



Committee Model Model Terms of Reference and Standing Orders

2020-2021

The governing board will always operate in accordance with the requirements of the Education Act; the School Governance Regulations; the Local Authorities Scheme for Financing Schools; the Local Authorities Financial Regulations and Procedures and all other relevant legislation. These terms and standing orders will be reviewed at least annually.

These documents were agreed by the Board at their meeting held on

Date 6 October 2020

Review Date: October 2021

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Outline

Whilst the governing board (known as the board) as a whole remains responsible for the governance function, in this model there are two distinct areas of work delegated by them to a Learning and Development committee and Finance & Resources committee.

The two Committees focus on the delivery of the annual school development plan in their respective areas; they may liaise and consult together where necessary, undertake monitoring and evaluation activities against these priorities and report to the board as a whole. In each case where a function has been delegated there is a statutory duty to report any findings, actions or recommended decisions to the board at its next meeting. These reports will in turn inform collective strategic decision making by the board.

When deciding on the number of committees required for the board to be able to undertake its work effectively the wellbeing and workload of staff, headteachers and governors attending meetings must be considered by referring to the DfE teacher workload reduction toolkit.

St Peter' has a Strategy Committee which meets on an ad-hoc basis to discuss specific strategic issues that may arise, and a Foundation Committee to focus on the distinct Christian character of the school

In addition to committees, the board, to ensure its core functions are fulfilled, will delegate **monitoring** responsibilities for the DfE identified as should have (unless you have a very good reason not to) individual roles and those focused on the priorities of the School Plan.

The board must meet at least three times each year to consider reports, committee minutes and recommendations, makes decision and conduct routine business.

- Terms of Reference – The Board
- Terms of Reference – Learning and Development
- Terms of Reference – Resources
- Terms of Reference – Strategy Committee
- Terms of Reference – Foundation Governors
- Terms of Reference - Clerk to the Board
- Terms of Reference/Delegation of Functions – Headteacher
- Terms of Reference -Individual Statutory Delegated roles
- Terms of Reference - Panel Hearings
- Terms of Reference – Headteacher Performance Management Panel
- Terms of Reference – Pay Committee
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STANDING ORDERS

- Standing Order - For Board Meetings
- Standing Order - Election of the Chair and Vice Chair
- Standing Order – Appointment of Associate member

Appendix A

Statutory Policies

SEE SEPARATE DOCUMENTS FOR:

Monitoring Visit Policy

Code of Conduct 2020-21

St Peter in Thanet CE Junior School

Terms of Reference for the Board

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The board has resolved to conduct its business by adopting the committee model structure and to delegate statutory functions to a Learning & Development committee and a Resources committee as well as appointing the DfE identified individual delegated governor roles of safeguarding; SEND; Finance and Health and Safety to report back on their findings.

The board has three strategic core functions:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

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

Items in bold may be delegated and reported back to the board.

Board Operational Business

- To ensure focus on the three strategic core functions
- to draw up the Instrument of Government and any amendments thereafter
- To review the standing order for election of the chair and vice chair including the length of the term of office.
- To elect (or remove) the chair and vice chair.
- To elect (or remove) the chair and vice chair for all committees.
- To appoint (or dismiss) the clerk to the board and its committees.
- To hold at least three board meetings each year for school business.
- To appoint any associate members to committees (associate members may only be appointed to committees)
- To appoint the Local Authority (LA) nominated governor (in maintained schools)
- To suspend or remove/recommend removal of a governor. LA and foundation governors can only be removed by their appointing or approval body.
- To decide monitoring priorities.
- **To assign governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.**
- To appoint the DfE identified individual required roles of safeguarding, SEND, finance and health and safety based on skill set and expertise.
- **To receive reports (this is a statutory duty) from any individual to whom a delegated or monitoring function has been made and to consider whether any further action or decision by the board is necessary.**
- To review the delegation arrangements annually
- To annually review and approve the board monitoring visits policy and monitoring schedule.
- To appoint selection panel for headteacher/executive leader/deputy headteacher and ensure at least one of the panel has completed safer recruitment training.
- To approve or decline decisions of appointed selection panel.
- **To recruit new governors as vacancies arise ensuring the board has all the necessary skills to be effective.**
- **To set up and publish a register of governors' business interests**, ensure this is kept up to date and declared at relevant meetings.
- To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, are met and updated as necessary.
- To ensure the information required for the national database (GIAS) is collected, **uploaded and amended as necessary. Ensuring details are accurate and match with the details published on the school website.**
- To ensure all governors have an enhanced DBS and section 128 check

	<ul style="list-style-type: none"> • To approve the Board Code of Conduct and ensure all governors abide by its principles. • To approve and set up a governors' allowances scheme. • To regulate the board procedures where not set out in law and record these as standing orders. • To delegate to the headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order • To approve and arrange a suitable induction process and mentoring for newly appointed or elected governors. • To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training. • To regularly audit and evaluate the impact of governance to inform the structure of the board • To ensure the headteacher provides such reports as requested by the board to enable it to undertake its role.
<p>General</p>	<ul style="list-style-type: none"> • Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in school self-evaluation identifying success and areas requiring improvement. • To annually approve the School Development Plan for priority accuracy; regularly holding the leaders to account against the milestones and monitoring against an agreed board monitoring schedule. • To review regularly how the school is regarded by pupils and parents. • To ensure the school has in place all <i>statutory policies</i> and to keep these under regular review, consulting with representative stakeholders as appropriate. • To approve <i>statutory policies</i>, with those able as instructed by the DfE delegated to committees for recommendation or approval as appropriate. • To ensure statutory impact and compliance. • To ensure there is a process in place for the approval of school trips and the school's procedures for visits ensure the safety and welfare of the pupils, staff and volunteers. • To approve any school trips overseas; trips involving travel by air or by sea and trips involving one night's absence or more. • To ensure the school has a board approved, up to date, Complaints policy published on the school website with stakeholders knowing how to raise concerns and make a complaint. • To have regard to the professional advice given by the clerk • To ensure that the board complies with all other legal duties placed upon them as shown and updated within the Governance Handbook.
<p>Inclusion and Equality</p>	<ul style="list-style-type: none"> • To establish and approve a special educational needs (SEND) policy. • To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017). • To comply with statutory duties from the SEND code of practice and Keeping Children Safe in Education (KCSIE) 2020 in respect of pupils with special needs by appointing a SEND governor. • To abide by the Equality Act 2010 • 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. <i>VA schools are entitled to identify the post of some staff as open to practicing members of their denomination only.</i> • To receive reports on bullying, homophobic and racial incidents.

Safeguarding	<ul style="list-style-type: none"> • To ensure statutory compliance with KCSIE 2020 and its associated policies including adopting and reviewing annually the KCC child protection policy 2020 and relevant procedures • To comply with duties from KCSIE 2020 by appointing DfE identified safeguarding, and SEND governors • To ensure all governors have read part two of KCSIE September 2020 • To ensure every governor has read and understood KCSIE 2020 part 2 • To ensure every member of school staff has read and understood KCSIE 2020 part 1 • To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy • To ensure all governors have undertaken Prevent training • To receive the safeguarding annual report to the board • To annually review and evaluate the completed safeguarding review (on KELSI) ensuring any follow up actions are monitored and completed.
Curriculum	<ul style="list-style-type: none"> • Ensure national curriculum is taught to all pupils • To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life. • To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact. • To ensure a full curriculum is delivered • To review and establish a charging and remissions policy for activities. • To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain • To consider recommendations from external reviews of the school (eg Ofsted, school improvement advisers, Governor Services), reviewing and evaluating any agreed actions to ensure impact.
Budget	<ul style="list-style-type: none"> • To ensure all financial decisions above those delegated by the board to the Headteacher are agreed at board meetings • To ensure compliance with the LA scheme for financing local authority schools • To operate within the LA's Financial Regulations and Procedures • To analyse and recommend the annual budget • To approve the first formal budget plan each financial year. • To analyse and recommend a three year budget which shows clear links to the School Development Plan. • To approve a three year budget which shows clear links to the school development plan. • To engage in strategic decision making. • To approve, monitor and submit to the LA from April 2021 a recovery plan where revenue deficit rises above 5% at 31 March of any year • To approve and review for impact and delivery a costed school development plan • To annually in the autumn term approve and then regularly review the financial risk register • To annually review and approve the finance policy and KCC/LA recommended levels of delegation.) • To undertake financial benchmarking and report back to the board. • To annually review and approve the Charging and Remissions policy. • To enter into contracts following agreed financial limits and processes with board approval over £50000 (primary and secondary) ensuring three submitted quotations for any purchase/contract and document in minutes. • To approve virements above £15000 and document in minutes • To approve any assets to be written off and disposed of, at a board meeting and document within the minutes. • To approve debts up to £1000, which are required to be written off, after every effort has been made by the headteacher and governors to recoup the monies, with the decision made and documented in minutes.

	<ul style="list-style-type: none"> • To make decisions in respect of service agreements following agreed delegation of financial limits and insurance and document in minutes. • To draft, approve and submit the SFVS by 31 March and ensure remedial actions are cleared within specific deadlines. • To receive three budget monitoring reports at board meetings with commentary, from the operational business lead, which will include the impact of any change, both positive and negative to the three year budget plan • For the chair to receive monthly budget reports. • To effectively manage and review resources for financial efficiencies and maximise pupil outcomes ensuring value for money. • To monitor, audit and evaluate all school policies and procedures related to fraud and document compliance in board minutes. • To agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent (ie PE and sports premium, pupil premium and COVID-19 catch up premium). • To appoint a finance governor with financial skills • To ensure financial succession planning within the board. • To review and take account of any consultations to change the LA Scheme for Financing Maintained Schools.
Staffing	<ul style="list-style-type: none"> • To consider structural solutions upon resignation/retirement of executive lead/headteacher. For LA schools seeking the advice and support of the LA prior to decision making. • To appoint executive leader/headteacher and deputy headteacher appointments and starting salary, subject to necessary checks, following recommendations from the board approved selection panel. • For Voluntary Aided and Foundation schools – governors should decide whether the director of education/diocesan authority and LA should have advisory rights • (in VA schools) To agree staffing policies which provide for governor involvement in the interests of preserving the school’s religious character. • To annually determine the staff complement. • To annually agree a pay policy, which has been approved by the unions, and any pay discretions in following the STPCD. • To annually review the impact of and implementation of the pay and reward policy. • To establish and review procedures for addressing staff discipline, conduct, grievance, bullying and harassment and pay. • To establish a governor panel to hear staff appeals against dismissal, redundancy, grievances, bullying and harassment and pay. • To dismiss the headteacher. • To end the suspension of staff or headteacher as determined within the policy. • To determine dismissal payments/early retirement.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve the appraisal and pay policy’s including the criteria and framework for pay decisions and review these provisions annually. • To determine the annual budget for pay and any uplift to be applied to the school’s pay scales for teachers and support staff • To determine which functions are to be delegated to the pay committee/headteacher • To determine the timing of the headteacher appraisal review cycle. • To appoint the headteacher performance management panel (HTPM) following the best practice of three skilled or trained governors, to include the chair of the board. The chair of the board must not be appointed as the chair of the panel. The vice chair does not sit on this panel alongside side the chair. • To appoint a suitably experienced and qualified external advisor for the headteacher performance management panel • To undertake the headteacher appraisal. • To take into account the headteacher standards for excellence. • To appoint the pay panel of three skilled or trained governors to include the vice chair as chair of this panel.

	<ul style="list-style-type: none"> • To undertake the pay panel process • To agree total pay award following recommendation from pay panel. • To agree any pay award for the headteacher following recommendation from the headteacher performance management panel • To monitor the application and effectiveness of the policy, ensuring pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly and objectively • To ensure the school meets its statutory and contractual obligations with regards to pay
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behaviour principles on which the school can produce a behaviour policy. • 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 Exclusion from maintained schools, academies and pupil referral units in England guidance updated Sept 17 page 18 point 57). • To direct the reinstatement of excluded pupils • To consider the findings of any independent review panel.
Premises and Insurance	<ul style="list-style-type: none"> • To develop and approve a school buildings strategy or master plan and contribute to LA Asset Management Strategy arrangements. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. • To receive annual site report.
Health and Safety	<ul style="list-style-type: none"> • To establish and approve a health and safety policy • To ensure that health and safety regulations are followed and appropriately prioritised. • To receive the annual health and safety inspection report and agree any actions. • To receive the KCC required H&S inspection report three times a year. • To appoint a health and safety governor
Admissions	<ul style="list-style-type: none"> • To follow the school admissions code statutory guidance when carrying out duties relating to school admissions. (As a VA school, the Board acts as the Admissions Authority) • To consult annually before setting an admissions policy, notify the LA and publish the arrangements on the school website in accordance with the paragraph 1.47 of the School Admissions Code. • Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received. • To establish an Admissions policy • Admissions appeals: to set up independent panels in line with the School Admission Appeals Code. (VA, foundation).
Collective Worship	<ul style="list-style-type: none"> • 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. • In voluntary aided schools designated with a religious character, the Board is responsible for arranging collective worship in accordance with the trust deed or religious designation of the school after consulting the Headteacher. • To ensure the religious character of the school is maintained and SIAMS requirements are fulfilled.
School Organisation	<ul style="list-style-type: none"> • To set the time of the school sessions and the dates of school terms and holidays • To publish proposals to change category of school. • To propose to alter or discontinue voluntary, foundation or special school status.

Information for Parents	<ul style="list-style-type: none"> To ensure that the school keeps parents and prospective parents up to date with school information.
Collaboration	<ul style="list-style-type: none"> To consider forming or joining a group of schools
Federations	<ul style="list-style-type: none"> To consider forming a federation or joining an existing federation, seeking KCC advice and support before completing due diligence To consider requests from other schools to join an existing federation and, seeking KCC advice and support before completing due diligence. To leave a federation, by seeking KCC advice and support.
Academies	<ul style="list-style-type: none"> To consider approach and time scale to academy conversion To consider forming or joining an existing Multi-academy-trust (MAT) and undertake due diligence.
Extended Services	<ul style="list-style-type: none"> To decide to offer additional activities and agree what form these should take. To cease providing extended services provision.

Membership of the board to comply with the Instrument of Government (12)
Current governors in post are listed on the school website, GIAS and GovernorHub

Agreed by the board (date)	6	10	2020
Review date		10	2021
Quorum: one half of the number of governors in post (rounded up)			

St Peter in Thanet CE Junior School

Terms of Reference for the Learning & Development Committee

The Learning & Development Committee is expected to work within the following terms of reference with a focus on monitoring the School Plan

General	<ul style="list-style-type: none"> • To act on matters delegated by the board • To consider safeguarding and equalities implications when undertaking all committee functions, ensuring all pupils have equal opportunities. • To undertake monitoring visits to the school relevant to the committee's role and comply with governor monitoring visits policy. • To make regular reports to the board. • Meet at least three times each academic year with the timing and number of meetings considering the well-being of staff and governors and timetabled relevant to school data analysis timescales. • To monitor the schools' policies in relation to the curriculum, pupil welfare and behaviour. • Take an active role in school self-evaluation, monitoring success in all areas and identifying areas requiring improvement. • To monitor the relevant areas and milestones within the school development plan • To advise the Resources committee on the relative funding priorities necessary to deliver the curriculum.
Curriculum	<ul style="list-style-type: none"> • To monitor how the agreed curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life. • To ensure the curriculum is broad and balanced by understanding the intent, implementation and impact. • To ensure a full curriculum is delivered • To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain • To understand the performance data for the school including the vulnerable groupings. • To ensure the specialist funding for pupil premium and COVID-19 catch up premium have impact. • To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success. • To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of targets. • To evaluate the extent of success at the end of the set timescale. • To identify and celebrate success
Expectations and Outcomes	<ul style="list-style-type: none"> • To monitor pupil achievement and progress against expectations, predicted outcomes and school improvement milestones and targets. For 2020/21 to ensure rapid pace is made for those pupil groups impacted by COVID-19
Extended Services	<ul style="list-style-type: none"> • To monitor the impact of any extended services provided against pupil achievement.

Membership of the Learning & Development Committee

Quorum	3
Chair	Kathy Naylor
Vice Chair	Denise Brooks
Governor 1	Sarah St John
Governor 2	Karen Glover
Governor 3	Tim Hunter-Whitehouse (Headteacher)
Governor 4	Nathan Williams (Staff Governor)
Co-opted to the Committee	Maggie Poulos (SENCO & Deputy Head)
Clerk	Ann Harley

Agreed by the Board on	6	10	2020
Review Date		10	2021

St Peter in Thanet CE Junior School

Terms of Reference for Resources Committee

The Resources Committee is expected to work within the following terms of reference with a focus on monitoring:

General

- To monitor the impact of the costed school development plan in relation to the budget spend.
- To undertake monitoring visits to the school.
- To make regular reports to the board, in addition to the chair of the board being in receipt of a monthly finance report
- To act on matters delegated by the board
- To consider safeguarding and equalities implications when undertaking all committee functions
- To meet at least three times each year in terms pertinent to the SFVS and budget
- To annually, in the autumn term, review and recommend to the board the financial risk register and regularly review

Budget

- To evaluate and recommend the annual budget for board decision.
- To maintain an up to date 'balanced' three year budget plan, which shows clear links to the 'School Development' and 'Staffing' Plans. Any recovery plan for budget with a deficit must be monitored for implementation and impact.
- To report monitoring and any rollover to the board, highlighting any significant variances and their impact on the three year budget plan.
- To approve any virement recommendations between £8000- £15000, document in minutes and report decisions to the board.
- Analyse and report on Tenders for Contract Services, ensuring three written quotations.
- Approve tenders between £8000 and £50,000
- To evaluate written quotations and approve any purchases between £8000 and £50000
- To draft the **Schools Financial Value Standard (SFVS)**, following discussions with the business manager, using the support tools, for board approval before 31 March 2021.
- To monitor and report to the board on any SFVS remedial actions to ensure they are cleared within specified deadlines.
- To monitor, audit and evaluate all school policies and procedures related to fraud and report to the board
- To evaluate the school budget monitoring sheets three times a year (SFVS) in discussion with the school business operational lead and report to the board.
- To be strategically actively engaged in monitoring value for money and report back any recommendations to the board to ensure effective financial resources and efficiencies to maximise pupil outcomes.
- To benchmark school financial performance against similar schools and report to the board.
- To keep in-school financial procedures under review
- To ensure that the school is working within the guidance of the Schools Financial Value Standard and Assurance (SFVS) recommendations
- To make regular reports to the Board and ensure that key financial decisions are recorded correctly in the minutes.
- To monitor the spend of extra funding such as pupil premium, COVID-19 catch up funding and sports premium, ensuring its use has impact.
- Review finance policy; lettings policy; whistle blowing policy; making recommendations to the board
- Ensure annual governor financial skills audit is undertaken and evaluated.
- To ensure compliance with the KCC scheme for financing schools and report to the board
- Review compliance audit reports, ensuring the Board follows recommendations and actions.

	<ul style="list-style-type: none"> To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
Premises and Insurance	<ul style="list-style-type: none"> To seek advice from the Local Authority, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. To approve and monitor the implementation of the school buildings strategy plan informing the board of the proposed order of priorities. To review the business continuity plan To review the accessibility plan and ensure inclusion To receive the school asset plan annually To monitor the maintenance plan.
Staffing	<ul style="list-style-type: none"> To determine the staff complement in consultation with the headteacher and recommend to the board. To review the pay policy for approval by the board. To annually review the impact of and implementation of the pay and reward policy. To ensure that staffing procedures follow equalities legislation To annually review procedures for dealing with staff discipline and conduct and grievances and make recommendations to the board for approval. To monitor the CPD budget against the school improvement plan and staff needs to ensure staff development, progression and raised pupil outcomes.
Health and Safety	<ul style="list-style-type: none"> To approve and monitor the Health and Safety policy. To ensure that health and safety regulations are followed and prioritised appropriately. To receive the annual Health and Safety Inspection Report and agree any actions. To ensure health and safety governor monitoring visits take place as agreed within the monitoring schedule To receive the written health and safety governor report for consideration three times a year,

Membership of the Finance, Resources Committee

Quorum 3 non staff Governors (Chair to have casting vote)			3
Chair	James Boulton		
Vice Chair	June Binfield		
Governor 1	Steve Hannon		
Governor 2	Philip Musindi		
Governor 3	Tim Hunter-Whitehouse (Headteacher)		
Co-opted to the Committee	Heather Prentice (Business Manager)		
Clerk	Ann Harley		
Agreed by the board on	6	10	2020
Review date		10	2021

St Peter in Thanet CE Junior School

Terms of Reference for Strategy Team

The Strategy Team is expected to work within the following terms of reference.

Aim: To work closely with the senior managers of the school to develop strategy leading to school improvement. Each meeting should have an agenda, be clerked and produce a set of minutes for the full governing body.

Operational

- To appoint a Clerk.
- The Committee will meet on an ad-hoc basis as determined by the Chair in consultation with the Headteacher

General

- To engage in strategic planning
- To review the school's vision and 5 year strategic plan

Membership of the Strategy Team – 3-5 governors and up to 3 members of the Senior Leadership Team including the Headteacher

With the Chair and Vice Chair (by right) plus 1-3 other governors elected annually by the Governing Body depending on the size of the Governing Body. The Clerk to the Governing Body will normally clerk these meetings.

Quorum - The Headteacher, or his designated deputy, plus at least 2 other governors

3

Chair/Chair of Strategy Team

James Boulton

Vice Chair

Membership to be determined according to need

Governor 1

Governor 2

Governor 3

Governor 4

Headteacher

Tim Hunter Whitehouse

Agreed by the FGB

6.10.2020

St Peter in Thanet CE Junior School			
Terms of Reference for Foundation Governors' meetings			
The Chair of the Governing Body will act as Chair for meetings of the Foundation Governors. Foundation Governors will meet at least twice a year.			
General	<ul style="list-style-type: none"> To consider and advise the Governing Body on matters relating to the Christian character of the school and its development To ensure that Christian principles including the school's values are embedded in the policies and the day to day life of the school and are reflected throughout the wider curriculum To support, monitor and develop links between the school, the Church and the wider community, including parents To consider curricular issues; how well the Christian character contributes to academic achievement and personal development of all learners 		
Collective Worship	<ul style="list-style-type: none"> To review and develop Collective Worship and its impact on pupils and how well CW enables participants to develop an understanding of Jesus Christ and of God as Father, Son and Holy Spirit. To ensure Collective Worship inspires and enhances the spiritual development of pupils and staff, of all faiths, or of none. To consider how well Collective Worship reflects the distinctive values of the school as a Christian community. To make arrangements for the Governing Body to be represented at School acts of Collective Worship, for monitoring purposes, where possible. To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school. 		
Religious Education	<ul style="list-style-type: none"> To review and develop Religious Education and its impact on pupil outcomes and attitudes. To ensure RE links with the school values and ethos wherever possible. To consider the effectiveness of the curriculum in RE and especially the teaching of Christianity also the effectiveness of leadership and management of RE. To oversee arrangements for educational visits to places of worship To ensure that the importance of Religious Education is demonstrated in the school 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. 		
SIAMS	<ul style="list-style-type: none"> To develop and monitor the school's action plans for SIAMS To be familiar with the inspection framework and its impact on Governors' work. To regularly monitor and review the school's self-evaluation as a Church school, ensuring that self-evaluation is ongoing, contributes to school improvement and provides excellent preparation for a SIAMS inspection To ensure the school, through its distinctive Christian character, meets the needs of all learners. 		
Policies	<ul style="list-style-type: none"> To biennially review and agree RE and Collective Worship policies 		
Membership:	Chair of Governors: All Foundation Governors Headteacher or his appointed Deputy RE Subject Leader (co-opted to the Committee)		
Quorum – Chair to have casting vote			3
Agreed by the Governing Body on		6	10
Review Date October 2021			2020

Terms of Reference for the Clerk to the Board

The clerk, also referred to as the governance professional, is expected to work within the following terms of reference:

Guiding Principles

- The clerk is accountable to the board.
- He/she is employed by the board and line managed by the chair of governors, whose responsibility it is to ensure the LA Governance Professional Induction Mentoring Programme and continuous professional development is undertaken. The chair will conduct an annual appraisal and pay review with recommendations approved by the board.
- The clerk will be provided with a contract of employment based on the job description and Clerking Competency Framework.
- Governors, associate members and the headteacher cannot be employed as clerk to the board whilst holding office.

The main responsibilities of the clerk are:

- To work effectively with the chair of governors, the other governors and the headteacher to support the board.
- To keep up to date and advise the board on constitutional and procedural matters, powers and duties as outlined within legislation, statutory guidance, the Governance Handbook.
- To support the board to develop a culture where challenge is welcomed.
- To convene meetings of the board ensuring they are quorate.
- To produce agendas for the meetings working with the chair of governors
- To attend meetings of the board and ensure minutes are taken.
- To ensure the chair receives the draft minutes for approval within one school week
- To ensure the chair approved draft minutes are circulated within two school weeks to all governors
- To create an action list after each meeting and monitor progress to ensure that actions agreed are carried out before the next meeting.
- To maintain a register of business interests and ensure it is kept up to date and published on the website.
- To maintain the website published requirements for boards by ensuring the information is supplied to the headteacher/school staff responsible for ensuring it is kept up to date
- To collect the required details for the governor's national database (GIAS) ensuring the information is supplied to the headteacher/school staff responsible for ensuring it is kept up to date
- To maintain a register of members of the board and report vacancies to the board and appropriate foundation trusts.
- To keep The Education People GovernorHub (LA) database up to date with details of the members of the board.
- To ensure if subscribed to the Governor Services training programme all governors have registered on GovernorHub to be able to access and book training courses
- To maintain a register of attendance to be published on the school website and report non-attendance to the board
- To give and receive notices of meetings in accordance with relevant regulations.
- To perform such other functions as may be determined by the board from time to time.
- To undertake appropriate professional development.
- If the clerk is unable to attend the meeting, the governors present at the meeting may appoint a member of the board (but not the headteacher) to act as clerk for that meeting. As a point of best practice, it is recommended that the chair of the meeting should not act as clerk

Details of employment

Part time, term time only		
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Agreed by the Board on	6	10	2020
Review Date		10	2021

St Peter in Thanet CE Junior School

Delegation of Functions to Headteacher

The delegation to the headteacher ensures a clear separation between strategic non-executive oversight and operational executive leadership. The headteacher is expected to work within the following terms of reference, and to provide the board with such reports in connection with his or her functions as the board requires.

Budget	<ul style="list-style-type: none"> • To make miscellaneous financial decisions up to an agreed limit of £8000 as set out in the school finance policy (in accordance with LA policy) • To enter into contracts up to the limit of £8000 (primary) with three quotes for any tender. • To make virements of up to £8000 as set out in the school finance policy • To monitor monthly expenditure. • To make payments. • To ensure the Board receives six budget monitoring reports every year • To ensure monthly budget reports are sent to the Chair of Governors
Staffing	<ul style="list-style-type: none"> • To appoint teachers and non-teaching staff. • To establish disciplinary, capability and grievance procedures. • To suspend staff. • To initially dismiss staff. • To produce and maintain a central record of recruitment and vetting checks, to also include those involved in school governance
Curriculum	<ul style="list-style-type: none"> • To ensure the national curriculum is taught to all pupils and consider disapplication for pupils as appropriate. • To establish and implement a Curriculum policy. • To decide which subject options should be taught. • To be responsible for standards of teaching. • To be responsible for each individual child's education. • To agree and review the content of any relationship and health education (primary) to ensure it meets statutory requirements, and to approve a written policy for its delivery. • To ensure the balanced treatment of political issues and to prohibit political indoctrination. • To promote British values.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To formulate and implement an Appraisal policy. • To make pay decisions in line with the pay policy and legal requirements • To carry out appraisal of other teachers (or delegate to line managers in the school)
Standard Setting	<ul style="list-style-type: none"> • To set standards and predictions for pupil achievement and progress.
Religious Education	<ul style="list-style-type: none"> • To provide religious education in line with school's basic curriculum. • In schools with a religious character, to provide religious education to the agreed syllabus.
Collective worship	<ul style="list-style-type: none"> • In schools with a religious character, to provide collective worship of a denominational character.
Health and Safety	<ul style="list-style-type: none"> • To ensure that health and safety regulations are followed.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To draft the content of the school behaviour policy and publicise it to staff, students and parents.
Inclusion and Equality	<ul style="list-style-type: none"> • To designate a qualified teacher to be responsible for co-ordinating SEND provision (the SEND co-ordinator or SENCO) • To appoint a designated teacher for looked-after children
School Organisation	<ul style="list-style-type: none"> • To ensure that the school meets for 380 sessions in a school year. • Where determined by the Board, to ensure that school lunch nutritional standards are met.

	<ul style="list-style-type: none"> • To draft and implement a data protection policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office • To ensure the statutory required information is uploaded to the school website. • Maintain a register of pupil attendance. • To publish on the website the drafted structure and remit of the Board, including governor appointment details, term of office and attendance record • To ensure governor information is submitted to the DfE database of governors (GIAS) 		
Information for Parents	<ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents up to date with school information. • To ensure that free school meals are provided to those pupils meeting the criteria. • To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and sex and relationship education. • To ensure that a report on each child's educational achievement is forwarded to parents/guardians. 		
Extended Schools	<ul style="list-style-type: none"> • To put into place the additional services provided. • To ensure delivery of services provided. 		
Agreed by the board on	6	10	2020
Review date		10	2021

St Peter in Thanet CE Junior School

Terms of Reference for Individual Delegated governors

Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the governor monitoring visits for a committee policy and the board code of conduct. It is a statutory duty in legislation to report back at the next meeting following a monitoring visit

To monitor a statutory function of the board and report back, ensuring the statutory responsibilities are fulfilled. It is expected that three monitoring visits will be made to the school during the year, unless school circumstances necessitate more. Not all visits 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. **Governors will follow DfE guidance in relation to performing their monitoring roles. This may include the need to consider monitoring virtually**

Individual Delegated Responsibilities:

- To ensure full understanding of the delegated role.
- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure holding to account by questions asked against the statutory regulations and answers documented and reported back to the board as part of the next meeting supporting papers.
- To ensure key questions are asked and collective constructive challenge is enabled at the board or committee meeting.
- To ensure any board meeting follow up actions are completed and documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring of the subject.
- To monitor the progress of school activities towards the priority milestone or statutory duties.
- 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 Headteacher and in accordance with the Governor Monitoring Visits for a Committee policy.

Reports will be submitted for factual check and comment by the Headteacher within one week of the visit, and then be lodged with the clerk of governors for distribution as soon as possible, at least seven days before the next board or committee meeting as appropriate.

The following delegated DfE identified governor roles need to be appointed by the board.

- Safeguarding
- SEND
- Finance
- Health and safety

It is recommended that boards also carefully consider the following positions:

- Pupil Premium/catch up premium – to ensure the specialist one off 2020/21 funding designed to mitigate the effects of the unique disruption caused by COVID-19 has impact, including with reference to most vulnerable and disadvantaged.
- Training and development – DfE recommended for focus on the development needs of the Board

Before undertaking any monitoring, governors will read the Monitoring policy, Board Code of Conduct and the School Staff Code of Conduct

Having delegated governors does not reduce the collective accountability of the board for all its functions. The board will need to ensure that its agenda and reporting mechanisms enables ALL board members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed decision making

Statutory delegated governors

Finance governor	James Boulton
SEND	Steve Hannon
Safeguarding (including child protection)	Steve Hannon
Health and safety	James Boulton
Training and development governor	June Binfield
Pupil premium/catch up premium	James Boulton/Kathy Naylor
Agreed by the board on	6 10 2020
Review Date	10 2021

St Peter in Thanet CE Junior School

Terms of Reference for Panel Hearings

- To make any decisions under the board's personnel procedures e.g. disciplinary, grievance, capability, bullying and harassment where the headteacher is the subject of the action.
- To make any decisions under the board's personnel procedures e.g. disciplinary, grievance, capability, bullying and harassment unless delegated to the headteacher.
- To consider any appeals against a decision to dismiss a member of staff or to a decision short of dismissal e.g. disciplinary, grievance or capability.
- To make any determinations on behalf of the board in relation to staff redundancy and redundancy appeals.
- To make any determinations on behalf of the board in relation to any pay appeal.
- To make any determination or decision under the board's school complaints procedure.
- To consider any representations by parents in the case of an exclusion (in accordance with the Statutory DfE Exclusions Guidance).
- To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination (in accordance with the Statutory DfE Exclusions Guidance).
- All panels are to be convened by the clerk to the board.
- All panels will follow the relevant board approved policy, procedure and guidance
- All panellists will undergo training to understand their roles and responsibilities
- All panellists will be unbiased and understand the remit of their decision making as described within the relevant policy

NB

- **Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel**
- **Staff governors should not sit on panels**

Membership [not less than 3]

Any three governors from a pool of governors [comprising the whole board], who are:

1. Suitably qualified to undertake the role, and not tainted.
2. Available on the date specified

The headteacher is disqualified from serving in this role.

Any governor having a connection with either a pupil, a member of staff or the incident in question which could affect their ability to act impartially should not serve on the panel.

St Peter in Thanet has a joint agreement with Ramsgate Holy Trinity CE Primary School and Palm Bay Primary School

Agreed by the board on	6	10	2020
Review date		10	2021

St Peter in Thanet CE Junior School

Terms of Reference of the Headteacher Performance Management Panel

- To meet annually before the 31 December 2020 with the board appointed suitably experienced and qualified independent external adviser and headteacher. In following best practice, the headteacher appraisal will be the first staff appraisal performed to enable headteacher objectives being reflected within other whole school staff performance management objectives to drive the school forwards.
- Inform the headteacher of the standards against which their performance will be assessed
- To review, in consultation, with the independent external advisor, the performance of the headteacher against the agreed appraisal objectives and determine the recommendation on pay progression.
- To consult with the independent external advisor to set challenging but achievable headteacher appraisal objectives for the coming year ensuring they are specific, measurable, attainable, relevant, and time-bound (SMART).
- Objectives should as far as possible be reached by agreement. However, where a joint determination cannot be made the HTPM panel will make the determination following consultation with the external adviser, with the provision for the headteacher to record any disagreement if required.
- To prepare and agree the headteacher appraisal review statement, and report to the board the completion of the process.
- To monitor through the year, including a mid-year review meeting, the performance of the Headteacher against the agreed objectives and to ensure that appropriate support and development opportunities are provided.
- To make recommendations to the board in respect of pay progression.

Where serious weaknesses are identified in the headteachers performance then this procedure should cease, and the issues will be managed within the school's formal capability procedure. The appraisal process will be re-commenced when the headteacher's performance has reached the required standard.

Membership three governors, including the chair of the board, though not the vice chair as well. The chair of the board will not take the role of the panel/committee chair.

In voluntary Aided schools it is considered best practice for at least one member to be a foundation governor.

Neither the headteacher nor staff governors may serve on this group.

[Governor name and chair of panel] June Binfield

[Governor name] James Boulton

[Governor name] Chair of Governors – Ramsgate Holy Trinity

Agreed by the board on	6	10	2020
Review date		10	2021

St Peter in Thanet CE Junior School

Terms of Reference for the Pay Committee

The board will delegate all pay decisions in accordance with the school's pay policy the pay committee will act in accordance with the pay policy. it is the role of the pay committee to:

- To determine the pay progression to be awarded to individuals as delegated within the pay policy.
- To apply the criteria set out in the school's pay policy and consider fully the recommendations made by the headteacher regarding an individual's pay.
- To ensure all employees are made aware of the outcome of their individual pay review in writing within ten days of the decision making.
- Where pay decisions are made by a pay committee – the headteacher may provide professional advice and guidance to the panel to assist with decision making.
- To consider fully all recommendations made by the headteacher regarding an individual's pay progression.
- To maintain an accurate written record of all meetings, recording the reasons for the pay decisions taken and having due regard to confidentiality.
- To report summary information regarding annual total budget for pay decisions to the board.
- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff/leadership group in accordance with the pay policy and reach decisions through the application of any relevant criteria measured by the school's performance appraisal process.
- To observe all statutory and contractual obligations.
- To recommend to the board changes to the policy and to consult with staff and recognised unions on those proposed changes.
- To seek advice from the Local Authority where appropriate.

All decisions made by the pay committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant. This will include any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the leadership group should be made without undue delay. These should be completed prior to or on 31 October 2020 for teaching staff.

Membership [3 governors]

Membership of the pay committee will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the committee. In Voluntary Aided schools at least one member must be a foundation governor.

Neither the headteacher nor staff governors may serve on this group. Schools will need to consider carefully the membership of the committee and appeals committee to ensure the right composition. In particular they should avoid both the chair and vice chair of governors being members of the pay committee as this will inhibit one of these key, senior roles being available for any pay appeals that may arise.

Chair of pay committee James Boulton

June Binfield

Sarah St John

Agreed by the board on

6

10

2020

Review date

10

2021

Standing Order for Meetings of the Board

Governors are expected to:

- Arrive in good time for the start of any meeting, having read all the paperwork in connection with the agenda, and prepared with questions to ask or comments to make.
- Comply with any DfE governance guidance regarding meetings
- Have read and have access to the latest school development plan and be familiar with its milestones and priorities.
- Limit discussion to policies and actions and not people, ensuring constructive challenge, support and celebration is captured within the minutes.
- Understand their strategic role and not stray into the operational.
- Participate in discussion and listen to the views and comments of others.
- Work collectively as a team acting with integrity, objectivity and honesty and in the best interests of the school.
- Collectively ensure all board decisions are strategic and not operational.
- Be brief and adhere to any time limits placed against agenda items.
- Take regard of the advice and guidance given by the paid governance professional - the clerk
- Follow up on action points between meetings
- Comply with the code of conduct

The following persons have the right to attend all meetings of the board

- headteacher
- clerk
- any governor
- associate members (unless the board requires them to leave for items relating to individual members of staff or pupils)

The following persons will be invited to attend regular meetings of the board or it's committees:

Deputy Headteacher

Business Manager (Resources)

RE Subject Lead (Foundation Committee)

Board meetings will be held at the school five times a year. The clerk will prepare a suggested calendar of meeting dates for the following academic year for approval at the last meeting held in term 6 of the preceding academic year following evaluation of impact of the governance structure.

The clerk to the board will prepare a draft agenda, which will be finalised and approved by the chair. Governors wishing to place items on the agenda should give notice to the clerk and provide a copy of any supporting papers. **Governors must, in complying with legislation, submit monitoring visit reports or any other documents to the clerk in time for the agenda and supporting documents to be circulated.**

The Chair, or Clerk, should be notified of any items of 'Any Other Business' in advance of the meeting. At the Chair's discretion, these will either be added to the agenda, delegated to a pair, or placed on the agenda of the next meeting.

Voting, where necessary, will normally be taken by a show of hands; however, the chair may determine a secret ballot where this has been requested by two or more governors. Where there is an equal division of votes the chair will have a second or casting vote.

The board may agree to operate virtual governance at some or all their meetings. Virtual governance can only be by means of telephony or video conferencing. For maintained schools, proxy voting or decision making in advance of the meeting is not permissible by governance legislation. Decisions can only be made following governor attendance and informed discussion at a quorate meeting. To enable virtual governance the following needs to be considered, approved, evidenced in the minutes and followed in practice.

- How to ensure integrity of confidentiality is upheld.
- How governors may participate within a virtual meeting
- How to ensure the meeting will always remain quorate

- How to manage virtual voting – especially by secret ballot
- Technology required and capable of working within school intranet/internet system if necessary

All meetings will be convened by the clerk. Any three members of the board may request a meeting by giving written notice to the clerk, which includes a summary of the business to be transacted. The clerk will then prepare an agenda to call a meeting.

Each meeting will be limited to **2 hours** in duration. Where business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting. Draft minutes will be approved for email circulation by the chair within three weeks of the meeting, before being formally approved by the board at the next meeting.

Agreed by the board on	6	10	2020
Review date		10	2021

St Peter in Thanet CE Junior School

Standing Order for the Election of Chair and Vice Chair

Guiding Principles

- The board **must** elect a chair and a vice chair. (The School Governance (Roles, Procedures and Allowances) Regulations 2013 – para 7.1)
- When the office of chair or vice chair becomes vacant, the board must elect a new chair or vice chair at their next meeting.
- If both chair and vice chair positions become vacant, the board **must** hold an extraordinary meeting, as convened by the clerk, to elect a chair.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken.
- Boards are free to, and should, agree an election process. Best practice is for written nominations in advance with supporting statement to include the skills present to undertake the role.
- Governors who are paid to work at the school, for instance the headteacher and the staff governors cannot be elected as chair or vice chair.
- The process must be fair, open and transparent.

The role of the chair of the board

- To ensure the business of the board is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, focusing on the priorities and making best use of the 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.
- To establish and foster a good relationship with the clerk based on professional respect for each role.

St Peter in Thanet CE Junior School

Standing Order

Election of Chair and Vice Chair

At least two weeks in advance of the first meeting of the academic year, the Clerk will send an e-mail to all eligible Governors inviting self-nomination for the positions of Chair and Vice Chair.

Governors who are paid to work at the school cannot be elected as chair or vice chair. The chair or vice chair can resign at any time by giving notice in writing to the Clerk. Existing Chairs and Vice Chairs are able to stand for re-election

The Chair and Vice Chair will serve for a period of one year

Governors will be advised the names of all candidates before the meeting.

At the meeting:

- The Clerk will take the Chair to conduct the election of the Chair and the newly elected Chair will conduct the election for the Vice Chair using the same procedure.
- The candidates will be asked to leave the room, having outlined the skills they have for the role, whilst the election takes place and the outcome discussed.
- Governors will discuss the skillset of nominees for the role prior to taking a vote by secret ballot conducted and counted by the Clerk.
- Should only one nomination for each post be received Governors will vote by a show of hands. If more than one vote is received for either post, Governors will vote by secret ballot. Candidates will be allowed to vote (including for themselves) before leaving the room. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting.)
- If no advance nominations have been received for the office of Chair, the Clerk may seek nominations at the meeting.

Following the election of the Chair, the new Chair will conduct the election of a Vice Chair using the same procedure.

If no Chair is duly elected, the Vice Chair MUST be appointed to Chair for the remainder of the meeting and act as Chair until the next meeting. The Board MUST follow its statutory requirement to elect a Chair at its next meeting. If no Chair is duly elected at its next meeting, concerns will be raised on the capacity of Leadership and Governance under schools causing concern guidance.

Agreed by the Governing Body on		6	10	2020
Chair of Governors James Boulton	Term of Chair Office One Year	Elected date	6.10.2020	
Vice Chair of Governors Kathy Naylor	Term of Office One Year	Elected date	6.10.2020	

Standing Order for the appointment of an Associate Member

This additional board member status is only available to LA maintained committee governing boards

Guiding Principles

Boards can benefit from being able to draw on specific skills or experience from outside their formal board membership.

The definition of associate member is wide and can include pupils, school staff and persons who want to contribute specifically on issues related to their area of expertise, for instance finance.

The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Any committee quorum can only be made from governors who are appointed to the committee.

Associate members:

- Are appointed by the board to serve on one or more named committees for a period between one and four years and can be reappointed at the end of their term of office
- Can be removed from office by the board at any time
- **Are not governors** and are not recorded on the Instrument of Government, though must receive a copy
- **Are not governors and are not appointed to the board** and therefore not able to vote at board level, though are entitled to attend the board meeting
(Every question to be decided at a meeting of the board is to be determined by a majority of the votes of the governors present and voting on the question)
- May be given voting rights on committees by the board
- Cannot be given voting rights on committees if they have not reached the age of 18 at the time of their appointment
- Whilst can be appointed as chair of a committee, if there was ever a tied vote, they would not have the casting vote, unlike a committee chair who is a governor.
- May be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff
- Must have their details and register of business interests and their voting rights published on the school website

Factors the board should consider in agreeing their appointment process:

- *What the purpose of the appointment will be e.g. addition of skills, holding until a governor position becomes vacant and allows the board to see if they have the necessary skills*
- *What information the board needs to support a proposed appointment e.g. a statement 250 words, interview with the chair/vice chair, presentation to the board, alternatives as appropriate*
- *Whether when considering the appointment, voting will be by secret ballot or show of hands*
- *What the term of office for the membership shall be (one to four years)*
- *What committee(s) the associate member would be appointed to and if voting rights will be given for the associate member*
- *Whether the associate member may be excluded from any part of a meeting when the item of business concerns an individual pupil or member of staff (a person in attendance at meetings can be asked to leave for confidential items)*
- *Whether the associate member would be included in distributions of all documents and meeting papers for items they were not entitled to be present (whether for instance confidential minutes would not be available)*
- *The expectation of the associate member to sign the board's code of conduct, governor legal declaration. Governors who have been disqualified do not qualify to be associate members*
- *The expectation of the associate member to obtain a DBS check (recommended), in line with all members of the board*
- *Staff members who are appointed as associate members do not count towards the statutory limit on the number of staff members on a board. However, you should avoid having too many staff members as associate members because it can affect the balance of the board and could make it difficult for your board to challenge the school effectively*

Review date

St Peter in Thanet CE Junior School

Associate Member Pro-forma

The Board resolves that the following will apply to the appointment of Associate Members of the Board:

Name of Associate Member

The Board agree the Associate Member named above is :-

- To be appointed for a period of (*insert agreed term between 1 - 4 years*)
- To attend /not attend meetings of the Board
- To be a member of the committee
- To have full voting rights on committee
- To have regard to the Board's agreed Terms of Reference, Code of Conduct and other Standing Orders of the Board
- To undertake appropriate Governor Training and Development (as agreed in the Board's Code of Conduct)
- To complete the legal Governor Declaration, Declaration of Business Interest forms
- To obtain a DBS check, in line with all members of the Board (best practice)

Agreed by the Board on

6

10

2020

Review Date

10

2021

APPENDIX 1

Statutory Policies – St Peter in Thanet CE Junior School

Capability	Annual - FGB
Charging and Remissions	Annual - FGB
School behavior Policy and written statement	Annual – FGB/Headteacher Annual - FGB
Sex Education	Annual – L&D
SEN&D	Annual - FGB
Performance Related Pay Policy	Annual - FGB
GDPR (Data Protection)	Biennial - FGB
Admissions arrangements	Annual - FGB
Accessibility	Every 3 years - FGB
Complaints procedures statement	Annual - FGB
Freedom of Information	Biennial – Resources
Governors' allowances	Annual - FGB
Premises Management Documents	Annual - H&S Governor to monitor
Health and Safety	Annual - FGB
Equality information and objectives Statement for publication	Policy to be reviewed every 4 years Objectives annually - FGB
Staff Discipline & Conduct Grievance	Annual - FGB
Child protection policy (Safeguarding)	Annual - FGB
Statement of procedures for dealing with allegations of abuse against staff	Annual - FGB
Supporting pupils with medical conditions	Annual - FGB
First Aid in Schools	Annual - FGB
Children with Health needs who cannot attend school	Annual - FGB
Protection of Biometric Information	No biometric data held by the school
Newly Qualified Teachers (only required if NQTs are employed)	Annual – FGB
Designated Teacher for Looked After and previously LAC	Annual - FGB
Exclusion	Annual – FGB/Headteacher
Register of Business Interest	Annual - FGB
Instrument of Government	FGB

Best Practice/KCC required

Appraisal	Biennial - Resources
Acceptable Use	FGB
Educational Visits	Biennial – L&D
Anti-Bullying	Biennial – L&D
Attendance	Biennial - Resources
Online Safety	Biennial - FGB
Finance	Reqd for SFVS Annual – Resources /FGB
Whistleblowing	Reqd for SFVS Biennial - Resources
Governor Visits	Annual - FGB
RE & CW (As a Church School)	Biennial – Foundation
Business Continuity Plan	Reqd for SFVS – Annual - Resources
Risk Register	Reqd for SFVS – Annual – FGB Resources to review regularly
Safer Recruitment (statement included in CP Policy)	
Visitors to School	
PREVENT	
Staff Code of Conduct	

St Peter in Thanet CE Junior School**2020-2021 Governor Monitoring Visits for a Committee Policy**

See separate document available on GovernorHub and attached to these terms of reference.

I agree to follow the agreed principles and procedures of this policy adopted by the board on (date)

Agreed by Governors present at the FGB meeting 6.10.2020

Name of individual governor signatures

James M Boulton
 Tim Hunter-Whitehouse
 June Binfield
 Denise Brooks
 Steve Hannon
 Sarah St John
 Nathan Williams

Date

6.10.2020

St Peter in Thanet CE Junior School**2020-2021 Code of Conduct for School Boards**

See separate document available on GovernorHub and attached to these terms of reference.

We agree to follow the agreed principles and procedures of this code of conduct adopted by the board on (date)

Agreed by Governors present at the FGB meeting 6.10.2020

Name of individual governors

James M Boulton
 Tim Hunter-Whitehouse
 June Binfield
 Denise Brooks
 Steve Hannon
 Sarah St John
 Nathan Williams

Date

Each governor MUST sign and retain their individual copy of the code of conduct

Signed and agreed by board

Date 6.10.2020