

**ST PETER'S
CHURCH OF ENGLAND AIDED SCHOOL**



**GOVERNING BODY STANDING ORDERS
AND SCHEME OF DELEGATION**

**Approved at Full Governing Body on
2nd October 2018**

LIST OF GOVERNORS

As at 1 September 2018 , the Chair of the School Governing Body is Bindu Arjoon. The Clerk to the Governors is Suzanne Power. Governors can be contacted via email on governors@spexe.org

Foundation Governors

Appointing Authority	Name	Term of Office Ends
Diocesan Board of Education	Ali King Vacancy Vacancy	2 Jan 2022
The Lord Bishop	Vacancy	
Deanery Synod	Vacancy	
Episcopal Trust	Kathryn Hough Karen Leach Vacancy	9 Feb 2020 31 Aug 2020
St John's Hospital Trust	Trevor Mills Rachel Oliver	31 Aug 2022 31 Aug 2020
Ex-Officio	Vacancy	

Other Governors

Appointing Authority	Name	Term of Office Ends
Headteacher	Phil Randall	-
Local Authority	Vacancy	
Parent	Vacancy Vacancy Vacancy	
Staff	Caroline Harding	26 Jan 2020
Co-opted	Karen Hayes Steve Champion Bindu Arjoon	1 Jul 2019 28 Mar 2021 4 Oct 2022

Chairs of Committees

Ethos and Chaplaincy – Karen Leach

└ Admissions Sub-Group

Business Services – Trevor Mills

Provision –

Standards –

└ Pay and Performance Review Sub-Group – Chair, Vice-Chair, Committee Chairs

COMMITTEES/WORKING GROUPS OF THE GOVERNING BODY AS AT 1 JANUARY 2018

BUSINESS SERVICES (to include PFI Liaison)

Trevor Mills*
Rachel Oliver
Steve Champion
Vacancy
Vacancy
Headteacher
School Business Manager#
Quorum = 3

PROVISION

Vacancy*
Karen Hayes
Kathryn Hough
Caroline Harding
Vacancy
Headteacher
Deputy Headteacher Provision#
Quorum = 3

ETHOS AND CHAPLAINCY

Karen Leach*
Rachel Oliver
Ali King
Vacancy
Headteacher
School Chaplain#
Quorum = 3

ADMISSIONS SUB-GROUP (ETHOS & CHAPLAINCY)

Karen Leach
Karen Hayes
Vacancy
Headteacher
Admissions Administrator#
Quorum = 2 (refer to Ethos and Chaplaincy for strategic decisions)

STANDARDS

Vacancy*
Bindu Arjoon
Kathryn Hough
Vacancy
Vacancy
Headteacher
School Business Manager#
Quorum = 3

PAY & PERFORMANCE REVIEW SUB-GROUP

Two governors from:
Chair of Governors
Vice-Chair of Governors
Chair of Provision
Chair of Ethos and Chaplaincy
Chair of Standards
Chair of Business Services
School Business Manager#

**Hearings Committee (First Committee)
Complaints, Student Exclusion, Staff
Dismissal, Discipline, Grievance &
Redundancy (3 to sit)**

Vice-Chair of Governors*
Plus any 2 other Governors from FGB

**Appeal Committee (Second Committee)
Staff Discipline, Dismissal and Grievance Appeal Committee
(3 to sit)**

Any three Governors from FGB who have not been involved in First Committee of same hearing.

* = Chair of Committee

= In Attendance (non-voting) if required by Committee Chair

SAFEGUARDING GOVERNORS (x2) Kathryn Hough (Lead); Ali King (Deputy)

Procedure/Protocol for Safeguarding Spot Checks

Guidance, suggested questions and observations relating to quality checking the effectiveness of the school's policies and procedures relating to Safeguarding can be found in the Governors Safeguarding file.

SEND GOVERNOR Kathryn Hough

Code of Conduct for members of the Full Governing Body (FGB)

The Full Governing Body has agreed to adopt the following code of conduct. Each member of the governing body will receive a copy.

General

- We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates;
- We recognise that the headteacher is responsible for the implementation of policy, day-to-date management of the school and the implementation of the curriculum;
- We accept that all governors have equal status, and although appointed by different groups (eg parents, staff, LA, Foundation) our overriding concern will be the welfare of the school as a whole;
- We have no legal authority to act individually, except when the governing body has given us delegated authority to do so;
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer;
- We will encourage open government and should be seen to be doing so;
- We will consider carefully how our collective decision making may affect our school.
- We will ensure the FGB's duties on student record keeping, disclosure of student information and student reports are fulfilled.
- We will ensure a general complaints procedure is in place and monitored.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
- We will each involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities;
- We will consider seriously our individual and collective need for training and development.

Relationships

- We will strive to work as a team
- We will seek to develop effective working relationships with the headteacher, staff, parents, the LA and other relevant agencies (including the Diocesan Authorities, where appropriate) and the community.

Confidentiality

- We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students;
- As a matter of trust we will not discuss the views of fellow governors with members of the public outside our meetings;
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

Conduct

- We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents;
- We will only speak or act on behalf of the governing body when we have been specifically authorised to do so;
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body;
- Our visits to the school will be undertaken within the framework established by the governing body and agreed with the headteacher;
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

Safeguarding

- We are aware of our responsibilities regarding Safeguarding and will adhere to all appropriate policies;
- We note the requirement for all Governors to undertake a Disclosure and Barring Service Check.
- We note the contents of the school Child Protection Policy, including Prevent.

Declaration of Eligibility to Serve as a Governor

- We note the requirement to complete and sign a Declaration of Eligibility on appointment to the Governing Body.

Register of Business Interests and Withdrawal from Meetings

- We note the requirement, on appointment and annually thereafter, to complete a register of business interests.
- We note the requirement to withdraw from a meeting if there is a conflict of interest.

Governor Expenses

- We note the current policy for claiming Governor expenses and allowances

Governor Signature Date

Name

Terms of Reference of the Full Governing Body (FGB) and Administration of Meetings

General

The FGB will contribute towards the School Improvement Plan and agree formal monitoring arrangements in respect of the plan.

The FGB will oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, CPSHE, Safeguarding

Term of Office for Each Category of Governor

The FGB has resolved that all Governors will have a term of office of four years (excluding Headteacher and Ex-Officio Governor).

The Current Membership of the Full Governing Body

The FGB notes that its current membership is contained within the Instrument of Government and has considered its size and membership.

The FGB is aware of the importance of maintaining a good balance of representation amongst its members and will have reference to this when putting forward names to any appointing bodies and when considering filling any vacancies by co-option.

Foundation Governors will be appointed by the appointing authority in discussion with the Chair of Governors. Staff and Parent Governors will be appointed following elections in accordance with School Governance (Constitution) (England) Regulations 2012.

The FGB has noted any long-term vacancies and will take all appropriate steps to fill these vacancies in consultation with appointing authorities.

Election of Chair and Vice Chair

The FGB has resolved that the following process will apply to the election of the Chair and Vice Chair of Governors:

The term of office for Chair and Vice-Chair will be 3 years (to be reviewed Autumn 2018) and appointments will be made at the first Full Governing Body meeting of the academic year.

If election of the Chair and Vice-Chair fall on the same date, the clerk will chair the meeting/conduct of election for duration of the election of Chair. The newly elected Chair will conduct the election of the Vice-Chair.

The following timescale will apply: Governors will be asked for nominations for Chair and Vice-Chair prior to the meeting agenda being distributed.

Governors will be able to self-nominate or can be nominated by another Governor if agreement has been sought.

Governors do not need to be proposed by another governor.

Candidates for election need not be present at the meeting.

Candidates will leave the meeting for the duration of discussions or while voting takes place. In the event of there being more than one candidate for either post, each candidate will be asked to submit a short verbal statement to the meeting prior to voting taking place. Voting will in all cases be by secret ballot.

The candidate(s) will return to the meeting and the clerk will announce the result. Where there has been more than one candidate, the candidate polling the majority of votes will be duly elected. In the event of a tie each candidate will be given a further opportunity to speak to the governors about their nomination and a further vote will be taken.

In the event of a second tie, the following procedure will apply: draw lots.

In the event of a single candidate for either post, self-nominated or proposed, not being elected, the following procedure will apply: Governors present at the meeting will appoint a temporary chair for the meeting.

Meetings of the Full Governing Body (FGB)

Dates of Meetings

A schedule of meeting dates will be distributed to all Governors.

Attendance at Meetings

The FGB expects Governors to make every effort to attend all meetings. The FGB requests apologies in advance wherever possible should a governor not be able to attend a meeting. The FGB will consider whether to agree every absence separately at each meeting and where a governor persistently misses meetings, the FGB will not sanction the absence and will inform the governor in writing. A governor may be disqualified from membership of the FGB if absent from meetings without consent from the FGB for a continuous period of six months beginning with the date of the first meeting that s/he missed.

Virtual Governance – participation by a governor at FGB and committee meetings by teleconferencing or Skype may be considered by the Chair in exceptional circumstances and with adequate notice.

Quorum

The governing body notes that it must be quorate to be able to make decisions and that the quorum is half the number of current governors rounded up.

Open Meetings and Confidentiality

The governing body agrees that its full meetings **will not** be open to the public.

The governing body agrees that its committee meetings **will not** be open to the public.

In the interests of open governance and accountability, the governing body agrees to keep to an absolute minimum those matters it will discuss in Part 2. The governing body reaffirms the importance of governors not disclosing information to others from Part 2 discussions.

Before and After Meetings

Agendas

The FGB notes the legal requirement for agendas to be with all governors seven days before meetings.

The following procedure will apply for any governor wishing to have an item included on the agenda: Contact the Chair via Clerk with proposed item for consideration, ten days in advance of the meeting.

Items raised as 'Urgent and Emerging Items' should be notified to the Clerk in advance of the meeting for consideration by the Chair/Vice-Chair.

Supporting Papers

Papers and reports to be tabled at FGB meetings are to be forwarded to the Clerk ten days in advance of the meeting to allow time for review and despatch.

Clerks of committees note their responsibility for producing committee meeting minutes in good enough time for them to be circulated to governors as part of the supporting papers.

Governors are expected to have read papers prior to the meeting. Report authors will be given five minutes to present, prior to discussion.

Minutes

Copies of the agreed minutes of full governing body meeting (excluding Part 2) will be circulated to governors within fourteen days.

Copies of the agreed minutes of full governing body meetings (excluding Part 2) will be made available to parents and the public in the following ways: Copy placed in file for public inspection and on school web page.

Copies of the agreed minutes of committee meetings (excluding Part 2) will be made available to parents and the public in the following ways: Copy placed in file for public inspection.

Delegation to Committees of the Full Governing Body, Individual Governors and the Headteacher

In accordance with one of the School Aims “to aspire to excellence in every aspect of school life”, the primary function of all the Committees and Working Groups of the Governing Body is to assist the Headteacher and Staff to maintain and improve standards.

‘Governing Bodies may use their powers to delegate functions and decisions to committees. It is the overall governing body, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions’ (The School Governance (Roles, Procedures and Allowances) Regulations 2013).

SCHEME OF DELEGATION

The governing body has decided in principle that it will:

Establish committees with delegated powers in line with Terms of Reference	Yes
Establish working parties/task and finish groups as necessary without delegated powers, to make recommendations to committees or FGB.	Yes
Delegate where appropriate to the Headteacher	Yes
Delegate where appropriate to individual governors	Yes

The FGB notes the statutory responsibilities for reviewing the delegation of functions annually and will review its current delegation of functions on/at the first meeting in the Academic Year.

The FGB notes that it remains accountable for all delegated decisions and that any delegated decisions made or actions taken on its behalf must be reported back to the governing body by the relevant individual or committee. The FGB will ensure accountability by receiving the following reports:

- See standing items on agenda

Delegation to the Headteacher

In accordance with the Governing Body Delegation Planner, the FGB has agreed to delegate sufficient decision making authority to enable the headteacher to carry out his or her management role as effectively and efficiently as possible.

The FGB has recorded its delegation to the headteacher in the following ways:

Using the delegation table contained in this manual and

As part of individual policies that the FGB has approved

Other

.....

The governing body will review the delegation of functions to the headteacher at the first meeting of the Academic Year.

Delegation to an Individual Governor

The FGB may agree to give named governors specific areas of responsibility/interest. Governors will not have delegated decision-making responsibility in respect of these functions. In fulfilling these responsibilities it is expected that governors will:

- Develop an interest in and knowledge of their specific area (to include training) so that they can feedback to the FGB and/or its committees.
- Liaise with the relevant member/s of staff.
- Visit the school as appropriate to gain information and increase their understanding.

Delegation to a Committee

The FGB has decided it will use committees to manage its workload and will delegate authority to make decisions on behalf of the governing body as stated in the terms of reference/delegation planner:

- Provision Committee
- Ethos and Chaplaincy Committee – to include Admissions sub-group
- Standards Committee
- Business Services Committee
- Pay and Performance Committee

The membership and terms of reference for each committee will be agreed separately.

The FGB agrees that each committee will appoint its own chair.

The FGB will appoint a clerk to each committee.

The FGB expects formal minutes to be kept of each committee meeting and for every governor on that committee to receive a copy of the minutes within 14 days. These minutes (excluding Part 2), once approved, will be circulated to the FGB.

The FGB will allow the opportunity at FGB meetings for questions of clarification on committee minutes.

Terms of Reference for Provision Committee

1. To approve the Curriculum Policy and advise the FGB accordingly.
2. To receive information from the Headteacher and staff about how the Curriculum is taught, evaluated and resourced.
3. To agree the policies for Religious Education and Relationships and Sex Education.
4. To ensure the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs and Disability (SEND) Policy and any arrangements for gifted and talented children.
5. To agree the arrangements for educational visits.
6. To make recommendations to the Standards Committee about the staff structure needed to implement the curriculum policy.
7. To work with the Ethos and Chaplaincy Committee in promoting the spiritual development of students within the distinctive ethos of a church school.
8. To establish, recommend and review Curriculum policies listed in the FGB policy schedule.
9. Ensure policies are in place to improve behaviour ensuring all students feel safe in the school community and regularly review Behaviour for Learning, Anti-Bullying and Exclusion policies.
10. Monitor the impact of policies at 9. (above) including exclusion data and agree any further actions
11. Annually commission a school survey of student and parent attitudes and review survey findings/agree actions.
12. Consult with Student Voice annually.

Terms of Reference for Standards Committee

Overall Responsibility: To take a strategic role in ensuring that the school provides high quality teaching and learning which leads to the highest possible levels of attainment and progress for all pupils.

School Improvement Plan and Ofsted Priorities

1.
2.

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
Standards 1. To ensure that strategies are in place to raise achievement for all pupils	a) Agree targets (statutory and non-statutory) for attainment & progress in consultation with the headteacher.	Target-setting estimates (FFTD and ROL) and school's estimates;	Headteacher/SLT	Autumn
	b) Monitor progress towards these targets, especially any under performing groups;	Termly summary of school's progress and attainment	Headteacher/SLT	Termly
	c) Monitor actions in school action plan;	Annotated action plan Single plan	Headteacher/SLT	Termly
	d) Consider the school's analysis of all pupils' achievement during the year;	Summary of analysis and SEF Sections A2.2 and A2.4	Headteacher/SLT/School Lead	Annually in October
	e) Monitor the progress of: SEN pupils Ethnic Minority pupils EAL pupils FSM pupils LAC Boy/girls Any other vulnerable or previously underperforming group	As above plus SEF section A2.3	Headteacher//SLT/SENCO EAL Co-ordinator/ Designated Teacher for Looked After Children	Annually in October

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	<p>f) Explore differences in outcomes between different subjects;</p> <p>g) Agree further strategies for improvement in consultation with the Headteacher to incorporate in the SDP</p>	<p>Subject Leader reports</p> <p>Draft subject plans or amendments to SDP</p>	<p>School Lead</p> <p>Subject Leader</p> <p>Subject Leader</p>	<p>Annually in October</p> <p>Annually in Autumn term</p>
<p>Teaching & Learning</p> <p>1a. To ensure there is high quality teaching & learning across all year groups.</p> <p>1b. To ensure there is reliable assessment and high-quality tracking information for all learners</p>	<p>a) Consider termly monitoring report on teaching & learning.</p> <p>b) Consider SEF section on the quality of teaching & learning.</p> <p>c) Consider termly tracking for all year groups and monitor against targets.</p> <p>d) Consider SEF section The use of assessment to support learning.</p>	<p>Termly report</p> <p>SEF Section A3.1</p> <p>School report or information SEF Section A3.2</p> <p>SEF Section A3.2</p>	<p>School Lead in this area</p>	<p>Termly</p> <p>Annually in spring term</p> <p>Termly</p> <p>Annually</p>
<p>Personnel</p> <p>1. To ensure the school has an effective and high quality staff;</p>	<p>a) Review staffing structure annually in relation to SDP</p> <p>b) Consider termly updates on staffing</p> <p>c) Appoint a Governor to support the HT with appointments below SLT</p> <p>d) To delegate to the headteacher the appointment of supply, part-time and temporary teaching posts and support staff</p>	<p>Staff structure chart and SDP</p> <p>Section in headteacher's report</p> <p>Committee terms of reference and membership</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Committee</p>	<p>Annually in spring term</p> <p>Termly</p> <p>Autumn term</p>

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	<p>e) To annually review the school's Appraisal Policy and Pay Policy and to confirm that the school has undertaken Performance Management of teaching staff in line with Appraisal Policy by 31st October.</p> <p>f) To check that the performance management governors carry out the performance management of the Head teacher, supported by the SIP by 31st December.</p> <p>g) To monitor the school's Staff Development & CPD policy and confirm that the school's CPD plan supports the SDP and training needs of staff, governors and succession planning.</p>	<p>Performance Management Policy Pay Policy Performance Management Report</p> <p>Date of HT Performance management review</p> <p>Staff Development & CPD Policy, CPD Plan and Performance Management Report</p>	<p>Headteacher or Performance Management Lead</p> <p>Head teacher/Performance management governors</p> <p>Headteacher or /CPD Lead</p>	<p>Autumn term</p> <p>Autumn</p> <p>Termly</p>
<p>2.To ensure that the school has all statutory and appropriate policies in place regarding personnel issues and that these are reviewed regularly.</p>	<p>a) Review policies and procedures on personnel issues:</p> <ul style="list-style-type: none"> ▪ Secondment ▪ Supply ▪ Leave of absence ▪ Staff discipline ▪ Grievance ▪ Capability ▪ Appraisal Pay policy ▪ Redundancy <p>b) To hear disciplinary and grievance cases as and when</p>	<p>Policies as listed Most recent guidance</p>	<p>School Lead</p>	<p>Annually</p>

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	required using a separate committee structure	Case evidence Latest guidance	Committee members (excluding Headteacher)	As required
3.To ensure effective procedures are in place to deal with issues concerning personnel	<p>a) Delegate responsibility for grievance and disciplinary hearings to the Headteacher;</p> <p>b) Hear grievance cases at first-stage hearing, where appropriate e.g. if the Headteacher has been too closely involved to be hearing officer;</p> <p>c) Select a panel to hear appeals from members of staff against dismissal (or other) decisions made by the headteacher;</p> <p>d) Draft and review, in consultation with staff and professional associations, criteria for redundancy if required.</p>	<p>Case evidence Relevant guidance</p> <p>Case evidence Relevant Guidance</p> <p>Draft document Relevant school, national and local guidance</p>	<p>Headteacher</p> <p>Staff and professional representation</p> <p>Headteacher</p>	<p>As required</p> <p>As required</p> <p>As required</p>
<p>Safeguarding</p> <p>1. To ensure the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding</p>	<p>a) Check that the school has audited its safeguarding procedures using the latest LA audit and Ofsted Single Record checklist</p> <p>b) Check that Safeguarding policies and procedures are in place and statutory training has taken place including school visit policy/CP</p>	<p>LA Safeguarding checklist Ofsted Single record checklist</p> <p>Safeguarding Policy LA guidance / audit</p>	<p>Safeguarding lead</p> <p>Safeguarding Lead</p>	<p>Annually</p> <p>Termly</p>

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	c) Appoint Link Governor to monitor safeguarding practices	Safeguarding Policy LA guidance / audit		Termly
	d) Monitor the impact of the Safeguarding policy	Safeguarding lead annual report	Safeguarding Lead	Termly
	e) Check that applicants/volunteers are vetted following appropriate procedures	Details in the annual report / audit	Safeguarding Lead	Termly
	f) Check that the single central record is accurate and updated regularly	Confirmation in annual report / audit	Safeguarding Lead	Termly
	g) Confirm that a member of SLT is designated to take the lead on Safeguarding and work with other agencies	Confirmation in annual report / audit	Safeguarding Lead	Annually
	h) A member of the committee and headteacher complete the national accredited training course on safer recruitment	Certification	Safeguarding Lead Safeguarding Lead	As required
	i) Consider the SEF	SEF Section A4.7 and A2.5		Annually in Spring term

<p>Well Being</p> <p>1.To ensure the school provides a supportive environment, which supports healthy lifestyles.</p> <p>2. To ensure the school provides a supportive environment for all learners through care, guidance and support.</p>	<p>a) Consider school’s report on nutritional standards (to include school meals, snacks, and food available during wrap-around provision) and agree any further actions.</p> <p>b) Check that pupils entitled to FSM have access to this provision</p> <p>c) Review the school’s policy on healthy lifestyles.</p> <p>a) Check that effective arrangements are in place for the identification and support of vulnerable pupils (including LAC and young carers) and strong partnerships with relevant agencies.</p>	<p>Annual report on nutritional standards SEF Section A2.7</p> <p>Evidenced in headteacher’s report</p> <p>Report in SEF Section A2.7 and reports on /Health and Well Being Policies/Reports</p> <p>Details of policies and strategies Annual report</p>	<p>Healthy schools lead</p> <p>Headteacher</p> <p>School Lead</p> <p>School Lead</p>	<p>Annually</p> <p>Annually</p> <p>Policy Annually Report Termly</p> <p>Annually</p>
<p>Attendance</p> <p>1. To ensure that the school has good mechanisms in place to support good attendance.</p>	<p>a) Check termly attendance reports including reports on persistent offenders</p>	<p>Termly reports SEF Section A2.9</p>	<p>School Lead in this area</p>	<p>Termly</p>
<p>Equalities</p> <p>1. To ensure that the school promotes equal opportunity and tackles discrimination.</p>	<p>a) Consider how equality of opportunity is promoted across the range of school policies</p> <p>b) Appoint a link governor for Equalities</p> <p>c) Review the school’s Single Equality Policy to sure that it complies with</p>	<p>School Policies</p> <p>SEN policies DDA</p>	<p>School lead in this area</p> <p>School Leads School Lead</p>	<p>Annually</p> <p>Annually Annually</p>

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
	<p>codes of practice and equalities legislation.</p> <p>d) Review procedures under the above policies ensuring consistent and equitable application;</p> <p>e) Respond to complaints regarding SEN and equalities issues in accordance with school's complaints procedure.</p>	<p>Equalities (include race, gender, sexual orientation, age, religion)</p> <p>Equalities report</p> <p>School complaint procedure</p> <p>Case evidence</p>	<p>Headteacher/SENCO</p>	<p>Annually</p> <p>As required</p>
<p>Engagement with Parents 1. To ensure the school engages efficiently with parents and gives them relevant information</p>	<p>a) Check the school's policy on engagement with parents and carers</p> <p>b) Check that every child receives a report of their achievement;</p> <p>c) Monitor content of website which fulfils all statutory requirements;</p> <p>d) Prepare school profile which fulfils all statutory requirements;</p> <p>e) Review school's procedures for communicating and engaging parents</p> <p>f) Review communication channels for parents including home school planners, newsletters, curriculum, and home-learning information including information on transitions.</p>	<p>Policy, report SEF Section 4.4</p> <p>Report</p> <p>Guidance</p> <p>Profile Guidance</p> <p>Action plan and report</p> <p>Examples of home-school communication from appropriate staff leads</p>	<p>School lead in this area</p> <p>Headteacher</p> <p>SLT</p> <p>SLT</p> <p>School Lead</p> <p>Headteacher/School Lead</p>	<p>Annually</p> <p>Summer Term</p> <p>Summer Term</p> <p>Annually</p> <p>Summer Term</p> <p>Annually</p>

Terms Of Reference/Responsibilities	How To Perform This Function	Information To Be Presented	Information Supplied/Presented By	When
<p>Community Cohesion</p> <p>1.To ensure that the school promotes Community Cohesion</p>	<p>a) Consider school’s report and its action plan on community cohesion</p> <p>b) Review the school’s strategies for promoting interaction with the local / national and global community</p>	<p>School plan SEF section A4.8</p> <p>School plan</p>	<p>School Lead</p> <p>School Lead</p>	<p>Annually</p> <p>Annually</p>

Terms of Reference for Pay and Performance Group

Delegated Power – to conduct the annual review of staff salaries and the performance of the Headteacher and to agree with them annual performance objectives for the following year.

The Pay and Performance function will be carried out by two governors from Chair of Governors, Vice-Chair of Governors and Chairs of Committees

Terms of Reference for Business Services Committee

FINANCIAL FUNCTION

In accordance with appropriate school regulations the committee will:

1. In consultation with the Headteacher and taking into consideration available resources, sustainability of commitments, school improvement plan, forecast students numbers, anticipated contractual liabilities and other relevant factors, the Committee will scrutinise and agree the formal budget plan for the financial year and make recommendations to the FGB for approval.
2. Ensure the establishment and maintenance of a 3-year financial plan.
3. Monitor budgets for all funds under the FGBs control, including virement decisions, at least termly and to report significant variances from the anticipated position to the FGB.
4. Ensure that current data is used to inform the 3-year plan.
5. Review all finance-related policies annually and recommend changes to FGB for approval.
6. Ensure that the school operates within the Regulations, Minimum Standards and DCC school Financial Regulations.
7. Monitor expenditure of all voluntary and other funds maintained on behalf of the FGB and ensure the annual audit of these funds.
8. Make decisions in respect of service-level agreements.
9. Approve non routine expenditure not provided with the School Improvement Plan in accordance with the Finance Policy, including recommendations from other committees.
10. Ensure the principles of Best Value are followed when making decisions within the school.
11. Monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.
12. Receive audit reports and refer key issues to the FGB. Direct response to such reports and ensure such reports are appropriately acted upon.
13. Report termly to the FGB.
14. Consider the means of generating additional resources.
15. Establish, recommend and review Finance policies listed in the FGB Policy Schedule.

HEALTH AND SAFETY (BUILDINGS) FUNCTION

Principal Function

Business Services Committee will report back to the FGB on Health and Safety matters. The committee will form part of the Health & Safety Management Strategy to ensure the safety of students, staff and visitors to St Peter's CofE Aided School.

The committee will provide health and safety risk-management assistance as a delegated responsibility (including fire safety) and will promote, encourage, support and contribute to safe working throughout the school for the benefit of students, staff and visitors.

Specific Health and Safety functions will include:

1. Acting as a support to the FGB and the Headteacher on all Health & Safety and security matters.
2. Keeping under review the measures taken to ensure the health and safety of students, staff and visitors.
3. To oversee the management of the building by the FM provider in relation to statutory/mandatory health and safety maintenance.
4. Assessing the adequacy of risk and health and safety communications throughout the school.
5. Ensuring the systems are in place, and monitored, for safety notices/bulletins issued from external bodies etc., and making appropriate recommendations for action.
6. Discussion of significant Health and Safety incidents and giving the feedback on action plans produced to address risks identified.
7. Provide a view on adequacy of any health and safety objectives/policies and annually review and monitor the Health and Safety, Security, Minibus, Off-site visits and letting policies.
8. Assess significant concerns raised (regarding Health & Safety) by Health and Safety representatives.
9. To oversee the preparation and implementation of contracts, ensuring best value principles are adhered to.
10. Assisting in creating various sub-groups to assist with specific problems relating to Health and Safety.
11. The committee will provide an inspection report and updated policies as and when necessary to the FGB that will in turn assure Governors that adequate arrangements are in place for management of Health and Safety issues.
12. The committee will appoint a governor to represent the school at any PFI Liaison meetings.

Terms of Reference of Ethos and Chaplaincy Committee

The three strategic priorities for St Peter's School are

1. Outstanding teaching and learning
2. Embedding leadership and Christian ethos at all levels
3. Building strong partnerships

The work of the committee is

1. To develop the distinctive Christian ethos of the school
2. To develop Christian character education across the whole school and curriculum
3. To ensure that all school leaders contribute to sustaining, developing and nurturing the school's Christian ethos.
4. To work with the provision committee in promoting the spiritual development of all people within the distinctive ethos of a church school
5. To challenge, support and oversee the church school evaluation process
6. To support the work of the school chaplain in particular with regard to the content and conduct of worship in the school and the pastoral care of the school community
7. For St Peter's to make a significant contribution to the lives of others through charitable activity
8. To develop our partnership with local churches and the Diocese of Exeter to enrich all involved in those partnerships
9. To implement and monitor the chaplaincy and worship elements of the School Development plan
10. To review policies appropriate to the activities of this committee
11. To consider matters concerning the development and use of the school chapel
12. To administer the admissions policy and processes

Terms of Reference for Admissions Sub-Group (Ethos and Chaplaincy Committee)

1. To consider and decide applications for admission and to report such decisions to the FGB via the Ethos and Chaplaincy Committee.
2. To represent the FGB at the hearing of the Admissions Appeal panel.
3. To report details of admissions received and granted at each meeting of the FGB.
4. To monitor and keep under review the policies listed in the FGB policy schedule relating to Admissions.

Terms of Reference for Complaints, Student Exclusion and Staff Dismissal, Discipline and Grievance Committee (the “Complaints” Committee/First Committee)

To consider and decide:

1. Complaints from Parents in accordance with the Complaints Policy.
2. Student exclusion in accordance with the relevant statutory and school policies.
3. Staff discipline, dismissal, grievance and redundancy procedures in accordance with the relevant statutory and school policies.

Terms of Reference for Student Exclusion, and Staff Dismissal, Discipline and Grievance Appeals (the “Appeals” Committee/Second Committee)

1. To consider and decide upon appeals against the decisions of the Complaints Committee.

Governing Body Delegation Planner

Key

- Level 1:** Decision to be taken by full governing body
Level 2: Decision to be delegated to a committee of the governing body
Level 3: Decision to be delegated to the headteacher

Levels of delegation/decision making have been agreed, following recommendations by Devon Governor Services/legal requirements.

Function	Tasks	Decision Level			Legal requirement
		1	2	3	
School Budgets	To approve the first formal budget plan each financial year	√			Cttee Recommends FGB Decides
	To monitor expenditure		√		
	Miscellaneous financial decisions (e.g. write-offs)		√	√	
	To enter into contracts (above set financial limit)	√	√		
	To make payments		√	√	
Staffing	Headteacher appointments (selection panel)	√	x	x	FGB ratifies selection cttee decision
	Deputy appointments (selection panel)	√	x	x	
	Appoint other teachers		√	√	
	Appoint non teaching staff			√	
	Pay discretions		√	x	
	Establishing disciplinary, capability, conduct procedures		√		Cttee Recommends FGB Decides
	Dismissal of headteacher (FGB must act through First (Hearings) Committee)		√	x	
	Dismissal of other staff		√		
	Suspending head		√	x	
	Ending suspension (head)		√	x	
	Ending suspension (except head)		√	x	
	Determining staff complement		√		
	In VA and Foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights		√		
	Determining dismissal payments/early retirement		√	x	
Curriculum	Ensure National Curriculum taught to all			√	

Function	Tasks	Decision Level			Legal requirement
		1	2	3	
	students and to consider any disapplication for student(s)				
	To draft curriculum policy	x	x	√	
	To implement curriculum policy			√	
	To agree or reject and monitor curriculum policy		√	x	
	Responsible for standards of teaching			√	
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)		√	√	
	Responsibility for individual child's education			√	
	Provision of sex education – make and keep up to date a written policy		√	x	
	To prohibit political indoctrination and ensuring the balanced treatment of political issues		√	√	
	To draw up a charging and remissions policy for activities (non National Curriculum based)		√		
Standards	To establish a pay policy		√	x	
	To implement the appraisal policy		√	√	
	To review annually appraisal policy	√	√	x	
Target Setting	To set and publish targets for student achievement		√	x	
Exclusions	To decide a behaviour policy		√	√	
	To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	x	x	√	
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions where the student is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination.		√	x	

Function	Tasks	Decision Level			Legal requirement
		1	2	3	
	NB the FGB must act through their First (Hearings) committee.				
	To direct reinstatement of excluded students		√	x	
Admissions	To consult annually before setting an admissions policy		√	x	
	To set an admissions policy (special schools where students do not have a statement acting with LA)		√	x	
	To set an admissions policy (special schools where students have statements) for LA after consultation with the governing body		√	x	
	Admissions: application decisions (VA, Foundation and special schools)		√	x	
	To appeal against LA directions to admit student(s) (Voluntary, Foundation and special schools, also community and VC schools where LA is the admissions authority)		√	x	
Religious Education	Responsibility for ensuring provision of RE (in line with school's policy)		√	√	
	Decision to revert to previous RE syllabus (former GM schools except VA of religious character)		√		
	Decision to provide RE according to trust deed/specified denomination in VA schools with religious character (Foundation and VC schools of religious character of parents).		√		
Collective Worship	In all maintained schools to ensure that all students take part in a daily act of collective worship (after consulting FGB)	x	x	√	
	To make application to the advisory councils. SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)	x	x	√	
	Arrangements for collective worship in Foundation schools of religious character,	x	x	√	

Function	Tasks	Decision Level			Legal requirement
		1	2	3	
	VC or VA schools (after consulting head)				
Premises	Buildings insurance – GB to seek advice from LA, diocese or trustees where appropriate		√		
	Strategy (including budgeting for repairs etc) and Asset Management Plans		√		
	To ensure health & safety issues are met		√		
	To set a charging and remissions policy		√	√	
School Organisation	To draw up instrument of government and any amendments thereafter	√	x	x	
	To publish proposals to change category of school	√		x	
	Proposal to alter or discontinue voluntary foundation or foundation special school	√		x	
	To set the dates of school terms and holidays in VA, foundation and foundation special schools (set by the LEA for community, VC and community special schools)	√	√	x	
	To set the times of school sessions	√		X	
Information For parents	To oversee the preparation of the school profile		√		
	To provide information to be published by governing bodies		√	x	
	To ensure provision of free school meals to those students meeting the criteria			√	
	To adopt and review home-school agreements			√	
FGB procedures	To appoint (and remove) the chair and vice-chair	√	x	x	
	To hold a governing body meeting at least three times in a school year	√	x	x	

Function	Tasks	Decision Level			Legal requirement
		1	2	3	
	To appoint and remove co-opted, including temporary additional governors	√	x	x	
	To set up a register of governors' business interests	√	x	x	
	To approve and set up an expenses policy		√	x	
	To discharge duties in respect of students with special needs by appointing a "responsible person" in community, voluntary and foundation schools	√		x	
	To consider whether or not to exercise delegation of functions to individuals or committees	√	x	x	
	To regulate the FGB procedures (where not set out in law)	√	x	x	