



PROSPECT SCHOOL ACADEMY TRUST
FULL GOVERNING BODY AND STANDING COMMITTEES
TERMS OF REFERENCE AND SCHEME OF DELEGATION 2020/21

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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 chair has delegated authority to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

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 governors are eligible for election as chairman or vice-chairman, providing they are able to challenge the headteacher or other senior staff effectively.

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. The role of Members

7.1. Structure

The Members of the Academy Trust shall be:

- a. the chairman of the Governors
- b. the vice-chairman of the Governors
- c. the Principal
- d. the chair of finance
- e. 1 person appointed by the Secretary of State (if used)
- f. any person appointed unanimously in writing by the Members

The Trust must have at least three members, with a strong preference to have at least five members.

7.2. Remit

Members

- are the subscribers to the memorandum of association (where they are founding members)
- may amend the articles of association subject to any restrictions created by the funding agreement or charity law
- may, by special resolution, appoint new members or remove existing members other than, where there is one, the foundation/sponsor body and any members it has appointed
- have powers to appoint trustees as set out in the trust's articles of association and powers under the Companies Act 2006 to remove trustees
- may, by special resolution, issue direction to the trustees to take a specific action
- appoint the trust's external auditors and receive (but do not sign) the audited annual report and accounts (subject to the Companies Act)
- have power to change the company's name and, ultimately, wind it up

7.3. Proceedings

The Trust will hold an annual general meeting each year and not more than 15 months shall elapse between the date of one annual general meeting to the next.

The Chair of Governors shall preside as chairman at any meeting of member or where absent another member thus nominated.

Two persons entitled to vote, each being either a Member or a proxy for a Member, shall constitute a quorum.

Ordinary resolutions whether written or at a meeting require 51% approval to be passed.

Special resolutions whether written or at a meeting require 75% approval to be passed.

8. Scheme of Delegation

8.1. Functions

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

Chairs and Vice-Chairs to be elected in the Autumn Term; table currently show chairs and vice-chairs for 2019/20

Members	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: 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						
<u>ACADEMY STATUS</u> √ Approve change to status following DfE approval √ Approve changes to Articles of Association	<u>ACADEMY STATUS</u> √ Make strategic decisions pertaining to the School's Single Academy Status √ Receive regular progress reports from the Headteacher <u>SCHOOL DEVELOPMENT &</u>	<u>SCHOOL DEVELOPMENT & IMPROVEMENT PLAN (SIDP)</u> √ Ensure the School budget supports the implementation of the SIDP	<u>SCHOOL DEVELOPMENT & IMPROVEMENT PLAN (SIDP)</u> √ Provide challenge and oversight to the SIDP and in particular how it supports the achievement of the agreed sub-groups of pupils * √ Review implementation	<u>SCHOOL DEVELOPMENT & IMPROVEMENT PLAN (SIDP)</u> √ 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 *	<u>SCHOOL DEVELOPMENT & IMPROVEMENT PLAN (SIDP)</u> √ Provide challenge and oversight to the School Improvement and Development Plan and in particular how it supports the desired behaviours in all	<u>ACADEMY STATUS</u> √ Manage any application process √ Set up consultation when required √ Keep the FGB informed of progress

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p><u>IMPROVEMENT PLAN (SIDP)</u></p> <ul style="list-style-type: none"> √ Contribute to any governance objectives in the SIDP √ Approve the SIDP √ Agree how progress will be measured √ Set objectives for the governing board linked to the SIDP √ Receive regular progress reports from Headteacher √ Receive annual reports from committees √ Review overall implementation of the SIDP <p><u>EXTERNAL EVALUATIONS</u></p>		<p>of SIDP and report to Full Governing Board</p>	<ul style="list-style-type: none"> √ Review implementation of SIDP and report to Full Governing Board 	<p>students and for the agreed sub-groups of pupils *</p> <ul style="list-style-type: none"> √ Review implementation of SIDP and report to Full Governing Board <p><u>STAKEHOLDER ENGAGEMENT</u></p> <ul style="list-style-type: none"> √ Provide assurance that mechanisms are in place to engage meaningfully with all parents, carers and the local community 	<p><u>SCHOOL DEVELOPMENT & IMPROVEMENT PLAN (SIDP)</u></p> <ul style="list-style-type: none"> √ Draw up the SIDP taking into consideration any relevant feedback eg Ofsted √ Implement the SIDP √ Provide regular updates to the governing body <p><u>EXTERNAL EVALUATIONS</u></p> <ul style="list-style-type: none"> √ Provide regular updates to the governing body √ Proactively take steps to ensure governing board preparedness where involvement in evaluations is required

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Receive regular reports from Headteacher √ Participate in external evaluations when required 					
ADMISSIONS						
	<p><u>ADMISSIONS</u></p> <ul style="list-style-type: none"> √ Approve the School's Admissions Policy √ Establish an independent appeals panel when required <p><u>ATTENDANCE</u></p> <ul style="list-style-type: none"> √ Receive regular reports from the Headteacher on attendance 	<p><u>ADMISSIONS</u></p> <ul style="list-style-type: none"> √ Review net capacity of the school 				<p><u>ADMISSIONS</u></p> <ul style="list-style-type: none"> √ Maintain the Schools' admission register √ Consult on the School's Admissions Policy when required √ Published the proposed admissions arrangement by 28 February each year <p><u>ATTENDANCE</u></p> <ul style="list-style-type: none"> √ Maintain the Schools'

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
						attendance register √ Provide regular updates to the Full Governing Body
BEHAVIOUR						
	<p><u>BEHAVIOUR</u></p> <ul style="list-style-type: none"> √ Approve Behaviour for Learning Policy √ Receive regular reports from Headteacher <p><u>EXCLUSIONS</u></p> <ul style="list-style-type: none"> √ Receive regular reports from the Headteacher √ Arrange an independent review panel to consider permanent exclusions, where requested by parents 				<p><u>BEHAVIOUR</u></p> <ul style="list-style-type: none"> √ Monitor implementation and impact of Behaviour for Learning Policy ** <p><u>EXCLUSIONS</u></p> <ul style="list-style-type: none"> √ Review pupil exclusions for the year √ Convene a meeting to consider reinstating an excluded pupil when required <p><u>ANTI-BULLYING</u></p>	<p><u>BEHAVIOUR</u></p> <ul style="list-style-type: none"> √ Provide regular updates to Full Governing Body <p><u>EXCLUSIONS</u></p> <ul style="list-style-type: none"> √ Arrange for suitable full-time education for excluded pupils where required √ Provide regular updates to Full Governing Body

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
					<ul style="list-style-type: none"> √ Approve Anti-bullying Strategy √ Monitor implementation and impact of Anti-Bullying Strategy ** 	
CURRICULUM						
	<p><u>CURRICULUM</u></p> <ul style="list-style-type: none"> √ (from Sep 2020) Approve Relationships and Sex Education (RSE) Policy <p><u>ACHIEVEMENT</u></p> <ul style="list-style-type: none"> √ Critically evaluate exam results at the start of each academic year 		<p><u>CURRICULUM</u></p> <ul style="list-style-type: none"> √ Set pupil performance targets for the usual academic groups and addition the agreed sub-groups of pupils ** <p><u>ACHIEVEMENT</u></p> <ul style="list-style-type: none"> √ Consider annual report on unvalidated data (ASP Report) √ Review pupil progress and attainment overall 	<p><u>CURRICULUM</u></p> <ul style="list-style-type: none"> √ 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 		<p><u>CURRICULUM</u></p> <ul style="list-style-type: none"> √ Publish prospectus information on the school's website √ Make sure the school teaches a broad and balanced curriculum to the age of 16 <p><u>CAREERS</u></p> <ul style="list-style-type: none"> √ Make sure all pupils at the school are provided with independent

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
			and for 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 ✓ Make sure there's an opportunity for a range of education and training providers to access all pupils in years 8 to 13		careers guidance from year 8 to year 13 subject to funding agreement
FINANCE AND BUDGETS						
<u>APPOINTMENTS</u> ✓ Appoint external auditors	<u>APPOINTMENTS</u> ✓ Designate in writing the Headteacher as the accounting	<u>APPOINTMENTS</u> ✓ Appoint a chief financial officer (Business	<u>PUPIL PREMIUM</u> ✓ Monitor implementation and impact of Pupil Premium **			<u>MANAGEMENT ACCOUNTS</u> ✓ Make day-to-day spending decisions

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
<p><u>MANAGEMENT ACCOUNTS</u></p> <ul style="list-style-type: none"> √ Receive the Annual Report and Finance Statement 	<p>officer for the trust</p> <p><u>MANAGEMENT ACCOUNTS</u></p> <ul style="list-style-type: none"> √ Approve a balanced budget each financial year √ Approve budget forecast surplus / deficit changes in excess of £100,000. √ Approve 3-year budget √ Prepare Governance Statement for Annual Accounts √ Approve the Annual Report and Finance Statement <p><u>PUPIL PREMIUM</u></p>	<p>Manager) for the trust</p> <p><u>MANAGEMENT ACCOUNTS</u></p> <ul style="list-style-type: none"> √ Review draft budget and recommend to Full Governing Body √ Monitor budgets √ Approve budget forecast surplus / deficit changes up to £100,000. √ Recommend budget forecast surplus / deficit changes in excess of £100,000 to FGB for approval √ Review 3-year budget and recommend to Full Governing Body √ Participate in annual accounts 	<ul style="list-style-type: none"> √ Monitor implementation and impact of Year 7 literacy and numeracy catch-up funding 			<ul style="list-style-type: none"> √ Ensure School maximise funding opportunities √ Submit budget information to the ESFA as required √ Share monthly accounts with F&R Committee and FGB Chair √ Prepare Annual Report and Finance Statements √ Submit audited accounts and auditor's regularity assessment report to ESFA by 31 December √ Post audited accounts on website √ Send audited account to the Charity

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Approve statement on use of Pupil Premium <p><u>AUDIT</u></p> <ul style="list-style-type: none"> √ Establish a committee with an audit function √ Recommend a registered statutory auditor to Members for approval √ Refer transactions to the ESFA as required <p><u>RISK MANAGEMENT</u></p> <ul style="list-style-type: none"> √ Maintain close oversight of the School's risk register √ Approve the Rainbow Plan <p><u>WHISTLEBLOWING</u></p>	<ul style="list-style-type: none"> consolidation exercises √ Review and recommend Annual Report and Finance Statement to Full Governing Body √ Review Benchmarking Data at least once a year <p><u>AUDIT</u></p> <ul style="list-style-type: none"> √ Recommend a registered statutory auditor to the Full Governing Body √ Agree a programme of work annually to deliver internal scrutiny that provides coverage across the year 				<p>Commission by 31 January</p> <p><u>PUPIL PREMIUM</u></p> <ul style="list-style-type: none"> √ Issue statement on use of Pupil Premium <p><u>ASSET MANAGEMENT</u></p> <ul style="list-style-type: none"> √ Maintain Asset Management Plan <p><u>WHISTLEBLOWING</u></p> <ul style="list-style-type: none"> √ Appoint at least 1 member of staff who staff can report concerns to √ Make sure all staff understand procedures, protection and covered wrongdoing

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Approve Whistleblowing Policy √ Appoint at least 1 trustee who staff can report concerns to 	<p><u>RISK MANAGEMENT</u></p> <ul style="list-style-type: none"> √ Make sure that the trust has adequate insurance cover <p><u>ASSET MANAGEMENT</u></p> <ul style="list-style-type: none"> √ Approve Asset Management Plan √ Monitor implementation and impact of Asset Management Plan <p><u>WHISTLEBLOWING</u></p> <ul style="list-style-type: none"> √ Monitor implementation and impact of Whistleblowing Policy 				
GOVERNING BODY PROCEDURES						
<u>APPOINTMENTS</u>	<u>APPOINTMENTS</u>	<u>APPOINTMENTS</u>	<u>APPOINTMENTS</u>	<u>APPOINTMENTS</u>	<u>APPOINTMENTS</u>	<u>CONSTITUTION</u>
√ Appoint Trust Governors		√ Appoint or elect chair and vice-	√ Appoint or elect chair and vice-	√ Appoint or elect chair and vice-	√ Appoint or elect chair and vice-	

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Appoint or elect a chair and vice-chair √ Appoint the clerk √ Appoint Link Governors √ Appoint or elect a chair and vice-chair for each committee √ Appoint members to each committee √ Appoint co-opted governors √ Run elections for staff governors √ Run elections for parent governors <p style="text-align: center;"><u>CONSTITUTION</u></p> <ul style="list-style-type: none"> √ Approve terms of reference and scheme of delegation 	<p>chair where not appointed by Full Governing Body</p> <p style="text-align: center;"><u>CONSTITUTION</u></p> <ul style="list-style-type: none"> √ Recommend the Financial Scheme of Delegation to the Full Governing Body for approval √ Review and formally accept terms of reference and scheme of delegation <p style="text-align: center;"><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Hold at least three meetings a year √ Approve the annual work plan <p style="text-align: center;"><u>COMPLIANCE</u></p>	<p>chair where not appointed by Full Governing Body</p> <p style="text-align: center;"><u>CONSTITUTION</u></p> <ul style="list-style-type: none"> √ Review and formally accept terms of reference and scheme of delegation <p style="text-align: center;"><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Hold at least three meetings a year √ Approve the annual work plan <p style="text-align: center;"><u>POLICIES</u></p> <ul style="list-style-type: none"> √ Maintain the policy scheduler √ Approve policies assigned to the committee (section 7.2) 	<p>chair where not appointed by Full Governing Body</p> <p style="text-align: center;"><u>CONSTITUTION</u></p> <ul style="list-style-type: none"> √ Review and formally accept terms of reference and scheme of delegation <p style="text-align: center;"><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Hold at least three meetings a year √ Approve the annual work plan <p style="text-align: center;"><u>POLICIES</u></p> <ul style="list-style-type: none"> √ Maintain the policy scheduler √ Approve policies assigned to the committee (section 7.2) 	<p>chair where not appointed by Full Governing Body</p> <p style="text-align: center;"><u>CONSTITUTION</u></p> <ul style="list-style-type: none"> √ Review and formally accept terms of reference and scheme of delegation <p style="text-align: center;"><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Hold at least three meetings a year √ Approve the annual work plan <p style="text-align: center;"><u>POLICIES</u></p> <ul style="list-style-type: none"> √ Maintain the policy scheduler √ Approve policies assigned to the committee (section 7.2) 	<ul style="list-style-type: none"> √ Draw up Financial Scheme of Delegation √ Publish scheme of delegation <p style="text-align: center;"><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Publish the annual schedule of meetings <p style="text-align: center;"><u>COMPLIANCE</u></p> <ul style="list-style-type: none"> √ Publish annual attendance register √ Publish register of interests on website √ Maintain DfE register √ Publish register of members and trustees' terms of office √ Make sure the School complies

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Approve the Financial Scheme of Delegation √ Approve terms of reference for committees √ Approve terms of reference for Link Governors <p><u>PLANNING</u></p> <ul style="list-style-type: none"> √ Hold at least three meetings a year √ Approve the annual meeting schedule √ Approve the annual work plan <p><u>COMPLIANCE</u></p> <ul style="list-style-type: none"> √ Maintain Statutory Book √ Maintain Companies House register 	<ul style="list-style-type: none"> √ Make sure the School complies with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 <p><u>POLICIES</u></p> <ul style="list-style-type: none"> √ Maintain the policy scheduler √ Approve policies assigned to the committee (section 7.2) √ Monitor implementation and impact of policies assigned to the committee (section 7.2) 	<ul style="list-style-type: none"> √ Monitor implementation and impact of policies assigned to the committee (section 7.2) <p><u>MONITORING</u></p> <ul style="list-style-type: none"> √ Consider reports from Link Governors 	<ul style="list-style-type: none"> √ Monitor implementation and impact of policies assigned to the committee (section 7.2) <p><u>MONITORING</u></p> <ul style="list-style-type: none"> √ Consider reports from Link Governors 	<ul style="list-style-type: none"> √ Monitor implementation and impact of policies assigned to the committee (section 7.2) <p><u>MONITORING</u></p> <ul style="list-style-type: none"> √ Consider reports from Link Governors 	<p>with the Academies Financial Handbook</p> <p><u>GOVERNOR DATA</u></p> <ul style="list-style-type: none"> √ Publish governor biographies <p><u>POLICIES</u></p> <ul style="list-style-type: none"> √ Approve policies assigned to the Headteacher (section 7.2) √ Monitor implementation and impact of policies assigned to the Headteacher (section 7.2) √ Publish policies to the website and maintain the shared drive

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Maintain governor attendance register √ Sign Code of Conduct √ Sign DBS Declarations √ Maintain register of interests √ Maintain register of members and trustees' terms of office <p><u>GOVERNOR DATA</u></p> <ul style="list-style-type: none"> √ Maintain contact list for governors √ Maintain governor biographies √ Adhere to governor privacy notice <p><u>POLICIES</u></p>					

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<ul style="list-style-type: none"> √ Maintain the policy scheduler √ Check that all statutory policies and documents are in place √ Approve policies assigned to the board (section 7.2) √ Monitor implementation and impact of policies assigned to the board (section 7.2) <p><u>PROFESSIONAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> √ Conduct skills audit for all governors √ Ensure training and development plans are in place for all governors √ Ensure training and development 					

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p>plan is in place for the clerk</p> <ul style="list-style-type: none"> √ Receive reports from governor training / events √ Conduct self-review of governing board effectiveness √ Confirm support package with Reading Education Services <p><u>MONITORING</u></p> <ul style="list-style-type: none"> √ Ensure Link Governor visits are carried out √ Consider reports from Link Governors √ Receive reports on decisions made by committees 					
HEALTH AND SAFETY						

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<u>HEALTH AND SAFETY</u> ✓ Approve the Health and Safety policy	<u>HEALTH AND SAFETY</u> ✓ Monitor the implementation and impact of the Health and Safety Policy ** ✓ Make sure the school complies with the Health and Safety at Work etc. Act 1974 <u>FIRE SAFETY</u> ✓ Make sure the school complies with the Regulatory Reform (Fire Safety) Order 2005				<u>FIRST AID:</u> ✓ Appoint a person in charge of first aid
PARENTS AND THE COMMUNITY						
	<u>COMPLAINTS</u> ✓ Approve the Complaints policy ✓ Receive Reports on parental	<u>FREEDOM OF INFORMATION</u> ✓ Make sure the school complies with the Freedom				<u>COMPLAINTS</u> ✓ Publish the Complaints Policy

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p>complaints and outcomes</p> <p>√ Establish a complaints panel to consider formal complaints about the school</p>	<p>of Information Act 2000</p>				
PUPIL WELLBEING						
	<p><u>EQUALITIES</u></p> <p>√ Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty</p> <p>√ Make sure there's a staff behaviour policy or code of conduct in place</p> <p><u>LOOKED-AFTER CHILDREN</u></p> <p>√ Receive reports from the designated teacher for</p>	<p><u>SCHOOL FOOD STANDARDS</u></p> <p>√ Determine whether the school should comply with the expected School Food Standards</p>				<p><u>EQUALITIES</u></p> <p>√ Publish equality objectives and information about how it is doing this</p> <p><u>SCHOOL FOOD STANDARDS</u></p> <p>√ Ensure the provision of free school meals to those pupils meeting the criteria</p> <p><u>LOOKED-AFTER CHILDREN</u></p>

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p>looked-after children</p> <p>√ Approve appointment of designated teacher for looked-after children</p> <p><u>CHILDREN WITH MEDICAL CONDITIONS</u></p> <p>√ Approve the Supporting Children with Medical Conditions Policy</p> <p>√ Monitor the Implementation and Impact of the Supporting Children with Medical Conditions Policy</p>					<p>√ Appoint a designated teacher for looked-after children</p> <p><u>CHILDREN WITH MEDICAL CONDITIONS</u></p> <p>√ Make arrangements for supporting pupils with medical conditions</p>
SAFEGUARDING						
	<u>SAFEGUARDING</u>					<u>SAFEGUARDING</u>

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

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	allegations are made against the headteacher					
SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEN/D)						
	<p><u>SEN/D</u></p> <ul style="list-style-type: none"> √ Approve the SEN Policy & SEN Information Report √ Monitor the implementation and impact of the SEN Policy ** √ Appoint a Link Governor for SEN/D <p><u>ACCESSIBILITY</u></p> <ul style="list-style-type: none"> √ Approve the Accessibility Plan √ Monitor the implementation and impact of the Accessibility Plan ** 		<p><u>SEN/D</u></p> <ul style="list-style-type: none"> √ Monitor the effectiveness of the education provision made for any pupil who has SEN 	<p><u>SEN/D</u></p> <ul style="list-style-type: none"> √ Make sure that the necessary special education provision is made for any pupil who has SEN 		<p><u>SEN/D</u></p> <ul style="list-style-type: none"> √ Notify parents of SEN provision and provide an annual report on progress √ Publish SEN Policy & SEN Information Report √ 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

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
						provide training to teachers
STAFFING MATTERS						
	<p><u>APPOINTMENTS</u></p> <ul style="list-style-type: none"> √ Establish a panel to appoint a headteacher or deputy headteacher √ Appoint a headteacher or deputy headteacher ** √ Dismiss the headteacher ** <p><u>SAFER RECRUITMENT</u></p> <ul style="list-style-type: none"> √ Make sure safer recruitment procedures are applied ** √ Monitor the single central record of recruitment checks ** √ Make sure that at least one person 	<p><u>EMPLOYMENT LAW</u></p> <ul style="list-style-type: none"> √ Make sure employment law and guidance is being followed <p><u>STRUCTURES</u></p> <ul style="list-style-type: none"> √ Approve staffing structure changes √ Review staff structures once a year <p><u>STAFF WELLBEING</u></p> <ul style="list-style-type: none"> √ Approve the Staff Wellbeing Policy 				<p><u>STRUCTURES</u></p> <ul style="list-style-type: none"> √ Implement staffing structure changes in line with agreed policies √ Manage staff absence and report any concerns to governors <p><u>EMPLOYMENT LAW</u></p> <ul style="list-style-type: none"> √ Make sure employment law and guidance is being followed

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p>on any appointment panel has undertaken safer recruitment training</p> <p><u>EMPLOYMENT LAW</u></p> <p>√ Make sure employment law and guidance is being followed</p>					
PAY AND APPRAISAL						
	<p><u>APPRAISALS</u></p> <p>√ Conduct Headteacher's appraisal **</p> <p>√ Approve the Appraisal Policy for teachers</p> <p>√ Determine the appraisal period that applies to teachers</p> <p>√ Ensure teachers' appraisals have</p>	<p><u>PAY</u></p> <p>√ Approve the Support Staff Pay Policy</p> <p>√ Recommend Teacher Pay Policy to Full Governing Body for approval</p>				<p><u>APPRAISALS</u></p> <p>√ Ensure appraisals are carried out for all staff</p> <p><u>PAY</u></p> <p>√ Make recommendations on teachers' pay</p> <p>√ Approve pay recommendations for support staff</p>

Members	Full Governing Body	Finance and Resource Committee	Progress and Outcomes Committee	Teaching and Learning, Curriculum Committee	Culture and Character Committee	Headteacher
	<p>been carried out **</p> <p>PAY</p> <p>√ Approve the Teacher Pay Policy</p> <p>√ Approve the Headteacher's pay **</p> <p>√ Approve teachers' pay **</p>					

** Delegated to either Link Governor of Special Committee

*Student Groups

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