

## Roles and Responsibilities of the Governing Body and Headteacher - December 2017

### School Governing Body

- Setting a legal budget and management of it within the terms of the LMS scheme (incorporating the Council's financial standing orders and regulation) to achieve the aims and objectives, which it has agreed and incorporated within the school development plan.
- Establishment of a framework within the School Government Regulations for the delegation of any part of the budget management to committees and staff.
- Establishment of limits of delegation to its committees and staff and reporting/monitoring procedures.
- Establishment of regulation for tendering of contracts and commitment to expenditure.

### Headteacher

- Advising the governing body on the establishment of its policies, and on all budgetary aspects.
- Day to day operation of the budget and financial responsibilities delegated to him/her by the governing body. This delegation must be in accordance with a framework established by the governing body and within the county council's financial standing orders and regulations.
- Reporting to the governing body regarding performance and activities of the school.

### Committee Structure

" The Department for Education and the Office for Standards in Education recommend that the management frame work of Governing bodies should include terms of reference and delegated powers of any committees of the governing body ".

Code of Practice - Financial  
Management in Schools  
Cheshire West and Chester Council (CWAC)

### Establishing Committees

- At least two-thirds of the governing body must be present when committees are appointed and terms of reference determined. The terms of reference of committees should be clear.
- The names of governors appointed to serve on committees must be recorded in the minutes.
- No one who is employed in any capacity at the school is eligible to become the Chairman or Vice-Chairman of the governing body or any of its committees.

### Membership of committees *Committees must comprise at least three members.*

- The Headteacher is entitled to attend all committee meetings and be a member of committees except in such circumstances where the regulations require withdrawal (1989 Regulations 26.8 (8)). The Headteacher would not normally be a member of any disciplinary or grievance committee but may be required to attend to give advice or evidence as the investigating officer.

- Similarly, a committee dealing with representations in connection with the exclusion of a pupil must have no fewer than three members, none of whom should be the Headteacher.
- Committees may include persons who are not members of the governing body but such persons are not entitled to vote.

The committee structure is reviewed annually at the Autumn Term meeting  
Appeals and Grievance sub committees are drawn as and when necessary.

### Governors

#### Annual Task List

The following table describes actions required of governors during the school year (not exhaustive).

Key Tasks General			
Not term related	Tasks	Action/Committee	Month
	Agree dates	Autumn term meeting	September
	Review policies on a regular basis	Appropriate committee	TBA
	Prepare for OfSTED	All governors	N/A
	Arrange induction for new governors	Training Subcommittee	As needed

Key Tasks			
Autumn	Tasks	Action/committee	Month
	Elect Chair and vice Chair	FGB	November
	Identify objectives for the governing body for the year	FBB	November
	Approve SSDP	FGB	November
	Receive Headteacher's report	FGB	November
	Appoint clerk	(LA)	November
	Health and safety Review	H & S committee	Autumn term
	Agree Chairs and secretaries for each committee	FGB	November
	Review SIP ROVs	Headteacher's report	September
	Agree joint training staff/govs	FGB	November
	Review Access Plan	H & S committee	October
Statutory tasks			
<b>Autumn</b>	Decide committee structure, & membership	FGB	November
	Review terms of reference for each committee	FGB	November
	Review the delegation of functions and committee structure	FGB	November
	Review Performance management Policy	FGB	October
	Review Headteacher performance	Performance Management Panel	December 31 <sup>st</sup>
	Review the Charging policy, eg school trips Approve main trips for coming year	FGB	October
	Ratify policies approved by committees	FGB	December 31 <sup>st</sup>
	Approve Y6 Pupil targets	FGB	November
	Review SATs/test results	FGB	November
	Receive Headteacher's report		

Key Task			
Spring	Task	Committee	Month
	Review SDP	FGB	March
	Ratify policies approved by committees	FGB	February
	Receive Headteacher's report	FGB	March
	Receive committee reports	FGB	March
	Agree H&S repair programme	H & S committee	March
	Agree building programme	H & S committee	March
Statutory tasks			
Spring	Task	Committee	Month
	Review pay policy	Finance Committee	March
	Agree draft budget	Finance Committee	March
	Ratify policies approved by committees	FGB	March
	Publish admission arrangements for following autumn	LA	January

Key Task			
Summer	Task	Committee	Month
	Review attendance	T & L Committee	June
	Review exclusions	T & L Committee	June
	Agree priorities for each committee for following year	Chairs of all committees and SMT	July
	Review classes/staffing	T & L committee	April +
	Receive Headteacher's report	FGB	July
	Ratify policies approved by committees	FGB	July
	Receive committee reports	Summer term governors meeting	July
Statutory tasks			
	Review the pay of all teachers and staff	T & L committee	July

**Governing Body Duties that *can not* be delegated:**

Those duties, which may not be delegated under the provisions of the Education (School Government) Regulations 1989, are as follow:

- holding a termly meeting
- co-opting or appointing persons to the governing body
- electing a chairman and vice-chairman
- considering the Local Authority's curriculum policy
- ensuring the National Curriculum is implemented
- deciding the Sex Education Policy
- ensuring that Religious Education and daily collective worship are provided
- deciding the policy on charging and remissions
- agreeing any general principles for pupil discipline
- taking action as required or permitted by law on matters relating to admissions
- deciding any changes in the times of school session
- appointing the Headteacher or Deputy Headteacher
- deciding to apply for grant maintained status
- deciding a whole school pay policy
- setting English and Maths targets
- ensuring the appointment of English and Maths link governors

Although the above list of functions cannot be delegated to a committee or an individual, this does not prevent the governing body from setting up a working party or asking an existing committee to research an issue and to make formal recommendations to the full governing body.

#### **Procedures for committees:**

1. Date for committees should be agreed for the full year.
2. Committees should be convened by an agenda with at least seven clear working days notice given of the meeting unless there is urgent business.
3. There is no requirement that the Clerk should attend committee meetings or send out the agenda. However, minutes must be taken and a copy distributed to all members of the governing body either by forwarding a copy direct to the Clerk for the inclusion with the agenda for the termly meeting, or for circulation with the Headteacher's report.
4. As with the minutes of the governors' meetings, minutes of committees should have a Part Two section dealing with confidential matters that should be identified and recorded separately. Regulation 24 of the 1989 Regulation defines part two regulations as:
  - matters relating to a named teacher or other person employed at or proposed to be employed at the school
  - a named pupil or candidate for admission to the school
  - any matter which, by reason of its nature, the governing body/committee is satisfied should be dealt with on a confidential basis
5. The names of all persons attending meetings of committees should be recorded in the minutes.
6. The Chairman has the casting vote.
7. Decisions of committees must be reported to the next meeting of the full governing body which remains responsible for all the decisions taken by committees and can withdraw delegated powers at any time.
8. The governing body may abolish any committee or withdraw its powers.

#### **Chairperson's Actions:**

*The chairperson, or, if not available, the Vice-Chair, has power to discharge any of the governing body's functions in circumstances where any delay would be seriously detrimental to the school.*

#### **Finance Committee**

##### **Terms of Reference**

1. To plan and present the school budget to the Governing Body having regard to the needs of the School Development Plan.
2. To monitor all financial information/reports provided by the LA and to report, as appropriate, to the Governing Body.
3. To consider the spending plans of other committees and report back and advise the Governing Body.
4. To delegate to the Headteacher the day to day management of the approved budget, within agreed authorisation limits \* see appendix (1).
5. To consider requests for supplementary expenditure and virements and make appropriate recommendations to the Governing Body.
6. To ensure the requirement for public and non-public funds to be audited annually and to respond and act upon advice given.
7. To provide advice to the Governing Body and Headteacher in all financial matters.
8. To consider and act upon matters not covered by other committees.
9. To review financial policy including consideration of long term planning and resourcing in accordance with the school development plan.
10. To monitor the income and expenditure of all public funds and report the financial situation to the Governors each terms.
11. To ensure an annual review of the school asset plan has been carried out in line with DfES requirements.
12. To update pertinent policies for ratification by the FGB.

## Teaching and Learning/Personnel Committee

### Membership

It is advisable that the Headteacher be a member of this committee except when it is considering her pay, staff disciplinary matters or grievance.

### Aims

To provide a secure well managed environment for employees which provides for:

- Equal opportunities
- Equal access to information
- Training opportunities
- Professional development
- Clear strategies, policies to deal with grievances, capability, discipline and absence
- Promotional opportunities
- Management opportunities
- Personnel policies compliant with DDA legislation
- Appointments
- Staff internal movement
- Staff performance

To consider the schools performance by:

- Understanding of pupil performance and target setting (RAISE/Target Tracker)
- Development and review of pertinent policies.
- Supporting the school to move towards it's vision.
- To support the school moving towards meeting OFSTED actions.

### Terms of Reference

1. To make recommendations to the full governing body regarding Performance Management policy.
2. To review relevant policies according to the policy review schedule.
3. To set up a subgroup to consult with external advisers on agreeing the Headteacher's performance management.
4. To ensure the legal requirements for NQT induction are in place and to ensure all NQTs have their entitlement to 10% non-contact time.
5. To hear and consider and to make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with procedures adopted. (CWAC Personnel Handbook).
6. To draft and review when appropriate, in consultation with staff, criteria for redundancy for the approval of the Governing body.
7. To draft a whole school pay policy covering all staff for the approval of the Governing Body and apply the policy annually.
8. To assess teacher's salaries as required by the Pay and Conditions document and make arrangements to inform staff of the outcome.
9. To review the salaries of the Head and Deputy Head and the pay and conditions of all non-teaching staff.
10. To consult with the finance subcommittee with reference to the impact of personnel decisions on the school budget.
11. To carry out a review of the staffing establishment whenever there is a vacancy and at least once a year in relation to the staffing element of the school development plan.
12. To take responsibility for staff appointments. The Education (School Government) 1989 regulation 25 requires the whole governing body to be involved in confirming the appointment of the Headteacher and Deputy Headteacher. **The law no longer requires governors to take a role in appointments other than those of the Headteacher and Deputy Head teacher. However, the governors at The Arches Community Primary School wish to continue to have governor involvement in all appropriate appointments.**
13. Staff appointments for Main Scale teachers will be made by an appointments panel, agreed by the Chairman, calling on governors as available following CWAC appointments procedure.
14. To carry out the responsibilities of the governing body with regard to all curriculum issues.

15. To carry out reviews concerning school exclusions.
16. To consider complaints made in respect of the curriculum and Collective Act of Worship under the LAs procedure as required by Section 23 of the Education Reform Act, and to involve the full governing body as appropriate.
17. To ensure that the legal requirements for children with special needs are met.
18. To ensure that the school fulfils its legal requirement to publish information about school performance.
19. To present to school governors proposed targets for Literacy and Numeracy for full governing body approval.
20. To ensure a governor is nominated for core subjects, SEN and child protection.
21. To ensure the governing body is fully informed of any new legal requirements required of schools and to ensure the necessary curriculum requirements are in place and approved by the full governing body.
22. To secure appropriate funding for training for all staff.
23. To act as pupil disciplinary committee.

**The governing body of The Arches Community Primary School has formally agreed to adopt the LA procedure for disciplinary, capability, grievance and staff conduct procedure. Three named governors are nominated each year to deal with these procedures should the need arise. The nominated governors will not be governors who are members of the appointments or personnel subcommittee.**

### **Health & Safety Committee**

#### **Terms of Reference**

1. To determine the use of the school premises and grounds outside school sessions.
2. To advise the governing body with regard to the lettings and charging policy.
3. To ensure any decisions with regard to Charging are taken at full governing body level.
4. To maintain the school premises and grounds with reference to the finance subcommittee.
5. To encourage the community use of the school premises and grounds.
6. To inspect the school premises on an annual basis and prepare a planned, costed statement of premises related priorities.
7. To set Health and Safety issues as top priorities for funding.
8. To ensure the responsibilities of the governing body under the Environmental protection Act are met.
9. To ensure the governing bodies responsibilities under the Health and Safety regulations are met.
10. To advise the governing body on environmental issues to ensure the school is acting as a responsible institution in it duty to conserve energy, materials and with regard to the local community.
11. To refresh or compose policies indicted for this committee's attention in the policy schedule.
12. Complete health and safety audits and fire risk assessments.
13. To establish and keep under review the school's accessibility plan.

### **Grievance and Disciplinary/HT PM committee**

#### **Terms of reference**

1. To carry out the governor's responsibility in these areas in compliance with LA policy as agreed by the full governing body.
2. To ensure membership is in compliance with LA requirements and the governing body personnel subcommittee's terms of reference.

### **Enhanced Provision:**

#### **Terms of reference**

1. SEND Policy
2. Information relating to SEN provision published on the school website
3. Supporting Pupils at School with Medical Conditions Policy
4. Education of Children in Care Policy
5. Behaviour for learning Policy and Behaviour Principles
6. Child Protection Policy
7. Safeguarding Audit

8. Exclusion procedures
9. Self harm
10. Domestic abuse
11. To ensure that the requirements of children with Special Educational Needs and Disabilities are being met by developing a SEND Policy, including provision for gifted and talented children to recommend to the full governing body. Highlight any resourcing / staffing issues to the Resources committee.
12. Monitor the implementation and effectiveness of the agreed SEND policy and report to full governing body. Ensure relevant information relating to SEN is published on the school website (SIR)
13. To ensure the needs of all pupils are met ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups.
14. Ensure the governors involved with SEND monitoring have current valid training to support their role.
15. To ensure that the school meets the statutory requirements relating to equality legislation including providing information (or an agreed policy) on the school website to comply with the Public Sector Equality Duty.
16. To ensure the governing body meets their statutory duty to be involved in the formulation of the 'Local Offer' with the Local Authority. (The LA has a legal duty to involve parents, children and young people in the development of the local offer, i.e. what can be expected for all children and young people with SEND.)
17. To review and agree, with all staff annually, the Behaviour for learning Policy and Behaviour Principles. Ensure the Policy and relevant information is published on the school website and there is continuity of application throughout the school.
18. To review and agree the Child Protection Policy (including Cyber Bullying and e-safety strategies) on an annual basis. Monitor and evaluate implementation of the policy and report any concerns/ areas for improvement to the full governing body.

**2017-2018 Committees and nominated governors:**

The following committee structure was approved and dates agreed for the rest of the academic year

Teaching & Learning	Finance	Health & Safety
Carol Lewis-Jones Tina Upton Sam Keay Ceri Moffatt Michelle Ashfield	Carol Lewis-Jones Alan Tushingham Sam Keay Michelle Ashfield Esther Lightfoot (Associate) Rev Tina Upton	Sam Stephenson Michelle Ashfield Chris Sadler (SMO) June Middleton
HT PM Panel	Enhanced Provision	
Carol Lewis-Jones Tina Upton Alan Tushingham	Carol Lewis-Jones June Middleton Kerry Bowie Sally-Ann Johnson Rebecca Challinor (Associate)	

**Governor responsibilities are as follows:**

C Lewis-Jones	Creative Curriculum; MFL; Maths; PE
A Tushingham	EYFS
S Keay	English
T Upton	ICT; RE; Collective Worship; SMSC
J Middleton	SEN, Health and Safety
S Stephenson	Health & Safety; Nurture
S Johnson	Science