

# Shadsworth Infant School



## Governors Handbook

2022-2023

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## Vision



### Learning, Caring and Sharing

Shadsworth Infant School aims to provide a welcoming, secure, stimulating and happy environment where children, parents, governors and staff can work together to achieve the school aims.

#### AIMS & CORE VALUES

- To ensure that all pupils are valued as individuals, encouraging personal development, self-reliance, self-respect, self-confidence and discipline whilst fostering good relationships between children, showing consideration and tolerance of each other.
- To build children's self belief.
- To facilitate each child to reach their full potential to make each day count for all.
- To provide affection, stability and a purposeful and structured experience.
- To teach children the things they really need to know and show them how to learn for themselves and with others.
- To give our children opportunities, responsibilities and trust in an environment which is stimulating and safe.
- To listen to our children, value their views and reflect and act on what they say.
- To build bridges with parents, families and communities, working in partnership with other professionals.
- To ensure our children make progress as fast as possible and achieve as much as possible.
- To put the child at the centre of everything they do, and high aspirations, expectations and achievement underpin all that we do.

Blackburn with Darwen Borough Council

### SHADSWORTH INFANT SCHOOL INSTRUMENT OF GOVERNMENT

1. The name of the school is Shadsworth Infant School.
2. The school is a community school.
3. The name of the governing body is "Shadsworth Infant School"
4. The governing body shall consist of:
  - a). 4 Parent governors
  - b). 1 LA governor
  - c). 1 Headteacher
  - d). 1 Staff governor
  - e). 8 Co-opted governors
5. Total number of governors 15
6. The term of office is 4 years
7. This instrument of government comes into effect on 1<sup>st</sup> September 2014.
8. This instrument was made by order of Blackburn with Darwen Local Authority on 1<sup>st</sup> September 2014.
9. A copy of the instrument must be supplied to every member of the governing body (and the Headteacher if not a governor).



Linda Clegg  
Director of Children's Services  
(Blackburn with Darwen Borough Council)

Date: 23/09/2104

## Governors Code of Conduct

The Governing Body of Shadsworth Infant School accepts the following principles and procedures:

### Role & Responsibilities

- We understand the purpose of the governing body and the role of the Headteacher.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the Headteacher.
- We will work in partnership with the Local Authority to satisfy our obligations to the school. This includes making a representative (usually the Chair/Vice Chair) available for termly briefings from the Director.

### Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.

## **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

## **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
- We will not reveal the details of any governing body vote.
- We will not disclose information, make commitments or engage in activities on behalf of the school using social media unless authorised to do so. (Appendix 1)

## **Conflicts of interest**

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body.

## **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

## **Online participation: Guidance for school governors**

### **Introduction**

The way people communicate is starting to change, with use of the internet increasing throughout society. Easy to use tools such as social networking sites like Facebook make it a simple task to have conversations online and for people to share information, experiences and knowledge. Of course, most of us are very used to emailing, which continues to be a common form of communication for governors. These present an incredible opportunity for school governors to communicate and collaborate more effectively – however it is one that comes with risks and governors must be aware of the implications of participating online in their official capacity.

This document sets out the considerations governors should bear in mind when using the web, to ensure risks are mitigated and opportunities achieved.

### **The opportunity**

Participating online offers a number of opportunities for school governors. For example:

- Communicating between governors: using trusted online spaces, governors can have discussion online and share information with one another between face to face meetings, increasing efficiency. Governors can also communicate with other governors in their local authority and nationally.
- Listening to what people are saying: like it or not, people will be talking about your school online, and they may be being critical. Unless you are active digitally yourself, you won't know what people are saying, nor will you be able to respond
- Engaging with parents and students: greater involvement from school stakeholders such as parents and students can be achieved by talking to them online, especially when using spaces, they already visit regularly, such as Facebook
- Promoting the work of the governors: by using digital channels to talk about the work governors are doing, more people will get to hear about and understand it
- Encouraging new people to become governors: the visibility provided by participating online means that more people will be aware of the role and inspire them to get involved themselves

By not being active online, governors cannot make the most of these opportunities.

### **The risks**

As well as an incredible opportunity, digital participation is not without risk. Some of the risks include: A governor publishes something regrettable: the ease of publishing online means it is easy to write something that brings the school into disrepute. The governor might be writing in his/her capacity as a governor or as an individual. Even as an individual, his/her actions could be criticized as bringing a school into disrepute, especially if other users know of his/her governor status. Sometimes people write comments which they would never dare say to another person's face. Also, problems have often arisen from trails of emails being copied/forwarded inappropriately, containing sensitive information, or written in an unprofessional manner

- **Confidential information is released to the public:** again, the fact that it is so easy to put information on the web means data security policy can be easily breached
- **An online discussion between some but not all members of a governing body undermines collective knowledge and responsibility:** there is a danger of a two-tier governing body resulting from online discussions that exclude those governors not online or engaged

None of these risks are a reason for governors not to be active online. However, they are risks that need to be managed, and this guidance forms a key part of that mitigation.

### Guiding principles

The guiding principles for online participation really are no different to communicating in any other medium. The seven principles of public life are a very good starting point:

- **Selflessness:** holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.
- **Integrity:** holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity:** in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.
- **Honesty:** holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** holders of public office should promote and support these principles by leadership and example.



## The role of the Governing Body

Taken from: A competency Framework for Governance DfE January 2017



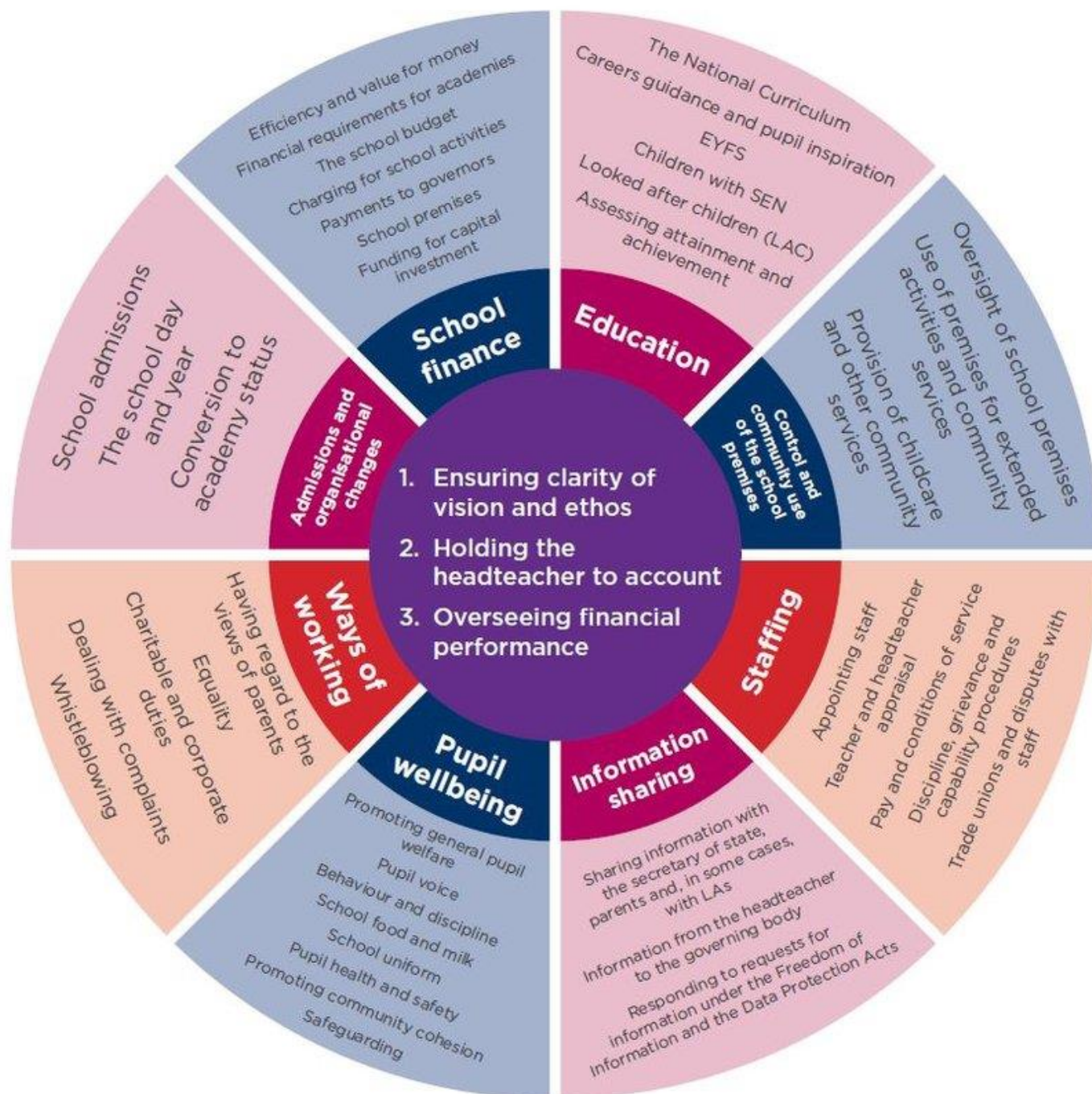
The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

## Terms of Reference:

1. To agree constitutional matters\*, including procedures where the Governing Body has discretion.
2. To recruit new members as vacancies, arise and to appoint new governors\* where appropriate.
3. To hold at least three Governing Body meetings a year\*
4. To appoint or remove the Chair and Vice Chair\*
5. To appoint or remove a Clerk to the Governing Body\*
6. To establish the committees of the Governing Body and their terms of reference\*.
7. To suspend a governor\*
8. To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
9. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
10. To approve the first formal budget plan of the financial year.
11. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
12. **To review the delegation arrangements annually\***

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

Governors' key tasks and legal responsibilities: taken from The Key



## THE GOVERNING BODY 2022-2023

The Governing Body has 15 members comprising of the Headteacher, 1 member of staff, 4 parent governors, 1 local authority governor and 8 governors who have been co-opted. The current members of the Governing Body are listed below.

Name and designation	Expiry Date	E-mail
<b>Headteacher</b>		
Gillian Crompton	-	Gillian.crompton@shadsworthinfant.blackburn.sch.uk
<b>Staff</b>		
Penny Barnes	17.12.2025	penny.barnes@shadsworthinfant.blackburn.sch.uk
<b>Parent Governors</b>		
Laura Brown	17.12.2025	littlelauralivesey@googlemail.com
Kirsty Stevens	10.9.2026	Caddick13.kf@gmail.com
Ria Pickering	10.9.2026	riajasminjackson@gmail.com
Vacant		
<b>Local Authority Governor</b>		
CLlr Jim Shorrock	14.09.2022	<a href="mailto:james.shorrock@blackburn.gov.uk">james.shorrock@blackburn.gov.uk</a>
<b>Co-opted Governors</b>		
Mr Roger Masters	14.09.2022	<a href="mailto:lynnrodger1@outlook.com">lynnrodger1@outlook.com</a>
Mrs Rosie Brunt	01.03.2025	<a href="mailto:send@shadsworthinfant.blackburn.sch.uk">send@shadsworthinfant.blackburn.sch.uk</a>
Mrs Jackie Gallagher	14.09.2022	<a href="mailto:jackie.gallagher@live.co.uk">jackie.gallagher@live.co.uk</a>
Mr Chris Mooney	30.10.2022	<a href="mailto:chris.mooney@shadsworthjunior.blackburn.sch.uk">chris.mooney@shadsworthjunior.blackburn.sch.uk</a>
Mrs Gemma West	10.09.2026	<a href="mailto:gemma.west@shadsworthjunior.blackburn.sch.uk">gemma.west@shadsworthjunior.blackburn.sch.uk</a>
Mrs Kim Stinson	14.09.2022	<a href="mailto:kim.stinson@shadsworthinfant.blackburn.sch.uk">kim.stinson@shadsworthinfant.blackburn.sch.uk</a> / <a href="mailto:kimstinson@hotmail.co.uk">kimstinson@hotmail.co.uk</a>
Mr Alan Upton	14.09.2022	<a href="mailto:upton1947@aol.com">upton1947@aol.com</a>
Dr Sheran Perera	14.09.2022	<a href="mailto:Gerrad.Perera@elht.nhs.uk">Gerrad.Perera@elht.nhs.uk</a>

## The role of the Headteacher

### Finances

- To draw up and submit to the governing body an annual budget plan for the school's funds which must conform to the LA's scheme.
- To prepare and submit to the governing body any significant proposals for revisions to the budget plan within the strategic guidelines set by the governing body.

### Staffing

- To advise the governing body on the appointment of all teachers – *except the Headteacher*
- To advise on the appointment of support staff
- To advise the governing body on the specification for a vacant teaching post
- To advise the governing body on adopting effective procedures to deal with incompetent teachers and to keep the governing body informed of the general operation of such procedures
- To advise the governing body on whether anyone employed at the school should be dismissed
- To advise the governing body on payments to be made
- To suspend staff in appropriate circumstances
- To deploy, manage and lead all teaching and support staff of the school and allocate particular duties to them
- To evaluate the standards of teaching and learning of the school and ensure that proper standards of professional performance are maintained

### Curriculum

- To determine, organise and implement an appropriate curriculum for the school
- To ensure that the National Curriculum is implemented in the school
- To advise the governing body on NC disapplication for any pupil(s)
- To draw up a curriculum policy for the school
- To implement and review the policy once every school year and suggest any necessary changes to the governing body

## Appraisal

- To draft, if requested by the governing body, a school appraisal policy within the framework set by the Appraisal Regulations
- To consult all school teachers at the school, if requested by the governing body, before drafting an appraisal policy
- To implement the school appraisal policy established by the governing body
- To appoint/act as appraisers for teachers
- To review complaints by teachers about their appraisal where the Headteacher has not been the appraiser
- To provide an annual written report on the effectiveness of the appraisal procedures to the governing body
- To set the timing of the appraisal cycle for other teachers

## Exclusions

- The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently

## Admissions

- The Headteacher will work with the local authority in determining admissions to the school.

## RE and Collective Worship

- The Headteacher shall ensure that RE is provided in accordance with the local agreed syllabus for religious education
- The Headteacher shall ensure that each pupil shall on each day take part in an act of collective worship

## School Premises

- Day to day management of the school and day to day charge of who can enter the school premises
- To advise the governing body where appropriate
- To comply with the LA's directions in community and VC schools

## The role of the chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Blackburn with Darwen Borough Council delegation requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.
- The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

***(Disqualification from the role of Chair of Governor role– the Headteacher, Staff Governors, Pupils, Staff Member)***

## The role of the Clerk to the Governing Body

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

***(Disqualification – Governors, Associate Members, the Headteacher)***

### **The role of the Chair of a Committee**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

***Disqualification – none***

### **The role of the Clerk to the committees**

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

***Disqualification – the Headteacher***



## **Governor Meetings 2022-2023**

### **Autumn Term**

School on the agenda 'Standards & Effectiveness' – Tuesday 6<sup>th</sup> September 4pm

Health & Safety & Premises – Wednesday 12<sup>th</sup> October 3pm

Business Committee – Wednesday 12<sup>th</sup> October 4pm

Teaching & Learning Committee – Wednesday 19<sup>th</sup> October 4pm

Full Governing Body – Tuesday 22<sup>nd</sup> November 4pm

### **Spring Term**

Teaching & Learning Committee – Tuesday 7<sup>th</sup> February 4pm

Health & Safety & Premises - Wednesday 22<sup>nd</sup> February 3pm

Business Committee – Wednesday 22<sup>nd</sup> February 4pm

Full Governing Body – Tuesday 21<sup>st</sup> March 4pm

### **Summer Term**

Budget Setting Meeting – Tuesday 28<sup>th</sup> March 4pm

Teaching & Learning Committee – Tuesday 9<sup>th</sup> May 4pm

Health & Safety & Premises - Wednesday 24<sup>th</sup> May 3pm

Business Committee - Wednesday 24<sup>th</sup> May 4pm

Full Governing Body - Tuesday 27<sup>th</sup> June 4pm

## Governing Body Decision Planner

### MAINTAINED GOVERNING BODY DELEGATION PLANNER

#### PURPOSE

The governing body is asked to review its decision-making planner to ensure this is up to date and that governors know where the responsibility lies for key decisions.

#### BACKGROUND

Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. Very many of the tasks can and should be delegated to individuals and committees. It is vital that the decision to delegate a task/responsibility to an individual is made by the full governing body and recorded – without such a formula, the individual/committee has no power to act.

The table below sets out the major areas of responsibility for governing bodies and who they can delegate each task to. This table appears on the Department for Education website, however very helpfully the National Governors Association (NGA) have considered this further and have indicated that whilst a task/responsibility can be delegated, it would not be good practice to do this.

**The planner shows to which level the governing body may legally delegate functions.**

#### Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

**Shaded box** Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

✗ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring, and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

There is also space for notes relevant to your governing body – for example, you should specify which committee or individual a particular task will be delegated to.

Governors will be aware that whilst decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

#### KEY ISSUES

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Budgets	To approve the first formal budget plan each financial year (and depends on your local scheme of financial delegation)	✓	✓	✗	✗	Business Committee
	To monitor monthly expenditure.	✓	✓	✗	✓	Headteacher
	To establish a charging and remissions policy	✓	✓	✗	✗	Business Committee
	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	Business Committee

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Staffing	Appoint selection panel for Headteacher	✓				
	Appoint selection panel for deputy head	✓				
	Appoint selection panel for other members of the senior leadership team	✓	x	x	x	
	Appoint other teachers	x	x	x	✓	
	Appoint non-teaching staff	x	x	x	✓	
	To put in place a pay policy	✓	✓	x		Business Committee
	To decide upon pay discretions in line with the pay policy and legal requirements.	x	✓	x		Business Committee
	Dismissal of Headteacher	x	✓	x		Disciplinary Committee
	Initial dismissal of other staff	x	x	x	✓	
	Suspending head	x	✓	✓		Disciplinary Committee
	Suspending staff (except head)	x	x	x	✓	
	Ending suspension (head)	✓	✓	✓		Disciplinary Committee
	Ending suspension (except head)	✓	✓	✓		
	Setting the overall staffing structure	✓	✓	x		Education Committee
	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	x		
	Determining dismissal payments/ early retirement	✓	✓	x		Business Committee
	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	School Business Manager
Establish and review procedures for addressing staff discipline, conduct and grievance.	✓					
Curriculum	Ensure National Curriculum (NC) taught to all pupils.	✓	✓	x	✓	Education Committee
	To consider any disapplication for pupil(s)	x	x	x	✓	
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	x	x	Education Committee
	Establish and review a sex education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children.	x	x	x	✓	

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Extended schools	To decide whether to offer additional activities and what form these should take	✓	✗	✗	✗	
	To put into place the additional services provided	✗	✗	✗	✓	
	To decide whether to stop providing additional activities.	✓	✗	✗	✗	
Performance management	To formulate and review teacher appraisal policy	✓	✓	✗		Business Committee
	To appoint the panel to carry out the appraisal of the head teacher.	✓	✓	✗		
	To carry out appraisal of other teachers.				✓	
Discipline/ exclusions	To produce a set of written principles for the school behaviour policy and present these to the Headteacher, parents, staff and students for consultation.	✓	✓			Education Committee
	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✗	✓			Education Committee
Premises & insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate.	✓	✗	✗		Business Committee
Health & safety	To ensure a health and safety policy and procedures are in place.	✓	✓			Health and Safety
	To ensure that health and safety regulations are followed	✗	✗	✗	✓	Health and Safety

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
School organisation	To publish proposals to change category of school	✓	✓			
	To decide whether to convert to academy status	✓				
	Propose to alter or discontinue voluntary foundation or foundation special school	✓	✗			
	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	✗	✗		
	To ensure that school lunch nutritional standards are met	✗	✗	✗	✓	
	To ensure provision of free meals to those pupils meeting the criteria	✗	✗	✗	✓	
	To establish a data protection policy and review it at least every two years.	✗	✓	✗	✓	Business Committee
	Maintain a register of pupil attendance	✗	✗	✗	✓	
Information for parents	Adopt and review the home-school agreement	✓	✓	✗		Education Committee
	Establish, publish and review a complaints procedure.	✓	✓	✗	✗	Education Committee
	To establish and publish a Freedom of Information scheme and ensure the school complies with it.	✓	✓	✗	✓	Business Committee
GB procedures	<b>To draw up an instrument of government and any amendments thereafter</b>	✓				
	<b>To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body</b>	✓				
	<b>To appoint and dismiss the clerk</b>	✓	✓	✗	✗	
	<b>To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations).</b>	✓				
	<b>To set up a register of governors' business interests</b>	✓	✓	✗		
	To approve and set up a governors' expenses scheme	✓				
	To consider whether or not to exercise delegation of functions to individuals or committees.	✓				
	To regulate the GB procedures (where not set out in law)	✓				

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
Federations	To consider forming a federation or joining an existing federation	✓				
	To consider requests from other schools to join the federation	✓				
	To leave a federation	✓				
Inclusion and equality	To establish and review a special educational needs (SEN) policy.	✓				Education Committee
	To establish and publish annually an 'Equality information and objectives statement', and review equality objectives every four years.	✓	✓	✗	✓	Education Committee
	To designate a "responsible person" for children with SEN in community, voluntary and foundation schools	✓	✓	✗	✓	Education Committee
	To designate a "responsible person" for looked after children in community, voluntary and foundation schools	✓	✓	✗	✓	Education Committee
	To establish an accessibility plan and review it every three years.	✓	✓	✗	✓	Business Committee
	To establish and review annually a child protection policy and relevant procedures.	✓	✓	✗	✗	Education Committee
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus.	✓	✓	✗	✓	Education Committee
	Decision to provide RE according to trust deed / specified denomination in VA schools with religious character (foundation & VC schools of religious character at request of parents).				✓	Education Committee
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting the governing body)				✓	Education Committee
	Arrangements for collective worship.		✓			Education Committee

## Membership of committees

<b>Business Committee</b>	<b>Education Committee</b>	<b>Health, Safety &amp; Premises</b>	<b>Pay Committee and Headteacher Performance Review</b>
Jackie Gallagher (Chair) Gillian Crompton Roger Masters Kim Stinson Alan Upton	Kim Stinson (Chair) Gillian Crompton Roger Masters Penny Barnes Rosie Brunt Laura Brown	Chris Mooney (Chair) Gillian Crompton Jackie Gallagher Roger Masters	Kim Stinson Roger Masters Alan Upton <b>(Disqualification - staff governors)</b>

## Designated Governors

<b>Area of Responsibility</b>	<b>Leader</b>	<b>Designated Governor</b>
Curriculum	Emma	Education Committee
English	Emma	Chris Mooney
Mathematics	Christian	Jackie Gallagher
Science	Olivia	Alan Upton
Computing	Laura	Kim Stinson
History	Emma	Roger Masters
Geography	Emma	Roger Masters
RE	Penny	Roger Masters
Music	Laura	Roger Masters
PE	Penny	Laura Brown
Art	Louise	Penny Barnes
Design Technology	Sophie	Penny Barnes
Outdoor Learning	Emma	
PSHE & School Council	Jody	Kim Stinson
More Able	Christian	Penny Barnes
SMSC	Emma	Kim Stinson
SEND	Marie	Rosie Brunt
EAL	Laura	Jackie Gallagher
Parent Partnership	Emma	Laura Brown
Assessment	SLT	Education Committee
Safeguarding/LAC	Gillian/Chris M	Jackie Gallagher
Prevent	Emma	Jackie Gallagher
Health and Safety	Gillian	Jackie Gallagher
Premises	Gillian	Premises Committee
Educational Visits	Emma	Rosie Brunt

## Designated Duties

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

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

### Disqualification

The following functions **CANNOT** be delegated to an **individual**:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

## Governors Visits to School



## Purpose for Visits

Governors are encouraged to visit school during the school day to get to know the school, build relationships with children and staff. This may be carried out in the role of class governor, subject governor or linked to a designated responsibility.

### Arranging a visit

- Arrange a convenient date/time with the Headteacher
- Ensure that the purpose of the visit is clear

### A Protocol for Governors' Visits

- Governors are in school to observe and inform themselves
- Governors will always make an appointment when they want to come into school, not just drop in
- Governors attached to a subject should arrange appointments out of class time
- Members of staff are always free to say that it is not convenient for a Governor to come in at any particular time
- Staff and children would prefer that Governors joined in lessons
- Governors should avoid intruding on the teachers' time
- Governors should refrain from talking to pupils until the teaching element of the lesson is completed
- Governors are welcome to attend departmental or staff meetings if arranged in advance with the relevant subject leader
- Governors are welcome into the staffroom
- If governors see something that worries them, they will discuss this first with the teacher and then the Headteacher

**Governing Body Record of Visit Form**  
**Shadsworth Infant School**

Name:	Date of visit:
Focus of visit agreed by the Governing Body and the Headteacher:	
Specify aspect of school (class subject etc.):	
How the visit relates to the school improvement plan:	
Key points from today's visit: Governors' observations:  Successes:  Challenges:	
Implications for strategic planning:	
What have been the benefits for you as a member of the Governing Body?	
Other observations to share with the Governing Body	
Signed:  Date:  Thank you for making the visit. Please copy this form to the Headteacher.	

## Business Committee

### Terms of Reference

#### Finance

1. In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
2. To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The pay committee will recommend that the Governing Body makes application for any additional funding available to support this process.
3. To establish and maintain an up to date 3 year financial plan.
4. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
5. To ensure that the school operates within the Financial Regulations of the County Council.
6. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
7. To annually review charges and remissions policies and expenses policies.
8. To make decisions in respect of service agreements.
9. To make decisions on expenditure following recommendations from other committees
10. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
11. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
12. In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
13. Comply with the new SFVS regulations and standards.
14. Consider and adopt pay and appraisal policies, including the criteria for pay progression and submit to Governing Body for approval.
15. Review the policy annually and submit to Governing Body for approval.

#### Staffing

1. To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
2. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
3. To oversee the appointment procedure for all staff.
4. To establish and review a Performance Management policy for all staff\*
5. To oversee the process leading to staff reductions.
6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
7. To make recommendations on personnel related expenditure to the Finance Committee.
8. To consider any appeal against a decision on pay grading or pay awards.
9. To ensure that personnel policy documents e.g. Equal Opportunities, Health and Safety are approved by the Governing Body.
10. To ensure that proper contracts of employment have been issued to all staff and to ensure that job descriptions are in place.

## Agenda Items Business Committee (Finance & Staffing)

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> <li>✓ Elect Chair</li> <li>✓ Agree terms of reference</li> <li>✓ Roles and responsibilities</li> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ Agree Financial Regulations and Internal Scheme of Delegation</li> <li>✓ Scheme for Finance in Schools</li> <li>✓ Long Term Financial Plan</li> <li>✓ Agree Best Value Statement</li> <li>✓ Monitor Budget</li> <li>✓ Virements</li> <li>✓ Disposal of assets</li> <li>✓ School Funds Audit</li> <li>✓ Staffing Issues</li> <li>✓ Pupil Premium Funding</li> <li>✓ Sports Grant Funding</li> <li>✓ Governor Training</li> </ul> <p>Policy Review: Governor Allowance Scheme Appraisal Policy Pay Policy</p>	<ul style="list-style-type: none"> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ Service Level Agreements</li> <li>✓ Cost of school meals review</li> <li>✓ Monitor Budget position</li> <li>✓ Virements</li> <li>✓ Increases to budget</li> <li>✓ Disposal of assets</li> <li>✓ Benchmarking</li> <li>✓ Budget Setting</li> <li>✓ Anticipated out turn figure</li> <li>✓ Staff Structure and Issues</li> <li>✓ Budget Plan</li> <li>✓ Benchmarking</li> <li>✓ Financial Competencies of Governors</li> </ul> <p>Policy Review: Capability Grievance Maternity Flexible Working Code of Conduct</p>	<ul style="list-style-type: none"> <li>✓ Governor Training</li> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ Outturn Figure</li> <li>✓ Monitor Budget position</li> <li>✓ Legislative changes</li> <li>✓ Outstanding SLA ISSUES</li> </ul> <p>Policy Review: Charging and Remissions Teachers Pay Whistleblowing Race and Equality Staff Handbook Staffing Structure – new academic year</p>

## Premises and Health & Safety

1. To monitor the implementation of Health & Safety Policies and safety procedures throughout the school.
2. To review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures.
3. To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
4. To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative / remedial actions.
5. To receive reports from the LA, Safety Representatives and external health and safety agencies and advise the Governors and Headteacher of any necessary preventative and / or remedial actions arising from those reports.
6. To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review / revise these as necessary.
7. To review progress on specific health and safety objectives that may have been set by the Governing Body and / or the Health and Safety Committee.
8. To assist in the regular reviews of the School Safety Policy.
9. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
10. To oversee arrangements for repairs and maintenance.
11. To make recommendations to the Finance Committee on premises-related expenditure.
12. In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
13. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
14. To establish and keep under review a Building Development Plan.
15. To establish and keep under review an Accessibility Plan and Emergency Plan.

## Agenda Items - Premises & Health & Safety

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> <li>✓ Elect Chair</li> <li>✓ Agree terms of reference</li> <li>✓ Roles and responsibilities</li> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ H &amp; S Statement of Intent</li> <li>✓ EVC- School Visits (Approval)</li> <li>✓ Educational Visits Monitoring</li> <li>✓ DDA Audit- Asset Management Plan</li> <li>✓ Proposed building works</li> <li>✓ Maintenance Update</li> <li>✓ Disposal of assets</li> <li>✓ Governor Training</li> </ul> <p>Policy Review: Health and Safety Policy Premises Management Plan</p>	<ul style="list-style-type: none"> <li>✓ Gov H &amp; S audit</li> <li>✓ Monitor Fire Risk Action Plan &amp; H &amp; S action plan</li> <li>✓ Accident Report</li> <li>✓ Health and Safety issues</li> <li>✓ Educational Visits Monitoring</li> <li>✓ Accident reporting</li> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ Budget Plan</li> <li>✓ Outstanding SLA ISSUES</li> <li>✓ Benchmarking</li> <li>✓ Financial Competencies of Governors</li> <li>✓ Emergency Plan review</li> <li>✓ Governor training</li> </ul> <p>Policy Review: EVC Policy Supporting Children with Medical Needs Medicines Policy</p>	<ul style="list-style-type: none"> <li>✓ Health and Safety issues</li> <li>✓ Anticipated, planned building work for Summer holiday</li> <li>✓ H &amp; S action plan review</li> <li>✓ EVC3 Annual Checklist</li> <li>✓ Declaration of Pecuniary Interests</li> <li>✓ Legislative changes</li> <li>✓ Governor Training</li> </ul> <p>Policy Reviews Asthma Policy First Aid Healthy Lunch Boxes</p>

### Terms of Reference

1. To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum intent, implementation and impact.
2. Work with curriculum leaders to provide information about how the curriculum is taught, evaluated and resourced.
3. Hold leaders to account for the standards at school.
4. Consider formal complaints about disapplication or modification of the National Curriculum in respect of individual pupils and make recommendations about the required action.
5. Ensure that the school includes Religious Education as part of its basic curriculum for pupils of compulsory school age, and that the subject is taught according to an agreed syllabus drawn up by the Blackburn Local Authority.
6. Ensure that all pupils take part in a daily act of Collective Worship, which should be primarily of a Christian character (unless removed at parental request).
7. Ensure that Sex and Relationship Education in the school is delivered in accordance with the Education Act (1996) and Relationships Education, Relationships and Sex Education (RSE) and Health Education.
8. Work with the Headteacher to prepare and monitor the School Development Plan and School Prospectus for approval by the Governing Body.
9. To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
10. To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body where required
11. To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, English, Maths and to monitor the curriculum. To receive regular reports from them and advise the Governing Body.
12. Work with the Headteacher to set the school targets in English and Maths at EYFS & Key Stage 1.
13. To oversee arrangements for educational visits, including the appointment of a named educational visits co-ordinator.

## Agenda Items – Education

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> <li>✓ Agree terms of reference</li> <li>✓ Roles &amp; responsibilities</li> <li>✓ Summer term SIP Report</li> <li>✓ Data Analysis/ASP/ISDR</li> <li>✓ Data Dashboard</li> <li>✓ LA Profile</li> <li>✓ Pupil attainment targets</li> <li>✓ Pupil Premium Strategy</li> <li>✓ Attendance targets</li> <li>✓ SDP</li> <li>✓ SEF</li> <li>✓ Curriculum update</li> <li>✓ English &amp; PE Leader</li> <li>✓ Educational Visits</li> <li>✓ Pupil Premium Report / Impact Statement</li> <li>✓ PP strategy for the academic year</li> <li>✓ Looked After Children Report</li> <li>✓ Sports Funding Plan</li> <li>✓ Governor Training</li> </ul> <p>Policy Reviews: Safeguarding Handling Allegations Admissions Policy Educational Visits Pupil Premium</p>	<ul style="list-style-type: none"> <li>✓ Monitor SDP</li> <li>✓ SIP Report Autumn</li> <li>✓ School Holiday Pattern</li> <li>✓ Legislative changes</li> <li>✓ Child Protection Policy / Safeguarding-Updates</li> <li>✓ SEN Impact Report SENCo</li> <li>✓ Progress towards targets</li> <li>✓ Computing, Maths &amp; SEN Leader</li> <li>✓ Curriculum monitoring</li> </ul> <p>Policy Reviews: Behaviour Policy Curriculum Policies</p>	<ul style="list-style-type: none"> <li>✓ Monitor SDP</li> <li>✓ Legislative Changes</li> <li>✓ Curriculum update</li> <li>✓ Curriculum monitoring</li> <li>✓ Early Years, Science &amp; Humanities leaders</li> <li>✓ Sports Funding impact statement</li> <li>✓ Governor Training</li> </ul> <p>Policy Reviews SEN Policy Anti-Bullying Policy Sex-Ed Policy review School Prospectus Home School Agreement</p>



## Pay Committee and Headteacher's Review Group

To be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with the policy.

### Terms of Reference

1. Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Headteacher, a pay committee or others.
2. Assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
3. Approve teachers' salaries, including recommendations from Appraisers on whether to award performance pay in line with the school's pay policy making reference to the Pay Policy and Appraisal Policy.
4. Ensuring staff are informed of the outcomes of the decision of the Pay Committee and the right of appeal.
5. Monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
6. Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.
7. To achieve the aims of the school's pay policy in a fair and equal manner.
8. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
9. To minute clearly the decisions and report these to the next meeting of the full Governing Body.
10. Provide suitable and adequate professional development to assist teachers in developing the knowledge and skills they need to implement the agreed curriculum, assessment and to meet the objectives identified in Performance Management.
11. To review and monitor the effectiveness of Appraisal on pupil and school progress.

The governing body also need to appoint one of its non-employee members to be the 'Review Officer' to adjudicate on any complaint made by a teacher against a Headteacher handling their Appraisal.

### Headteachers Review Group

1. To arrange to meet with the External Adviser / or School Improvement Officer (SIO) to discuss the Headteacher's performance targets.
2. To decide, with the support of the External Adviser / SIP whether the targets have been met and to set new targets annually.
3. To ensure that the Headteacher is informed of the outcome of the decision of the Pay Committee and the right of appeal.
4. To monitor through the year the performance of the Headteacher against the targets
5. To make recommendations to the Finance / Pay Committee in respect of awards for the successful meeting of targets set.
6. To actively support the Headteacher in relation to work-life balance issues for themselves and their staff.

**Disqualification:** Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

### **Membership**

**Headteacher Review: 2 or 3**, in Voluntary Controlled Schools, at least one of the members must be a Foundation Governor.

The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will be either received or referred back. Reference back may occur only if, either the Pay Committee has exceeded its powers under the policy, or the budget allocated for pay has been exceeded.

Decisions will be communicated to each member of staff by the head in writing, in accordance with paragraph 4 of the document. Decisions on the pay of the Headteacher will be communicated by the Chair of Governors, in writing.

All teaching staff salaries, including those of the head and deputy will be reviewed annually on or after 1<sup>st</sup> September to take effect from 1<sup>st</sup> September.

The award of a point on the Upper Pay Spine will normally be considered two years after any previous award.

### Appeals

A teacher may appeal against any determination in relation to their pay or any other decision taken by the Governing Body that affects their pay.

The grounds for appeal are that the person or committee by whom the decision was made:

- a) Incorrectly applied any provision of the School Teacher's Pay and Conditions Document
- b) Failed to have proper regard for statutory guidance
- c) Failed to take proper account of relevant evidence
- d) Took account of irrelevant or inaccurate evidence
- e) Was biased or
- f) Otherwise unlawfully discriminated against the teacher

### Appeals Procedure

- 1) The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- 2) If the teacher is not satisfied he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
- 3) Where this is not possible or where the teacher continues to be dissatisfied he/she may follow a formal appeal process.
- 4) The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds set out above) and send it to the person (or committee) who made the determination, within 10 working days of notification of the decision being appealed against or the outcome of the discussion referred to above.

- 5) The committee or person who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representation in person. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.
- 6) A panel of three governors who were not involved in the original determination should hear any appeal. This should normally take place within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representation in person. The decision of the appeal panel will be given in writing and where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

## Governors Statutory Responsibilities

	<b>The Curriculum</b>
1.	Every learner receives the full statutory curriculum that the school must provide.
2.	The school provides teaching of religious education for all learners in accordance with the agreed syllabus or otherwise and has told parents of the right to withdraw their children.
3.	Where the provider is a school, it provides a daily act of collective worship for all learners and has told parents of the right to withdraw their children.
4.	The governing body has agreed the content and organisation of its programme of sex and relationships education and has told parents about it and the right to withdraw their children.
5.	The governing body has agreed the school session times.
6.	The governing body sets school targets for pupil attainment at the end of KS2.
	<b>Equality and Diversity</b>
7.	The governing body does not discriminate unlawfully against learners, job applicants or staff on the grounds of sexual orientation, race, disability, gender, religion and belief, or age.
8.	The Governors set an admissions number and review the admissions policy annually.
9.	The governing body has agreed a written policy on race, disability and gender equality, arrangements to monitor its implementation and assess its impact on staff, learners and parents, and communicates the results of monitoring and assessments of impact to parents/carers and the governing body.
10.	The governing body complies with its general duties under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended) and Disability Discrimination Act 1995 (as amended) and specific duties in subordinate legislation made under those Acts and the requirements of the statutory codes of practice made under those Acts.
	<b>Learners with Learning Difficulties and/or Disabilities</b>
11.	The school meets its requirements in Part IV of the Education Act 1996 and has regard to the Special Educational Needs Code of Practice when meeting learners' special educational needs, makes its policy known to parents/carers and reports annually on the success of its policy.
12.	The school meets the requirements Part 4 of the Disability Discrimination Act 1995 (DDA) and any subsequent requirements and has regard to the (DRC) code of practice for schools (2002). The school informs parents/carers of its accessibility plan and disability equality scheme and reports annually on progress made on these.
	<b>Learners' Care and Well-Being</b>
13.	The governing body has procedures of ensuring the provider meets all relevant health and safety legislation.
14.	The governing body has a behaviour policy and a health & safety policy to ensure the good discipline and welfare of the children.
15.	The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, (and the policy is made available to parents/carers on request).
16.	Where the governing body provides school lunches and/or other school food, they ensure that they meet current DfE standards.
17.	The governing body fulfils the requirements to promote the well-being of pupils at the school.
	<b>Informing Parents/Guardians</b>
18.	The governing body ensures that all statutory assessments are conducted and results are forwarded to parents/carers and appropriate bodies.

19.	The governing body (of maintained schools only) ensures that each year a report on each learner's educational achievements is forwarded to their parents/carers.
20.	The school keeps parents and prospective parents/carers informed by publishing a school prospectus and by publishing a school profile in accordance with Regulations.
<b>Leadership and Management</b>	
21.	The governors ensure that they preserve and develop the religious character of the school and ensure compliance with the trust deeds.
22.	The governing body has met the Financial Management Standard in Schools.
23.	The governors review the charging policy on an annual basis.
24.	The governing body has a performance management policy and ensures that all teachers, including the Headteacher, are appraised in accordance with statutory requirements.
25.	The governing body has all relevant complaints and appeals procedures, as set out in the DCFS guide to the law for school governors.
26.	The governing body fulfils the requirements to promote community cohesion.
27.	The provider meets the current government requirements regarding safeguarding children and safer recruitment.
28.	The governors ensure that a post Ofsted action plan is developed and implemented.

## Statutory Policies

Governing bodies and proprietors of independent schools are required, as outlined below, to hold each of these documents.

From September 2012, subject to parliamentary procedure, maintained schools will no longer be required to have in place either a curriculum policy or a prospectus as this information is required to be available on the school website.

<b>A. Statutory policies required by education legislation</b>	
<b>Policy</b>	<b>Frequency of review</b>
<b>Charging and remissions policies</b>	Annually
<b>Performance management policy</b>	Annually
<b>School behaviour policy</b>	Annually
<b>Sex education policy</b>	Determined by the GB
<b>Special Educational Needs policy</b>	Determined by the GB
<b>Teachers' pay policy</b>	Annually
<b>B. Statutory policies required by other legislation, which impact particularly on schools (including Academies and Free Schools)</b>	
<b>Data protection policy</b>	At least every two years
<b>Health and Safety policy</b>	Determined by the GB advised by the Local Authority
<b>C. Other statutory documents</b>	
<b>Admissions arrangements</b>	At least every seven years, even if there have been no changes during that period
<b>Accessibility plan</b>	Every three years
<b>Central record of recruitment and vetting checks</b>	Live document covering staff currently employed Legislation: Maintained schools – The School Staffing (England) Regulations 2009.
<b>Complaints procedure</b>	Determined by the GB Legislation: Maintained schools - The Education Act 2002
<b>Freedom of Information publication scheme</b>	Determined by the GB
<b>Governors' allowances (schemes for paying)</b>	Determined by the GB

<b>Home-school agreements</b>	Determined by the GB
<b>Instrument of government</b>	Determined by the GB
<b>Premises management</b>	There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing.
<b>Publication of equality information and objectives (Public Sector Equality Duty)</b>	Every 4 years and publish information annually demonstrating how governors are meeting the aims of the general public sector equality duty.
<b>Register of business interests of head teachers and governors</b>	Determined by the GB
<b>Register of pupils</b>	Live document
<b>Staff discipline, conduct and grievance (procedures for addressing)</b>	Determined by the GB

Note: There may be instances where statutory guidance states that policies and procedures should be in place. In cases where governing bodies have an obligation to have regard to this guidance, these policies and procedures should be in place unless it can be demonstrated that there is a good reason not to have them. An example of this is the Government's statutory guidance *Safeguarding Children and Safer Recruitment in Education*. This states that governing bodies should ensure that the school has a child protection policy and procedures in place that are in accordance with local authority guidance and local agreed inter-agency procedures, and the policy is made available to parents on request. The expectation is that these policies and procedures will be in place and made available to parents.

## Freedom of Information

Under the Freedom of Information (FoI) Act 2000, schools are also required to record and make available:

- A guide to information as defined by the Information Commissioner's Office (ICO)
- Names and contact details of the governing body and the basis on which governors have been appointed
- Details of school session times and dates of school terms and holidays
- The address, telephone number and website for the school together with the names of key personnel
- Financial information for the current and previous two financial years
- Details of the individual school budget distributed by the local authority and the school's annual income and expenditure returns
- Details of the capital funding allocated to the school together with information on related building projects and other capital projects
- Details of income generation schemes and other sources of funding. (Specialist secondary schools may have additional government funding and arrangements with private sector sponsors)

- Strategies and plans, performance indicators, audits, inspections and reviews
- Policies and procedures relating to Every Child Matters
- A staffing structure implementation plan
- Policies and procedures for handling information access requests
- A Freedom of Information disclosure log
- Data protection, records retention, destruction and archive policies
- An asset register
- Information about the services the school provides



## Year Planner checklist for Governors

General tasks to be performed on a regular basis	Autumn	Spring	Summer
Organise support and training for governors			
Arrange governors' visits to the school			
<b>Statutory tasks</b>			
Appoint clerk			
<b>General tasks to be performed any time throughout the year</b>			
Complete asset management plan			
Induction of new governors			
Preparation for Ofsted inspection			
Receive friends/parents' association report			
Review child protection policy			
Complete self-evaluation form			
Complete special educational needs report			
Complete school profile			

Autumn Term	Spring Term	Summer Term
Governing body meeting	Governing body meeting	Governing body meeting
Committee meetings	Committee meetings	Committee meetings
Monitor school improvement plan	Monitor school improvement plan	Monitor school improvement plan
Review delegation of functions committee structures and terms of reference	Agree curriculum plans	Review of governing body's performance/procedures
Set dates of meetings for the year	Review school improvement plan progress	Review attendance of pupils / staff / governors
Elect chair and vice-chair (and schedule next election)	Review equal opportunities policy	Review pupil exclusions for the year
Set objectives for the governing body for the year	Review pay policy	Review school improvement plan progress
Review public examination results/national tests	Agree budget and staffing structure	Review governors' visits
Receive head teacher's report	Agree school prospectus – information for parents on the school website	Review the pay of teachers and staff
Review performance management policy	Publish proposals and admission arrangements for the following autumn	
Review head teacher performance	Review special educational needs policy and local offer details	
Review school charging policy, e.g. school trips		
Draw up freedom of information publication scheme		

