

GOVERNORS ROLES, RESPONSIBILITIES AND COMMITTEES

THE GOVERNING BODY OF THE GRANGE SCHOOL and SPORTS COLLEGE

The Role of the Governing Body:

- The governing body shall exercise their function with a view to fulfilling a largely strategic role in the running of the school.
- The governing body shall establish a strategic framework for the school by –
 - setting aims and objectives for the school;
 - setting policies for achieving those aims and objectives;
 - setting targets for achieving those aims and objectives.
- The governing body shall monitor and evaluate progress in the school towards achievement of the aims and objectives set and regularly review the strategic framework for the school in the light of progress.
- In exercising the functions in paragraphs (2) and (3) above, the governing body shall –
 - comply with any trust deed relating to the school
 - consider any advice given by the head.
- The governing body shall act as “critical friend” to the head teacher, that is to say, they shall support the head teacher in the performance of his/her functions and give him/her constructive criticism.

Responsibilities:

- Governing bodies must:
- Meet at least three times per annum
- Decide where and when to meet, and whether the meetings are open.
- Determine agenda
- Elect chair and vice-chair annually, or when a vacancy arises.
- Take decisions if quorum present
- Form committees when required
- Set up register of business interests

Governing bodies also have responsibilities laid down by Central Government for

- Finance
- Staffing
- Curriculum
- Religious Education
- Collective Worship
- Additional Educational Needs
- Premises (condition and use of)
- Discipline and Attendance
- Information to Parents
- Charging Policy
- Performance Management
- Headteachers Review

Supporting Committees:

To help fulfil its legal responsibilities there will be the following supporting committees:

- Chairs Forum: Chair and Vice Chair of Governors, Headteacher, Chairs of Curriculum, Learning and Teaching, Finance and Pupils & Personnel and any governor invited to attend.

- Pay Committee: Chair of Governors, Chair of Pupils and Personnel (chair of committee) and chair of Finance.
 - Premises and Health and Safety Committee: Governors selected by the FGB. In attendance School Health and Safety Officer
 - Curriculum, Learning and Teaching Committee: Governors selected by the FGB. In attendance Assistant Headteacher (Curriculum & Teaching)
 - Finance Committee: Governors selected by the FGB. In attendance Director of Resources.
 - Pupils and Personnel Committee: Governors selected by the FGB. In attendance Assistant Headteacher (Students & Learning), Deputy Headteacher.
 - Disciplinary Committee: Governors not employees of the school, selected by the chair. Assistant Headteacher (Students & Learning), in attendance at pupil disciplinary hearings .
- Other committees/panels may be formed as and when required, for example:
- The Heads Performance Review
 - The Appointment of a New Head Teacher / Deputy Headteacher
 - Staff Disciplinary Procedure

Additional Responsibilities:

- The P&P, C, L &T and Finance Committees are responsible for the review and ratification of school policies.
- To help fulfil our monitoring and evaluation responsibilities, each governor is expected to forge a “link” with a particular faculty, and/or whole-school initiative. Some governors appointed as ‘lead governors’ to monitor the School Improvement Plan.
- It is also expected that all governors will further their expertise by attended Governor Development courses provided by the LA.

Membership of the P&P, C, L &T and Finance Committees :

- Voting and speaking rights: **A minimum of four Governors.**
- The **chair** to be elected from the first meeting of the committee
- The Chair of Governors (or Vice Chair if deputising) and the Headteacher to be **Ex officio** members of the committee, other members to be appointed by FGB.
- All members have to be Full members of the Governing Body
- A quorum is 50% rounded up of the voting members, but at least **three** (statutory).
- Non-voting but speaking rights: Relevant named member(s) of Senior Management Team as non-voting members.
- The committee has the power to co-opt either for a specific project or to all meetings of the committee the relevant staff.
- Hold meetings in line with the agreed time-table
- Minutes to be taken in accordance to stated procedure, by a voting member of the committee and given to the clerk in the appropriate form in sufficient time for the next meeting of the Chair Forum.
- Agenda and minutes to be made available for scrutiny.
- In addition to the agreed membership of each of these committees, any other Governor is welcome to attend meetings. In these cases, individual Governors are asked to inform the Chair of the Committee at least 48 hours prior to the meeting in question, in order that a copy of the meeting papers can be supplied. These additional Governors will have voting rights and will count towards the quorum for that committee.

Pecuniary Interests

Any member or attendee of any committee should declare a pecuniary interests to the Chair. The Chair will ask them to leave during any debate, subsequent decisions and voting. A file of members’ interest should be held.

CURRICULUM, LEARNING and TEACHING

To ensure that the Curriculum is delivered with due attention to inclusion and without barrier or prejudice

1. General

- To receive, obtain and discuss papers and documents relevant to their work as the Curriculum Committee
- The Chair has the responsibility to ensure that all members of the committee are informed of all new guidelines and procedures, which relate to their duties as a member of the Curriculum Committee.
- To receive and consider reports from “Link” Governors regarding contact with Curriculum areas in the School.
- To deal with other curricular matters referred to it by Governors.
- To establish and review all policies that have been delegated to the Curriculum committee by the full Governing Body.

2. Curriculum Plan

- To receive, and prepare for presentation to the full Governing Body, a Curriculum Plan for the next academic year.
- To ensure that the curriculum complies with the Statutory National Curriculum and other requirements.
- To agree a written statement of the schools’ policy regarding the content and organisation of sex education.
- To hear appeals against the heads decision to lift or change the National Curriculum for a particular pupil.
- To ensure only approved external qualifications and syllabuses are offered to pupils.
- To ensure that the curriculum is accessible to all, regardless of race, gender or disability.

3. Curriculum Delivery

- To maintain an overview of practices to deliver the Curriculum.
- To be advised of changes to those practices on the recommendation of the Headteacher.
- To be advised of and monitor progress of all Curriculum initiatives, and ensure impact on progress and attainment.
- To monitor the performance of the school in public examinations, including Key Stage Assessments.
- To set and publish targets for pupil performance in the public examinations at 16 (KS4).
- To monitor progress of pupils including specific pupil groups against targets and other comparative performance indicators.

4. Additional Educational Needs

To review policy concerning the Curriculum as it pertains to pupils with special educational needs, including disability.

5. Schools Improvement Plan

To receive, contribute to and prepare for presentation to the Full Governing Body, the School Improvement Plan (Curriculum) and contribute to the monitoring and improvement process.

6. Complaints

To receive and address complaints regarding the Curriculum.

FINANCE COMMITTEE

1. General Matters

- To receive, obtain and discuss papers and documents relevant to their work. To ensure that accounts are kept accurately.
- To deal with any specific financial and related policy matters, referred to it by the Governing Body, the Headteacher.
- To establish, review and approve all policies that have been delegated to Finance by the Full Governing Body or Chairs Group.

2. Preparation and Implementation of the School Budget

- To prepare a draft Annual Budget for the full Governing Body taking into consideration recommendations from all the committees of the FGB, SLT and in the light of the formula funding allocation from South Gloucestershire LA and other income. This should be presented to the March full Governing Body meeting.
- To prepare the Annual Budget for the full Governors ratification at the May meeting for submission to South Gloucestershire LEA.
- To advise other Committees on financial issues and the implications of their proposals on the school budget.
- To monitor and approve budgetary adjustments, i.e. virements and allocations from contingency.

3. External Relations

- To review policy appertaining to Lettings and Community use of the building and grounds.

4. Financial Management Standard

- To implement the above in compliance with the Financial Management Standard*.

*(Please see appendix for full detailc)

PREMISES, HEALTH AND SAFETY

To ensure that the building, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

1.General Matters

- To ensure that regular termly inspections of the premises are carried out.
- To receive reports and discuss papers that are relevant to the committee.
- The chair of the committee has the responsibility to ensure that all members of the committee are informed of all new guidelines and procedures, which relate to their duties as a member of the Premises, Health and Safety Committee
- To ensure the overall Health and Safety of staff, pupils and visitors at the school.

Accidents and Incidents

- To receive regular reports of any reportable injury, disease or dangerous occurrence, and to ensure that records are kept and readily accessible
- To receive reports of any injury caused by Physical violence against a person at work.
- To receive incidents of crime and loss and ensure that these are reported to the police and LA where appropriate.

2.Health and Safety Policy

To monitor and review the schools' Health and Safety policy, and assess any funding implications .

3.First Aid Issues

To receive an annual report of issues relating to First Aid provision in the school, and other issues relating to pupil health.

4.Child Protection

To ensure that the school has a child protection officer, and that it lays out and follows child protection procedures.

5.Risk Assessment

To receive reports on risk assessments on all school activities, to include classroom activities, general school activities and out of school activities, and monitor measures introduced to manage those risks

Educational Visits

- To regularly review the DCSF's good practice guidance on educational visits and relevant legislation.
- To monitor the school policy on Educational Visits and the use of School Coaches and Mini-buses.

School Security

- To receive regular reports from the Schools H & S officer regarding where he feels the Security has been/or maybe be, threatened. To assess financial implications of solutions suggested.
- To annually review school Security system.

PUPILS & PERSONNEL

1. General Matters

- To receive, obtain and discuss papers and documents relevant to the work of the committee.
- To deal with any specific pupil welfare or personnel and related matters referred to it by the Governing Body, the Headteacher or Deputy Headteacher, the school representative of any LEA recognised Trade Union or Professional Association.
- To contribute to the relevant sections of the School Profile.

2. Student Welfare

- To monitor and evaluate the role of Pastoral teams in the school, house and tutor groups.
- To monitor and evaluate the role of the Pastoral team in relation to the School Improvement Plan.
- To monitor and evaluate the role and impact of the outside agencies, Welfare, Psychology, PRS connexions etc.
- To monitor and evaluate the role of Citizenship in the personal development of pupils.
- To monitor attendance in relation to the Priority Support Plan.

3. Admissions

- To receive information on the admission of pupils.
- To receive termly data on authorised and unauthorised attendance.
- To receive reports on parent's evenings.

4. Employment

- To ensure that personnel matters are conducted according to the best industrial relations practices and they comply with the latest UK and European Employment Laws
- To annually review facilities provided for the representation by professional associations and trade unions.
- To annually review and approve the procedures for the appointment of staff.
- To receive annually details of the constitution of appointments' panels and details of applications received, in order to comply with the Equal Opportunities Policy
- To annually review staffing structure.

5. Staff Remuneration

- To annually review, including reference to South Gloucestershire and Performance Management Guidelines and approve the Grange School Salaries Policy.
- To be informed of changes included in the annual settlement on Pay and Conditions and to receive advice from the Headteacher regarding the implementation and implications of such changes.
- To annually review and approve the SLT's remunerations policy.

6. Staff Development

- To annually review the School policies on Professional Development and Inservice Training
- To receive and review details of the annual course/INSET attendance

7. Equality

- To encourage and assist the school in working towards equality of access and opportunity for all, including improved contact with parents.
- To receive reports on incidents of racism.

8. Grievances and Discipline

- To annually review and approve the grievance and disciplinary procedure for staff.

9. School Structure

- To annually agree with the Headteacher a staffing structure for the school which meets the aims of the School Improvement Plan, and approved budget to review the structure each time a vacancy occurs and at other times as appropriate
- To approve temporary changes to the structure on the recommendation of the Headteacher, in line with approved budget.

10. Performance Management

- To annually review the Performance Management Policy.
- To receive an annual report from the SLT on implementation of Performance Management policy.
- To annually facilitate the review of the Headteachers Performance.
- To receive reports from the review officer regarding any disputes annually (spring 1 agenda).

CHAIRS FORUM

- The purpose of this group is to co-ordinate the efforts of the governing body and produce a coherent approach, ensuring the efficiency of the committee structure.
- It is intended as a forum where chairs can share their committees' priorities and concerns, and feed back the concerns of others, thus ensuring that committees do not work in isolation.
- The group is not seen as a decision making body, rather a sounding board for new developments, and to support the governing body's role as a critical friend.
- In the event of disagreement between committee priorities, this group is to act as the arbitrator.
- To agree the agenda of the next FGB committee meeting – taking full consideration of issues raised by other committees, and the Headteacher.

Review and monitoring of committee procedures, roles and functions to be undertaken as necessary but completed within the annual review of the terms of reference, and approved formally at the first Full Governing Body meeting of the new school year.

APPENDIX

TERMS OF REFERENCE FOR FINANCIAL RESPONSIBILITIES FOR THE GRANGE SCHOOL AND SPORTS COLLEGE IN RELATION TO THE FINANCIAL MANAGEMENT STANDARD

<u>Main Activity</u>	<u>Detailed Tasks</u>	<u>Responsibility of:</u>
Planning the Budget	Identifying priorities with reference to the school Development Plan.	FGB, after input from committees following proposals from staff and advisers.
	Making recommendations and proposals.	Head - Finance - FGB
	Examining projections of spending	Head - Finance - FGB
	Examining recommendations and proposals.	Finance - FGB
Approving the budget	Deciding upon the annual allocations	Whole Governing Body
Monitoring the budget	Regular reviews each month	Head & Business Manager
	Collating information and presenting reports to the FGB or FC	Head & Business Manager
	Review of financial reports 4 times a year in line with FC meeting calendar.	Finance - FGB
Virements	Deciding upon major virements in connection with annual allocations and in response to in-year budget variations.	Prior approval of FGB for virements over £5000
	Deciding upon minor virements in response to need during the course of the year.	Head may approve virements up to £1000. FC to approve virements between £1000 and £5000.
Reconciliation of Accounts	Checking the completeness and accuracy of the accounts as shown on the budgetary control sheets/ monthly income and expenditure summaries/ and the computerised accounting system.	Head & Business Manager
	Seeking clarification and initiating queries.	Head & Business Manager
Carry- forwards: policy on and use of retained balances.	Monitoring and identifying areas of over/under-spend in course of and at the end of the financial year.	Head & Business Manager Finance
	Considering the implications of overspends / underspends for budget planning.	Head & Business Manager Finance

Income Generation	Planning and initiating activities	FC & FGB
	Incorporating projected income into budget planning	FC
Purchasing	Obtaining three quotes for purchases over £3000. Quotes must be in writing if over £6000 as set out in Standing Orders	Head or Business Manager
	Approving Expenditure, including long term and lease contracts.	Business Manager under £3000, Head under £10000 on any one item if in SDP or annual budget. FC over £10000. FGB over £20000. Prior Treasury clearance required for long term contracts.
	Deciding arrangements for tendering and contracting in accordance with Standing Orders.	FGB
	Negotiating tenders in special circumstances.	Head & Chair of Governors
	Storage of tenders and quotations.	Head
	Opening tenders	Head (or Deputy) and Chair (or another Governor designated by FGB)
	Tender Evaluation	Head and another person as a minimum
	Recording contracts placed by the school.	Head for review by FGB
Acceptance of Audit reports	Attending the audit closing meeting.	Head - but Chair of Governors or Finance are invited to attend if they wish.
	Laying the audit report before the Governors	Head
	Considering the School's response	Head, FC and FGB
	Issuing the School's response	Head & Chair of Governors

Abbreviations: FGB = Full Governing Body & FC = Finance Committee