

St Peter in Thanet CE Junior School

Terms of Reference for the Governing Body

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Board has resolved to conduct its business by adopting the Committee model structure and to delegate statutory functions to a Curriculum & Development Committee and a Resources and Personnel Committee as well as appointing the statutory individual delegated governor roles of Safeguarding; SEND; Health and Safety; Finance (KCC maintained school); Careers guidance (Secondary)

The Board has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding Executive Leaders/ Headteacher to account for the educational performance of the organisation/school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the organisation/school and making sure its money is well spent.

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

The items in bold may be delegated and reported back to the Board

Operational

- 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.
- Elect (or remove) the Chair and Vice Chair.
- To appoint (or dismiss) the Clerk to the Governing Body.
- To hold at least 3 Governing Body meetings each year.
- To appoint and remove Foundation Governors (in consultation with the Diocese)
- To appoint and remove any associate members.
- To appoint LA nominated Governor.
- To suspend or remove/recommend removal of a governor. LA Governors can only be removed by their appointing body
- To decide which functions of the Governing Body will be delegated and to whom.
- To review the delegation arrangements annually
- To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety and Finance (KCC Schools) based on skill set and expertise.
- **To receive reports from any individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Board is necessary.**
- **To appoint Committee Chairs and Vice Chairs**
- Appoint selection panel for Headteacher/Executive Leader/Deputy Headteacher
- To ratify or reject 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 a register of Governors' Business Interests.
- **To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, are met and updated as necessary.**

	<ul style="list-style-type: none"> • To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary (for academies within 14 days of any change) and accurate with the details published on the school website. • To approve and set up a Governors' Allowances Scheme. • To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders. • To arrange a suitable induction process and mentoring for newly appointed or elected governors • To audit individual and collective development needs and promote appropriate training. • To delegate to the Headteacher the functions as described in the Delegation of Functions to Headteacher Standing Order • To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference. • To regularly audit and evaluate the impact of governance to inform the structure of the Governing Board • To ensure the Headteacher provides such reports as requested by the Governing Board to enable it to undertake its role. • To monitor compliance with GDPR • To agree a calendar of work and timetable of meeting dates for the year based on known cycles of school improvement and financial management.
<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 Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones; monitoring against an agreed Governing 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 statutory policies as listed below, ensuring impact and compliance upon review. • To approve all school trips involving an overnight stay away from home. • To ensure the school has a Governing Board approved Complaints Procedure for Parents, published on the school website with parents knowing how to raise concerns and make a complaint. • To have regard to the professional advice given by the Clerk • To ensure that the Governing 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 (SEN) policy. • To publish and update at least annually a SEN 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 KCSIE in respect of pupils with special needs by appointing a SEND governor.

	<ul style="list-style-type: none"> 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 practising 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 Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the KCC child protection/ safeguarding policy and relevant procedures To comply with statutory duties from KCSIE by appointing Safeguarding, SEND and Health & Safety governors 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 complete an annual Safeguarding Review ensuring any follow up actions are monitored and completed.
Curriculum	<ul style="list-style-type: none"> Ensure NC is taught to all pupils To establish a Charging and Remissions Policy for activities To ensure the curriculum is broad and balanced To monitor the curriculum policy if there is one in place. To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain
Budget	<ul style="list-style-type: none"> To approve the first formal budget plan each year. To engage in strategic decision making. To approve a 3-year budget which shows clear links to the School Improvement Plan. To annually review and approve the Finance Policy and recommend levels of delegation. To enter into contracts following agreed financial limits To make decisions in respect of service agreements following agreed delegation of financial limits and insurance To appoint a finance governor. To ensure financial succession planning within the board To review and take account of any consultations to change the LA Finance Scheme.
Staffing	<ul style="list-style-type: none"> To make Headteacher and Deputy Headteacher appointments (ratify or reject) following recommendations from the board approved selection panel. To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character (VA schools) To annually determine the staff complement. To annually agree a pay policy and any pay discretions 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 and grievance To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. To dismiss the Headteacher. To end the suspension of staff or Headteacher.

	<ul style="list-style-type: none"> 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 Capability Policies. To determine the timing of the Headteacher appraisal review cycle. To appoint the Headteacher Performance management group following the best practice of 3 skilled or trained governors, to include the Chair of the Board. The Chair of the Governing Board must not be appointed to the Chair of the panel. To appoint the pay committee of 3 skilled or trained governors To appoint the external advisor To take into account the Headteacher Standards for Excellence To agree total pay award following recommendation from Pay committee To agree any pay award for the Headteacher/ Executive Leader following recommendation from the Headteacher performance management panel
Discipline/ Exclusions	<ul style="list-style-type: none"> To establish a statement of behaviour principles on which the school can produce a behavior 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 pg 18 point 57). To direct the reinstatement of excluded pupils.
Premises & Insurance	<ul style="list-style-type: none"> To develop and approve a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements
Health and Safety	<ul style="list-style-type: none"> 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 is 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. (VA school) Set a clear published admission number (PAN), which states the number of applicants they will admit where enough applications are received. Admissions appeals: To set up independent panels in line with the School Admission Appeals Code. (VA schools)
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 with a 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 Executive Leader. The Religious character of the school and matters related to SIAMS are delegated to the Foundation Governors in accordance with their terms of reference.

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
Collaborations	<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 To consider requests from other schools to join a federation. To leave a federation
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)
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.

Policies	<ul style="list-style-type: none"> To ratify the following policies: <ul style="list-style-type: none"> Finance Policy and Pay and Reward Policy To review and agree: <ul style="list-style-type: none"> Admissions Policy and Criteria Appraisal and Capability Policies (biennial) Induction procedures and policy (biennial) Governor allowance policy (biennial) Governor Visit Policy (annual) Complaints Policy (biennial). Ensure parents are able to access the policy Procedures for addressing Staff Discipline and Conduct and Grievance Policies (biennial) Supporting Pupils with Medical Conditions (biennial) Discipline and Behaviour Policy and Statement of Behaviour Principles (annual) Child Protection (annual) SEND (annual) Charging and Remissions Policy (biennial)
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Membership of the Governing Body - 12

Agreed by the Governing Body on 15.10.18 Review date Oct 19

Quorum: one half of the number of governors in post (rounded up)

	Appointment Date		
Chair of Governors – Alisdair Chisholm	15	10	2018
Vice Chair – Kate Gardner	15	10	2018
Clerk – Ann Harley			
SEND Governor – Alisdair Chisholm	15	10	2018
Safeguarding (inc Child Protection) Governor – Alisdair Chisholm	15	10	2018
Health and Safety Governor – James Boulton	15	10	2018
Finance Governor – James Boulton	15	10	2018