

OAKTHORPE PRIMARY SCHOOL GOVERNING BODY ORGANISATIONAL ARRANGEMENTS

The Governing Body is responsible for the tasks detailed in this document and has the authority to delegate some of these to a Committee or an individual, including the Headteacher. Once completed this document will negate the need for exhaustive terms of reference for each of your committees. It should be reviewed and approved by the GB annually.

Committee Procedures

Quorum - for each Committee will be 3 governors

Meetings – to meet as often as is necessary to fulfill its responsibilities and at least once a term

Attendance – any governor to be able to attend meetings of any Committee (except where confidential issues are discussed) subject to non members having no right to vote.

Chair – each Committee to elect a Chair or the Governing Body to appoint a Chair for each committee annually.

Voting – where necessary, the Chair shall have a casting vote in reaching decisions

Urgent Decisions – in the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors in consultation with the Chair of the Committee will take appropriate action on behalf of the Committee.

The decision taken and the reasons for urgency will be explained fully at the next meeting of the Governing Body.

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		HEAD	COMMITTEE (PLEASE SPECIFY)	INDIVIDUAL GOVERNOR		
Agreeing Aims and Vision of School	✓				SIP review	Govs should review these on a regular basis & consult with other stakeholders
Consider & agree the School Development Plan	✓				Agreed at first Governing Body meeting.	
Monitor the implementation of the School Development Plan		✓	Committees as appropriate		See SIP review, PDI and monitoring schedule.	To consider progress on the SIP priorities and evaluate impact
SEF – to consider & validate the School's agreement						With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors
To agree a single Equalities Policy/Scheme and Action Plan and review regularly Ensure equality objectives are published, including how they will be	✓			Rolling review	GBs should ensure that their school complies with all aspects of discrimination law.	

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achieved						
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To agree any collaboration arrangements with other GBs or formal federation	✓	✓				
Agree any organisational changes, including converting to Academy status						
Consideration of Complaint against the School or Curriculum – establish Policy & implement	✓	Stage 1 only				May wish to set up separate Panel or delegate to standing committee. The Law requires that the procedure is published.
School Brochure – schools must publish information to help parents make informed choices		✓	Teaching and Learning		Governors to monitor statutory requirements.	Schools must publish specified info on a website – The School Information England)(amendment)(regulations 2012
EduBase Governance Information – to update as required		✓				EduBase now includes a governance section & schools are strongly encouraged to update EduBase through existing access channels within schools
Committees <ul style="list-style-type: none"> Establish Committees Agree membership of other Committees including Associate Members Appoint or agree election of Chairs to the Committees Agree Committee terms of reference (if appropriate) Agree the length of the Associate members term of office (between 1 and 4 years) 	✓ Cannot be delegated ✓ ✓ ✓ ✓				First full Governing Body meeting of the academic year. As appropriate First Governing Body meeting of academic year Buy clerking service from GSS.	<ul style="list-style-type: none"> No restrictions on who can be chair This document could act as terms of reference The Headteacher cannot act as Clerk

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Governor Appointments			Governor Recruitment Panel		<ul style="list-style-type: none"> GBs can now determine the length of the term of office for an elected or appointed Governor; The Governor Recruitment Panel should establish the selection criteria to inform each governor appointment 	
Ensure Governors undertake DBS checks within 21 days of appointment/election		✓		Safeguarding Governor	Governing Body to agree arrangements - may wish to include in School's Policy	
Appoint Governors with individual responsibilities/Subject Governors & agree programme of visits	✓				First Governing Body meeting of academic year Visits should review evidence in order to validate action taken in response to key priority areas and/or Ofsted action points for the school	
Appoint a professional Clerk to the Governing Body and Committees					Governors and Headteachers cannot be appointed as a Clerk to the Governing Body	
Agree programme of meetings for year		✓		Chair	At time of year calendar	Resources Committee meetings should be arranged, as far as possible, with the CFR submission deadlines
Agree targets for the year and/or an annual work plan			Each Committee		At first meeting of academic year	
Establish a Code of Conduct for Governors	✓				New Governors to have a mentor via mentorship programme	DfE recommends that GBs maintain a Code which sets out the ethos of professionalism and high expectations of the Governor role
Community Schools – comment on the LA's Admissions Policy	✓				Comment as appropriate - Governing Body	
Establish Induction programme for new Governors				Chair	Individual mentor to be appointed for every new governor. Link Governor could be included in this process	
Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils & the		✓		Chair of Governors, Chair of	Committee drawn from Governing Body as required.	

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community				Resources		
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Freedom of Information (FOI) <ul style="list-style-type: none"> To ensure that the School complies with the FOI Act To agree the FOI Publication Scheme and Access Policy 		✓				
External Review of Governance		✓		Chair	It is recommended by the DfE that each GB should have an external review of Governance	
School Session Times	✓					
Annual Governance Statement	✓				It is good practice for a GB to publish an annual governance statement to explain how it has fulfilled its responsibilities,, particularly in relation to its core functions	

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STANDARDS, TARGETS & CURRICULUM						
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<ul style="list-style-type: none"> Ensure relevant assessment arrangements are implemented underpinned by the Common Information Framework Review public examination results/ (SATs) 		✓	Teaching and Learning		Headteacher review – report to Curriculum and Staffing Committee by SMT. GBs should reassure themselves that the relevant assessment arrangement are implemented and that mandatory data collections and statistical returns requested by the Secretary of State are given to the relevant timescales and security standards. The GB needs to ensure that, where necessary baseline assessments are undertaken on admission to the School.	
Monitoring implementation of National Curriculum		✓	Teaching and Learning	Governors responsible for literacy, numeracy, SEN, Race Equality	SIA systematic review but ad hoc reports. Governing Bodies should reassure themselves that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements.	
Ensure that the curriculum is balanced and broadly based		✓	Teaching and Learning		SIA. Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the school	
Promote the cultural development of pupils through spiritual, moral, cultural, mental and physical development education requirements						
Sex and Relationship Education – decide if it would be included in the School's curriculum and if so agree a Policy		✓	Teaching and Learning		In place. Published. Review as appropriate.	A written statement on the Policy must be made available for parents and consultation undertaken

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Agree arrangements for Collective Worship		✓	Teaching and Learning		LEA guidelines. Multicultural.	Headteacher & Governing Body have responsibility for ensuring that all pupils take part in a daily act of collective worship.
Ensure that Religious Education requirements are met	✓					
Ensure statutory policies are in place Monitor School Policies		✓	Teaching and Learning		SIP as appropriate.	May wish to set up a rolling programme to review policies
Agree a Governors' Visiting Policy	✓				Circulated to all Governors.	Could establish a policy to provide clear guidelines for all Governors
Children Looked After <ul style="list-style-type: none"> • appoint a designated person to promote educational achievement of CLA • to ensure the School supports the education attainment of CLA 	✓			LAC Governor		The Governing Body must ensure: <ul style="list-style-type: none"> • the designated teacher undertakes appropriate training • it considers an annual report from the designated teacher and acts on any issues raised
Pupil Premium funding – to monitor the effective use and impact of pupil premium funding - ensure Pupil Premium Strategy published on Website				Pupil Premium Governors		GBs should ensure Pupil Premium funding is spent on improving attainment of eligible pupils
PE & Sport Premium funding – consider its use & publish on the Website					Ensure information of the website includes the amount of funding received; how it has been spent (or will be spent); what impact has been seen on pupils' PE and sport participation & attainment	

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					how the improvements will be sustainable for the future.
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PUPILS						
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Pupil Exclusion Hearings - review the HT decision to exclude a pupil where appropriate			Pupil Discipline			Recommended to establish a Committee – must have a minimum of 3 members
Monitor Pupil Exclusion data	✓				Headteacher to report to the Governing Body.	Headteachers must publish the number of exclusions, the reasons for and the length of each exclusion
SEND <ul style="list-style-type: none"> Agree & monitor implementation of SEN Policy Designate a member of staff as having responsibility for co-ordinating the provision for pupils with SEND Report each year to parents on their Policy for pupils with SEND and ensure the SEND Information Report is available on the School's Website Ensure that the Special Needs defined in a pupil's statement or Education Health and Care Plan are met. 	✓ agree policy			SEND Governor	Termly reports to be provided to the Governing Body	Must ensure that SEND Co-ordinator is a qualified teacher

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Ensure that there are policies in place designed to promote good behavior & discipline. Agree and review Discipline/Behaviour Policy including <ul style="list-style-type: none"> • Anti-bullying Policy; • Misuse of Drugs Policy; • The School's approach to the use of reasonable force. 	✓				To be reviewed by SMT and referred to the full Governing Body for ratification.	
Monitor racial, bullying and any safeguarding incidents	✓					This information is usually reported in the termly Headteacher's report
Child protection agree policy, monitor implementation of policy/procedures including single central register	✓			Child Protection Governor	LA guidelines consult SEN co-ordinator.	You may wish to consider appointing a nominated child protection governor
Ensure pupils receive free school meals where appropriate		✓			LA Policy. Admin ensures adherence.	
Agree procedures for administering drugs and medicines		✓		SEN Governor	SEN co-ordinators advises – following LEA Guidelines.	Model policy available from SEN Services
Exclusions Ensure that pupils receive full-time education from the 6 th day of an exclusion		✓	Pupil Discipline Committee		Any three drawn from Committee	

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Pupil Records <ul style="list-style-type: none"> Ensure pupil records kept according to regulations Ensure that parents and others have required access 		✓				
Nutritional Standards Ensure that lunches provided at School meet national nutritional standards			Resources		Any member of Committee can visit School to monitor	Ensure that both the School and Caterhouse, the Contractor, are informed that Governors are to visit.
School Uniform – to decide whether there should be a school uniform or other rules relating to appearance and what they should be	✓					Schools should give priority to the cost of a uniform and ensure that it is affordable & does not act as a barrier to parents when choosing a school
Pupil Voice – governing bodies are required to consult with pupils about matters which affect them		✓			Governors to visit the School Council.	
Promoting British Values				Safeguarding Governors	<ul style="list-style-type: none"> To have due regard to the Prevent duty including assessing risk of children being drawn into terrorism, working in partnership with the local Safeguarding Children's Board Ensuring that all staff have had access to Prevent training; Reviewing IT policies and providing a safe environment online. 	

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Agree Home School Agreement and review regularly.	✓				In School Brochure reviewed annually by Headteacher.	From 1 Jan 16 the requirement for GBs of maintained schools and academy schools to adopt Home School Agreements & associated parental declarations was repealed. If schools chose they can have voluntary home school agreements. Continue with current arrangements
Governing Bodies of maintained schools, must produce a written statement of general principles which the Headteacher must have regard to when setting out the School's behaviour policy			Teaching and Learning Committee			Should be published online

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PERSONNEL ISSUES						
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Agree the composition of the staffing establishment		✓	Teaching and Learning			On-going task, oversight could be delegated to a Committee
Appointment of Headteacher & Deputy Headteacher	✓ Final Decision Cannot be delegated		Appointment Panel (recommended 3 or 5 governors)			Governing Body must make final decision at a formal meeting of the Governing Body, but should establish Panel for appointment process. LA recommends 3 or 5 members.
Appointment of Staff		✓			Headteacher is responsible for all staff appointments below DHT with Gov representation where possible and appropriate.	
Authority to establish acting or temporary appointments		✓		Chair		
Agree, review & implement Capability/Disciplinary Procedures			Resources		Initial staff disciplinary/capability decisions delegated to the Headteacher up to and including dismissal. The Governing Body would become involved at the appeal stage if required. This cannot be delegated to a Committee which has an Associate Member who is a member of staff or pupil,	

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Pay Policy <ul style="list-style-type: none"> Agree and regularly review the Pay Policy Agree points/allowances in line with Pay Policy Consider any appeal submitted by member of staff in relation to a decision regarding salary 			Resources		Follow LA guidelines	
Appraisal <ul style="list-style-type: none"> Agree Appraisal/Performance Management Policy Review Policy annually ensure that it is being implemented effectively & fairly 			Resources		SMT to review current arrangements report to full Governing Body	
Undertake <ul style="list-style-type: none"> Headteacher's Performance Review; review & determine Head's salary backdated to September 			Performance Management Panel			<ul style="list-style-type: none"> Statutory panel of 2 or 3 Governors. An external Adviser must be appointed to help with the review. Consider recommendation of PM Panel.

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Agree, review & implement Grievance Procedures			Resources		As appropriate	Need an initial and appeal panels. <i>This cannot be delegated to a Committee which has an Associate Member who is a member of staff or pupil,</i>
Ensure that Government Workforce Reforms are implemented in the School			Resources			
Agree and review as necessary a staff Whistle-Blowing Policy			Resources			The GB should agree one or more members of the School's staff and of the GB to whom staff can report concerns
Threshold Applications		✓				GB is required to delegate the receipt and assessment of applications to the headteacher
Allegations against staff & volunteers – to ensure that effective support is provided for anyone facing an allegation		✓			GB should make sure that a senior member of leadership team is designated to take lead responsibility for dealing with safeguarding issues.	Allegations against staff & volunteers – to ensure that effective support is provided for anyone facing an allegation
Safer Recruitment – to ensure that Safer Recruitment Procedures are applied		✓				Safer Recruitment – to ensure that Safer Recruitment Procedures are applied

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FINANCIAL & RESOURCE ISSUES						
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Governors' Allowance Scheme – establish and implement			Resources			
Register of Governors' Business Interests	✓				From 1 Sept 2015 the GB has to publish on the School's Website its register of business interest including governorship on other educational establishments and set out any relationships between Governors and any members of Staff (also see Governors' handbook)	
Agree School Budget, ensuring that it is in line with School Plan	✓ 3 year expenditure plan to be approved		Resources			This cannot be delegated to an individual. The LA Scheme for Financing Schools states that the School's formal three year expenditure plan must be approved by the GB.
Undertake regular & required monitoring of the Budget			Resources			
Monitor value & quality of contracts			Resources			Taking into consideration principles of Best Value
Consider renewal of Service Level Agreements		✓	Resources			Taking into consideration principles of Best Value, agreed budget and Council's Contract Procedure Rules
Consider renewal of contracts		✓	Resources			Taking into consideration principles of Best Value, agreed budget and Council's Contract Procedure Rules

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Best Value ensure expenditure reflects principles of best practice			Resources	Or Chair of Finance Committee		
Review and approve the School's Debt Recovery policy			Resources			Needs to be ratified annually.
Review and approve the School's Charging and Remissions Policy	✓		Resources			This sets charges and remissions for School activities – it must meet requirements as detailed under sections 449-462 Education Act 1996
Agree School's Scheme of Financial Delegation annually	✓		Resources			To confirm that the School will adhere to LA's Finance Manual and procedures
Schools Financial Value Standard – (SFVS) to consider and complete on an annual basis			Resources		Audit Services recommend that the SFVS is completed by a working group/Committee and referred to the Governing Body for ratification.	
Complete and return the LBE School's Risk Assessment & Financial Control Checklist annually			Resources		Audit Services recommend that the Document is completed by a working group/Committee and referred to the Governing Body for ratification.	

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SITE ISSUES						
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Health and Safety - undertake termly Inspections & ensure necessary remedial action carried out - ensure annual risk assessments are undertaken to ensure fire precautions are in place				Health and Safety,		This could be delegated to an individual or a Committee
Health and Safety Yearly Audit		✓		Health and Safety,		Advise available from Education Health and Safety Service
Health and Safety Policy – adhere to the LA's Policy			Resources			Policy to be reviewed annually
Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met		✓	Resources			May wish to set up rolling programme of works in discussion with the Resources Committee
To ensure school is secure		✓	Resources			Community Schools – LA has this responsibility and delegates associated tasks to GBs.
Agree contracts for premises work		✓	Resources			Taking into consideration <ul style="list-style-type: none"> Principles of best value Agreed budget LA procurement Regulations

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Ensure that the School environment is conducive to learning		✓				
Manage Lettings – review and agree the Lettings Policy and lettings charges annually		✓	Resources			