broad and balanced curriculum to the age of 16 √ Receive and discuss reports on curriculum developments √ Review and monitor curriculum  <u>CAREERS</u> √ Make sure there's an opportunity for a range of education and training providers to access all pupils in years 8 to 13		√ Publish prospectus information on the school's website √ Make sure the school teaches a broad and balanced curriculum to the age of 16  <u>CAREERS</u> √ Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13 subject to funding agreement
<b>FINANCE AND BUDGETS</b>					

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Designate in writing the Headteacher as the accounting officer for the trust</li> </ul> <p><b><u>MANAGEMENT ACCOUNTS</u></b></p> <ul style="list-style-type: none"> <li>√ Approve a balanced budget each financial year</li> <li>√ Approve budget forecast surplus / deficit changes in excess of £100,000.</li> <li>√ Approve 3-year budget</li> <li>√ Prepare Governance Statement for Annual Accounts</li> <li>√ Recommend Annual Report and Finance Statement to Members for approval</li> </ul>	<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint a chief financial officer (Business Manager) for the trust</li> </ul> <p><b><u>MANAGEMENT ACCOUNTS</u></b></p> <ul style="list-style-type: none"> <li>√ Review draft budget and recommend to Full Governing Body</li> <li>√ Monitor budgets</li> <li>√ Approve budget forecast surplus / deficit changes up to £100,000.</li> <li>√ Recommend budget forecast surplus / deficit changes in excess of £100,000 to FGB for approval</li> <li>√ Review 3-year budget and recommend to Full Governing Body</li> </ul>	<p><b><u>PUPIL PREMIUM</u></b></p> <ul style="list-style-type: none"> <li>√ Monitor implementation and impact of Pupil Premium **</li> <li>√ Monitor implementation and impact of Year 7 literacy and numeracy catch-up funding</li> </ul>			<p><b><u>MANAGEMENT ACCOUNTS</u></b></p> <ul style="list-style-type: none"> <li>√ Make day-to-day spending decisions</li> <li>√ Ensure School maximise funding opportunities</li> <li>√ Submit budget information to the ESFA as required</li> <li>√ Share monthly accounts with F&amp;R Committee and FGB Chair</li> <li>√ Prepare Annual Report and Finance Statements</li> <li>√ Submit audited accounts and auditor's regularity assessment report to ESFA by 31 December</li> <li>√ Post audited accounts on website</li> </ul>

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
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<p><b><u>PUPIL PREMIUM</u></b></p> <p>√ Approve statement on use of Pupil Premium</p> <p><b><u>AUDIT</u></b></p> <p>√ Establish a committee with an audit function</p> <p>√ Recommend a registered statutory auditor to Members for approval</p> <p>√ Refer transactions to the ESFA as required</p> <p><b><u>RISK MANAGEMENT</u></b></p> <p>√ Maintain close oversight of the School's risk register</p> <p><b><u>WHISTLEBLOWING</u></b></p>	<p>√ Participate in annual accounts consolidation exercises</p> <p>√ Review and recommend Annual Report and Finance Statement to Full Governing Body</p> <p>√ Review Benchmarking Data at least once a year</p> <p><b><u>AUDIT</u></b></p> <p>√ Recommend a registered statutory auditor to the Full Governing Body</p> <p><b><u>RISK MANAGEMENT</u></b></p> <p>√ Make sure that the trust has adequate insurance cover</p>				<p>√ Send audited account to the Charity Commission by 31 January</p> <p><b><u>PUPIL PREMIUM</u></b></p> <p>√ Issue statement on use of Pupil Premium</p> <p><b><u>ASSET MANAGEMENT</u></b></p> <p>√ Maintain Asset Management Plan</p> <p><b><u>WHISTLEBLOWING</u></b></p> <p>√ Appoint at least 1 member of staff who staff can report concerns to</p> <p>√ Make sure all staff understand procedures, protection and covered wrongdoing</p>

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
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<ul style="list-style-type: none"> <li>√ Approve Whistleblowing Policy</li> <li>√ Appoint at least 1 trustee who staff can report concerns to</li> </ul>	<p><b><u>ASSET MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>√ Approve Asset Management Plan</li> <li>√ Monitor implementation and impact of Asset Management Plan</li> </ul> <p><b><u>WHISTLEBLOWING</u></b></p> <ul style="list-style-type: none"> <li>√ Monitor implementation and impact of Whistleblowing Policy</li> </ul>				
<b>GOVERNING BODY PROCEDURES</b>					
<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint or elect a chair and vice-chair</li> <li>√ Appoint the clerk</li> <li>√ Appoint Link Governors</li> <li>√ Appoint or elect a chair and vice-chair for each committee</li> </ul>	<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint or elect chair and vice-chair where not appointed by Full Governing Body</li> </ul> <p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Recommend the Financial Scheme of</li> </ul>	<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint or elect chair and vice-chair where not appointed by Full Governing Body</li> </ul> <p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Review and formally accept terms of</li> </ul>	<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint or elect chair and vice-chair where not appointed by Full Governing Body</li> </ul> <p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Review and formally accept terms of</li> </ul>	<p><b><u>APPOINTMENTS</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint or elect chair and vice-chair where not appointed by Full Governing Body</li> </ul> <p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Review and formally accept terms of</li> </ul>	<p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Draw up Financial Scheme of Delegation</li> <li>√ Publish scheme of delegation</li> </ul> <p><b><u>PLANNING</u></b></p>

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<ul style="list-style-type: none"> <li>√ Appoint members to each committee</li> <li>√ Appoint co-opted governors</li> <li>√ Run elections for staff governors</li> <li>√ Run elections for parent governors</li> </ul> <p><b><u>CONSTITUTION</u></b></p> <ul style="list-style-type: none"> <li>√ Approve terms of reference and scheme of delegation</li> <li>√ Approve the Financial Scheme of Delegation</li> <li>√ Approve terms of reference for committees</li> <li>√ Approve terms of reference for Link Governors</li> </ul> <p><b><u>PLANNING</u></b></p>	<p>Delegation to the Full Governing Body for approval</p> <ul style="list-style-type: none"> <li>√ Review and formally accept terms of reference and scheme of delegation</li> </ul> <p><b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>√ Hold at least three meetings a year</li> <li>√ Approve the annual work plan</li> </ul> <p><b><u>COMPLIANCE</u></b></p> <ul style="list-style-type: none"> <li>√ Make sure the School complies with the General Data Protection Regulation (GDPR) and Data Protection Act 2018</li> <li>√ Make sure the School complies with the Academies Financial Handbook</li> </ul>	<p>reference and scheme of delegation</p> <p><b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>√ Hold at least three meetings a year</li> <li>√ Approve the annual work plan</li> </ul> <p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain the policy scheduler</li> <li>√ Approve policies assigned to the committee (section 7.2)</li> <li>√ Monitor implementation and impact of policies assigned to the committee (section 7.2)</li> </ul> <p><b><u>MONITORING</u></b></p>	<p>reference and scheme of delegation</p> <p><b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>√ Hold at least three meetings a year</li> <li>√ Approve the annual work plan</li> </ul> <p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain the policy scheduler</li> <li>√ Approve policies assigned to the committee (section 7.2)</li> <li>√ Monitor implementation and impact of policies assigned to the committee (section 7.2)</li> </ul> <p><b><u>MONITORING</u></b></p>	<p>reference and scheme of delegation</p> <p><b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>√ Hold at least three meetings a year</li> <li>√ Approve the annual work plan</li> </ul> <p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain the policy scheduler</li> <li>√ Approve policies assigned to the committee (section 7.2)</li> <li>√ Monitor implementation and impact of policies assigned to the committee (section 7.2)</li> </ul> <p><b><u>MONITORING</u></b></p>	<ul style="list-style-type: none"> <li>√ Publish the annual schedule of meetings</li> </ul> <p><b><u>COMPLIANCE</u></b></p> <ul style="list-style-type: none"> <li>√ Publish annual attendance register</li> <li>√ Publish register of interests on website</li> <li>√ Maintain DfE register</li> <li>√ Publish register of members and trustees' terms of office</li> </ul> <p><b><u>GOVERNOR DATA</u></b></p> <ul style="list-style-type: none"> <li>√ Publish governor biographies</li> </ul> <p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Approve policies assigned to the Headteacher (section 7.2)</li> </ul>

Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
Chair: Mrs Margaret Mary Sampson Vice-chair: Mr Paul Barker	Chair: Mr Paul Barker Vice-chair: Mrs Marjorie Florence Caballero	Chair: Mrs Marjorie Florence Caballero Vice-Chair: Mrs Margaret Mary Sampson	Chair: Miss Alexa Sian Holt Vice-chair: Ms Helen Muriel Hathaway	Chair: Mrs Margaret Mary Sampson Vice-Chair: Mrs Marjorie Florence Caballero	Headteacher: Mr David James Littlemore
<ul style="list-style-type: none"> <li>√ Hold at least three meetings a year</li> <li>√ Approve the annual meeting schedule</li> <li>√ Approve the annual work plan</li> </ul> <p><b><u>COMPLIANCE</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain Statutory Book</li> <li>√ Maintain Companies House register</li> <li>√ Maintain governor attendance register</li> <li>√ Sign Code of Conduct</li> <li>√ Sign DBS Declarations</li> <li>√ Maintain register of interests</li> <li>√ Maintain register of members and trustees' terms of office</li> </ul>	<p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain the policy scheduler</li> <li>√ Approve policies assigned to the committee (section 7.2)</li> <li>√ Monitor implementation and impact of policies assigned to the committee (section 7.2)</li> </ul>	<ul style="list-style-type: none"> <li>√ Consider reports from Link Governors</li> </ul>	<ul style="list-style-type: none"> <li>√ Consider reports from Link Governors</li> </ul>	<ul style="list-style-type: none"> <li>√ Consider reports from Link Governors</li> </ul>	<ul style="list-style-type: none"> <li>√ Monitor implementation and impact of policies assigned to the Headteacher (section 7.2)</li> <li>√ Publish policies to the website and maintain the shared drive</li> </ul>

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<p><b><u>GOVERNOR DATA</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain contact list for governors</li> <li>√ Maintain governor biographies</li> <li>√ Adhere to governor privacy notice</li> </ul> <p><b><u>POLICIES</u></b></p> <ul style="list-style-type: none"> <li>√ Maintain the policy scheduler</li> <li>√ Check that all statutory policies and documents are in place</li> <li>√ Approve policies assigned to the board (section 7.2)</li> <li>√ Monitor implementation and impact of policies assigned to the board (section 7.2)</li> </ul>					

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<p><b><u>PROFESSIONAL DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>√ Conduct skills audit for all governors</li> <li>√ Ensure training and development plans are in place for all governors</li> <li>√ Ensure training and development plan is in place for the clerk</li> <li>√ Receive reports from governor training / events</li> <li>√ Conduct self-review of governing board effectiveness</li> <li>√ Confirm support package with Reading Education Services</li> </ul> <p><b><u>MONITORING</u></b></p> <ul style="list-style-type: none"> <li>√ Ensure Link Governor visits are carried out</li> </ul>					



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<ul style="list-style-type: none"> <li>√ Consider reports from Link Governors</li> <li>√ Receive reports on decisions made by committees</li> </ul>					
HEALTH AND SAFETY					
<u>HEALTH AND SAFETY</u> <ul style="list-style-type: none"> <li>√ Approve the Health and Safety policy</li> </ul>	<u>HEALTH AND SAFETY</u> <ul style="list-style-type: none"> <li>√ Monitor the implementation and impact of the Health and Safety Policy **</li> <li>√ Make sure the school complies with the Health and Safety at Work etc. Act 1974</li> </ul> <u>FIRE SAFETY</u> <ul style="list-style-type: none"> <li>√ Make sure the school complies with the Regulatory Reform (Fire Safety) Order 2005</li> </ul>				<u>FIRST AID:</u> <ul style="list-style-type: none"> <li>√ Appoint a person in charge of first aid</li> </ul>
PARENTS AND THE COMMUNITY					

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<b><u>COMPLAINTS</u></b> √ Approve the Complaints policy √ Receive Reports on parental complaints and outcomes √ Establish a complaints panel to consider formal complaints about the school	<b><u>FREEDOM OF INFORMATION</u></b> √ Make sure the school complies with the Freedom of Information Act 2000				<b><u>COMPLAINTS</u></b> √ Publish the Complaints Policy
<b>PUPIL WELLBEING</b>					
<b><u>EQUALITIES</u></b> √ Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty √ Make sure there's a staff behaviour policy or code of conduct in place  <b><u>LOOKED-AFTER CHILDREN</u></b>	<b><u>SCHOOL FOOD STANDARDS</u></b> √ Determine whether the school should comply with the expected School Food Standards				<b><u>EQUALITIES</u></b> √ Publish equality objectives and information about how it is doing this  <b><u>SCHOOL FOOD STANDARDS</u></b> √ Ensure the provision of free school meals to those pupils meeting the criteria

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<ul style="list-style-type: none"> <li>√ Receive reports from the designated teacher for looked-after children</li> <li>√ Approve appointment of designated teacher for looked-after children</li> </ul> <p><b><u>CHILDREN WITH MEDICAL CONDITIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Approve the Supporting Children with Medical Conditions Policy</li> <li>√ Monitor the Implementation and Impact of the Supporting Children with Medical Conditions Policy</li> </ul>					<p><b><u>LOOKED-AFTER CHILDREN</u></b></p> <ul style="list-style-type: none"> <li>√ Appoint a designated teacher for looked-after children</li> </ul> <p><b><u>CHILDREN WITH MEDICAL CONDITIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Make arrangements for supporting pupils with medical conditions</li> </ul>
<b>SAFEGUARDING</b>					
<b>SAFEGUARDING</b>					<b>SAFEGUARDING</b>

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<ul style="list-style-type: none"> <li>√ Approve the Safeguarding Policy</li> <li>√ Monitor the implementation and impact of the Safeguarding Policy **</li> <li>√ Check that the school complies with statutory guidance on safeguarding **</li> <li>√ Receive annual report on safeguarding children</li> </ul> <p><b><u>ALLEGATIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Make sure there are procedures in place to handle allegations against staff, volunteers and other children</li> <li>√ Appoint a governor if allegations are made</li> </ul>					<ul style="list-style-type: none"> <li>√ Ensure adequate safeguarding arrangements are in place</li> <li>√ Appoint a member of staff to be the designated safeguarding lead</li> <li>√ Provide training to governors and staff</li> </ul> <p><b><u>ALLEGATIONS</u></b></p> <ul style="list-style-type: none"> <li>√ Make sure that effective support is provided for any employee facing an allegation</li> </ul>

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against the headteacher					
SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEN/D)					
<u>SEN/D</u> ✓ Approve the SEN Policy ✓ Monitor the implementation and impact of the SEN Policy ** ✓ Appoint a Link Governor for SEN/D  <u>ACCESSIBILITY</u> ✓ Approve the Accessibility Plan ✓ Monitor the implementation and impact of the Accessibility Plan **		<u>SEN/D</u> ✓ Monitor the effectiveness of the education provision made for any pupil who has SEN	<u>SEN/D</u> ✓ Make sure that the necessary special education provision is made for any pupil who has SEN		<u>SEN/D</u> ✓ Notify parents of SEN provision ✓ Publish SEN Policy ✓ Report to parents on the SEN policy ✓ Co-operate with the local authority in developing the local offer ✓ Make sure the school follows the statutory SEND Code of Practice ✓ Appoint a qualified teacher SENCO ✓ Create sufficient awareness and provide training to teachers

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STAFFING MATTERS					
<u>APPOINTMENTS</u> ✓ Establish a panel to appoint a headteacher or deputy headteacher ✓ Appoint a headteacher or deputy headteacher ** ✓ Dismiss the headteacher **  <u>SAFER RECRUITMENT</u> ✓ Make sure safer recruitment procedures are applied ** ✓ Monitor the single central record of recruitment checks ** ✓ Make sure that at least one person on	<u>EMPLOYMENT LAW</u> ✓ Make sure employment law and guidance is being followed  <u>STRUCTURES</u> ✓ Approve staffing structure changes ✓ Review staff structures at least once a year ✓ Review job descriptions and staff attendance at least once a year				<u>STRUCTURES</u> ✓ Implement staffing structure changes in line with agreed policies

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any appointment panel has undertaken safer recruitment training					
PAY AND APPRAISAL					
<u>APPRAISALS</u> ✓ Conduct Headteacher's appraisal ** ✓ Approve the Appraisal Policy for teachers ✓ Determine the appraisal period that applies to teachers ✓ Ensure teachers' appraisals have been carried out **  <u>PAY</u> ✓ Approve the Teacher Pay Policy ✓ Approve the Headteacher's pay **	<u>PAY</u> ✓ Approve the Support Staff Pay Policy ✓ Recommend Teacher Pay Policy to Full Governing Body for approval				<u>APPRAISALS</u> ✓ Ensure appraisals are carried out for all staff  <u>PAY</u> ✓ Make recommendations on teachers' pay ✓ Approve pay recommendations for support staff

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√ Approve teachers' pay **					

\*\* Delegated to either Link Governor or Special Committee

\* Agreed sub-groups of pupils

- More Able (to include G&T and HPA)
- SEN/D (to include EHCP and K)
- EAL
- LAC
- Disadvantaged (Pupil Premium)