

**PRESTON & WINGHAM PRIMARY SCHOOLS FEDERATION**

**Terms of Reference and Standing Orders**

**(Circle Model – Whole Governing Body)**

**The Governing Body will operate at all times in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation, and will review these Standing Orders at least annually.**

**In addition to the requirements set out in legislation, the following procedures will apply to the operation of the Governing Body.**

**These documents were agreed by the Governing Body at their meeting held on**

**Date 12 October 2015**

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### Circle Model – Whole Governing Body Approach

#### Outline

The Governing Body works as a 'whole team', meeting 4 times per year, spread evenly across the year, without any separate committees. An agenda for each meeting will include all the tasks which the governing body is required to consider, and the governing body will 'commission' assignments or activities arising from the business of the meeting, which will be recorded in the minutes. This will include a minimum of two governor visits per governor per year.

In addition to 'commissioning' activities or actions on their behalf, the governing body may wish to delegate monitoring activities to 'monitoring pairs' or 'individuals'. This could apply to statutory functions, and/or the priorities of the School Plan.

In each case where a function has been delegated there is a statutory duty to report any action or decision to the governing body at the next meeting.

1. Terms of Reference - Governing Body
2. Terms of Reference - Clerk to the Governing Body
3. Terms of Reference - Headteacher
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5. Terms of Reference - Monitoring the School Budget
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8. Standing Order - Governing Body Meetings
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## Preston & Wingham Primary Schools Federation

### Terms of Reference for the Governing Body

The Governing Body has resolved to conduct all its business as a full governing body, and to work without committees.

#### Delegation

The attached Standing Order 'Delegation of Functions to Headteacher' outlines those responsibilities wholly delegated to the Executive Headteacher. Monitoring activities against the priorities of the School Plan will be 'commissioned' at meetings or carried out by pairs or individual governors in accordance with the terms of reference following

The main responsibilities to be managed by the governing body are outlined below:

**Items in bold cannot be delegated.**

<b>Operational</b>	<ul style="list-style-type: none"><li>• <b>To draw up the Instrument of Government and any amendments thereafter</b></li><li>• <b>To review the standing order for election of the Chair and Vice Chair including the length of the term of office.</b></li><li>• <b>Elect (or remove) the Chair and Vice Chair.</b></li><li>• <b>To appoint (or dismiss) the Clerk to the Governing Body.</b></li><li>• <b>To hold at least 4 Governing Body meetings each year.</b></li><li>• <b>To appoint and remove Co-opted and any associate members.</b></li><li>• <b>To suspend a governor.</b></li><li>• <b>To decide which functions of the Governing Body will be delegated and to whom.</b></li><li>• <b>To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.</b></li><li>• <b>To review the delegation arrangements annually.</b></li><li>• To recruit new governors as vacancies arise.</li><li>• To set up a register of Governors' Business Interests.</li><li>• To approve and set up a Governors' Allowances Scheme.</li><li>• To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders.</li><li>• To delegate to the Executive Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order (attached).</li><li>• To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.</li><li>• To arrange a suitable induction process and mentoring for newly appointed or elected governors (<i>may have accompanying Standing Order</i>).</li><li>• To audit individual and collective development needs and promote appropriate training.</li><li>• To ensure the Executive Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.</li><li>• To receive reports on bullying, homophobic and racial incidents.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li><li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li><li>• To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body.</li><li>• To review regularly how the school is regarded by pupils and parents.</li></ul>

	<ul style="list-style-type: none"> <li>• To ensure the school has in place all <b>statutory policies</b> and to keep these under regular review, consulting with representative stakeholders as appropriate.</li> <li>• To approve policies on review.</li> <li>• To approve all school trips involving an overnight stay away from home.</li> <li>• To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND governor' in community, voluntary controlled, voluntary aided and foundation schools.</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the governing body complies with all other legal duties placed upon them.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• To approve the first formal budget plan each year.</li> <li>• To engage in strategic planning.</li> <li>• To agree a 3 year budget.</li> <li>• To analyse and recommend the annual budget.</li> <li>• To annually review and approve the Finance Policy and recommend levels of delegation.</li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Executive Headteacher and Head of School appointments.</li> <li>• To determine the staff complement.</li> <li>• To agree a pay policy and pay discretions.</li> <li>• To annually review the impact of and implementation of the Pay and Reward Policy.</li> <li>• To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances.</li> <li>• To dismiss the Executive Headteacher or Head of School.</li> <li>• To end the suspension of staff or Executive Headteacher.</li> <li>• To determine dismissal payments/early retirement.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure NC is taught to all pupils</li> <li>• To monitor the curriculum policy if there is one in place.</li> <li>• To establish a charging and remissions policy for activities.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish and review and approve annually the Appraisal Policy.</li> <li>• To determine the timing of the Executive Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To establish a statement of behavior principles on which the school can produce a behavior policy.</li> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see new 2007 guidance).</li> <li>• To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>• To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements.</li> <li>• To procure and maintain buildings, including a properly funded maintenance plan.</li> <li>• To seek advice from the LA, diocese or trustees, where appropriate to</li> </ul>

	<p>ensure adequate levels of buildings insurance and personal liability.</p> <ul style="list-style-type: none"> <li>• To receive annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• <b>To institute a Health &amp; Safety policy (In Kent the LA have delegated this to the HT of Community and VC schools and provided a general policy for schools to adapt)</b></li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> <li>• To receive (3x per Year) an annual Health &amp; Safety Inspection Report and agree any actions.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To consult annually before setting an Admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)*</li> <li>• To establish an Admissions policy (special schools where pupils do not have a statement) acting with LA *</li> <li>• Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the Governing Body)*</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> <li>• To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To set the time of the school sessions and the dates of school terms and holidays (except community and VC schools where this is the LA's responsibility).</li> <li>• To publish proposals to change category of school.</li> <li>• To propose to alter or discontinue voluntary, foundation or special school status.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and prospective parents informed by publishing a website for each school.</li> <li>• To adopt and review home school agreements.</li> </ul>
<b>Federations</b>	<ul style="list-style-type: none"> <li>• To consider requests from other schools to join the federation.</li> <li>• To disband the federation.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>• To decide to offer additional activities and agree what form these should take.</li> <li>• To cease providing extended services provision.</li> </ul>

## Preston & Wingham Primary Schools Federation

### Terms of Reference for Individuals or Monitoring Pairs

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

To monitor an identified target on the School Plan or a statutory function of the governing body and report to the governing body through an agreed number of visits. Other forms of communication such as telephone calls emails etc. may be substituted for a visit where appropriate. A visit does not necessarily have to take place during the time when students/pupils are in school, and could be just as effective as a meeting between governor(s) and the lead professional at the end of the day as mutually agreed.

- To meet with the lead professional within the school to gain an understanding of the scope of the target and the activities the school is conducting to achieve success.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the areas/subject.
- To monitor the progress of school activities towards the target or duty.
- To evaluate the extent of success at the end of the set timescale.

All visits to the school will be arranged with reference to the Executive Headteacher and in accordance with the Governor Visits policy.

Reports will be no more than 1 side of A4 in length (not including any data), be submitted for approval by the Executive Headteacher and/or any lead professional within the school within 2 weeks of the visit, and then be lodged with the clerk of governors for distribution as soon as possible.

In addition, a governor will be designated as the SEND and Safeguarding Governor (which includes Child Protection).

