



— THE —
ELMGREEN
— SCHOOL —

Governing Board Constitution and Standing Orders



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1.0	Introduction
1.1	The Local Governing Board (governing board) in a Multi School Trust operates as a committee of the Board of Trustees. The Trustees of the Great North Wood Education Trust (the Trust) have agreed a scheme of delegation (the scheme) detailing the powers and responsibilities that the local governing board will exercise on behalf of the Trust. The scheme of delegation can be found at www.gnwet.org . The Trust also expects each local governing board to draw up its own standing orders and scheme of delegation and, if it has them, terms of reference for committees.
1.2	In drawing up their standing orders and scheme of delegation the Trust expects local governors to comply with: <ul style="list-style-type: none"> • The Trustee’s scheme of delegation, • The Articles and Memorandum of Association for the Trust • The Master and Supplementary Funding Agreements • The Academies Financial Handbook • The Governance Handbook • Current legislation and regulations relating to school governance and other regulations relating to the operation of schools in England. • Guidance from the Department for Education
1.3	The governing board will agree its standing orders and scheme once a year. This will be minuted at a full meeting of the governing board, normally the first of an academic year and a hard copy signed by the Chair.
1.4	The governing board, may, in the interest of the efficient conduct of its business agree the standing orders and scheme at the meeting in the summer term prior to the new academic year.

2.0	Composition of the governing board
2.1	Section 4 of the scheme details the composition of the governing board agreed by the Trust.
2.2	Section 4.1.1 provides that the governing board shall not be less than 3 persons with no upper limit as to membership
2.3	Section 4.1.2 provides the membership of the governing board of The Elmgreen school to be as follows: <ul style="list-style-type: none"> • Up to 5 foundation members appointed under clause 4.2.1 • 1 staff member, appointed d under clause 4.2.2 and 4.2.3 • 5 parent members elected or appointed under clauses 4.2.5 to 4.2.11 • The head teacher of the school as set out in clause 4.2.4 • 5 members co-opted by the governing board under clause 4.3.1 • 1 member co-opted by the governing board nominated by local authority under clause 4.3.1.

3.0	Appointment to the governing board
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3.1	The scheme sets out the process by which members of the governing board are appointed in sections 4.2-4.3
3.2	In making appointments to the governing board there should be due regard to an appropriate

	range of skills and experience that has been identified as being required by the Governing Board. All governors will complete a skills audit which informs future appointments and helps identify training and development needs. The governing board will review its skills and representation at the first business meeting of the school year and agree a strategy for recruiting to any vacancies
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4.0	Categories of governor and method of appointment
4..1	Foundation Governors.
4.1.1	Foundation Governors are elected by the members of the school’s Foundation Body, The Parent Promoters Foundation and are then appointed to the Governing Body. If no Foundation Governors are elected in this way, the Governing Board may appoint, on the recommendation of the Directors of the Parent Promoters Foundation, 5 persons to serve on the Local Governing Board of The Elmgreen School.
4.2	Parent Governors.
4.2.1	Parent members of the Governing Board shall be elected using a secret ballot, by parents or carers of registered students at the school and they must be a parent or carer of a student at the school at the time when they are elected. If their child or children cease to attend the school during their term of office they shall be entitled to continue in the role of governor until the end of the term of office.
4.2.2	Where a vacancy for a parent member of the Governing Board is required to be filled by election, the Governing Board shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent or carer of a registered student at the school is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
4.2.3	The number of parent members of the governing board required may be made up by persons appointed by the governing board if the number of parents or carers standing for election is less than the number of vacancies.
4.2.4	The arrangements made for the election of the parent members of the Governing Board shall provide for every person who is entitled to vote in the election to have an opportunity to vote in person at the school or such other methods as the school may decide.
4.3	The Headteacher
4.3.1	The Headteacher shall be treated for all purposes as being an ex officio member of the Governing Board
4.4	Staff Governor
4.4.1	The governing board shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the school (excluding the Headteacher) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Governing Board.
4.5	Co-opted Governors
4.5.1	A person who shall be “Co-opted” to the Governing Board means a person who is to serve on the Governing Board without having been appointed or elected to serve on the Governing Board and who in the opinion of the governing board, has the skills required to contribute to the effective governance and success of the school+

4.5.2	The Governing Board may not co-opt a person who is employed at the School if thereby the number of persons employed at the School serving on the Governing Board would exceed one third of the total number of persons serving on the Governing Board (including the Headteacher)
4.5.3	<p>The governing board have established a process for co-options:</p> <ul style="list-style-type: none"> • Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school • Candidates will be shortlisted and invited for an interview by a panel consisting of the Chair of governors, the Headteacher and another governor. • The panel will make recommendations to the full governing board but the decision on co-option will be made at a quorate meeting of the full governing board • The agenda for the meeting should include “Appointment of a co-opted governor” as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.
4.6	Co-option of governors recommended by the Local Authority
4.6.1	Local Authority (LA) governors are persons who are nominated by the local authority and appointed by the governing board having, in the opinion of the governing board, met any eligibility criteria that they have set
4.6.2	<p>The governing board have established a process for the co-option of local authority nominated governors:</p> <ul style="list-style-type: none"> • on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee and the LA nominee will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school • the chair / other designated governor will meet the LA nominee and if content that the person meets the governing board’s criteria will propose that person to the next full governing board meeting with relevant supporting personal details. • the agenda for the meeting will include “Appointment of an LA governor” as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance including the statement outlining the contribution they can make to the effective governance and success of the school

5.0	Disqualification of governors
5.1	The scheme set s out the circumstances in which an individual is prohibited from becoming a governor
5.2	<p>The following would be reasons for disqualification if the individual is:</p> <ul style="list-style-type: none"> • Aged under 18 at the date election or appointment • Holds a governorship of the same school • Detained under the Mental Health Act 1983 • Subject to a bankruptcy restrictions order or an interim order, their estate has been sequestered and the sequestration has not been discharged, annulled or reduced • Subject to a disqualification order or disqualification undertaking under the Company Directors Act 1986, a disqualification order under Part 2 of the companies (Northern

	<p>Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors (Northern Ireland) Order 2002 or an order made under Section 492 (2) (b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)</p> <ul style="list-style-type: none"> • Has been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any board • Included in the list of people considered by the Secretary of State as unsuitable to work with children • Disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002 • Disqualified from registration for child minding or providing day care • Disqualified from registration under Part 3 of the Childcare Act 2006 • Received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor • Received a prison sentence of two-and-a-half years or more in the twenty years before becoming a governor • At any time has received a prison sentence of five years or more • Been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor • Refused to allow an application to the Disclosure and Barring Service for a criminal records certificate.
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6.0	Election of Chair and Vice Chair
6.1	Appendix 1 (sections 1- 1.11) of the scheme provides the framework for the election of the chair and vice chair and their removal.
6.2	At their first meeting in the academic year the members of the governing board shall appoint a Chair and a Vice Chair from among their number to serve for that academic year. The Chair and Vice Chair remain in office until the first meeting of the subsequent academic year.
6.3	Where a vacancy arises before the end of an incumbent's term the governing board will elect one of their number to fill that vacancy at their next meeting
6.4	Once appointed, the Chair shall be eligible to serve as a director of the Trust subject to the rules of the Trust. The outgoing Chair will no longer be eligible to be a director/trustee.
6.5	The scheme provides that a governor who is employed by the Trust (whether or not at the School) shall not be eligible for election as chair or vice-chair.
6.6	<p>The governing board have determined the process for nomination and election of a chair and vice chair as follows:</p> <ul style="list-style-type: none"> • The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing board. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote. • The clerk to governors will invite nominations in advance of an election date

	<ul style="list-style-type: none"> • The agenda for the meeting will include “Appointment of a chair and vice-chair” as separate items. The names of candidates will appear on the agenda • Where there are no advance nominations the clerk will invite nominations at the meeting • Candidates will be invited to make a short statement before withdrawing. • Voting will be by secret ballot. • In the event of a tie <ul style="list-style-type: none"> • each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken • if there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes. • finally the decision will be based on the toss of a coin
6.7	In order to encourage distributed leadership and succession planning no-one will serve as chair or vice chair for longer than six successive years other than in exceptional circumstances

7.0	Functioning of the governing board
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7.1	Quorum
7.1.1	A meeting of the governing board shall be quorate if 50% (rounded) of the governors (excluding any vacancies are present

7.2	Frequency of meetings
7.2.1	The number of full governing board meetings per annum will be a minimum of 3.
7.2.2	The governing board will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.

7.3	Appointment and role of the clerk to the governors
7.3.1	The governing board must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the headteacher. However, if the designated clerk fails to attend a meeting, an associate member or a governor who is not the headteacher may act as clerk for that meeting
7.3.2	The clerk is responsible for: <ul style="list-style-type: none"> • ensuring the efficient functioning of the governing board • convening meetings of the governing board • issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors • attending governing board meetings; producing draft minutes for agreement by the chair within 10 working days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school • maintaining a register of governors and associate members and reporting vacancies • maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing board • providing advice to the governing board on the exercise of its functions

7.4	The agenda and supporting papers
7.4.1	Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given
7.4.2	The agenda will be prepared by the clerk in consultation with the chair and headteacher. Any governor may contact the clerk in writing to request that an item be placed on the agenda not less than 12 working days before the meeting. The clerk will include the request in the draft prepared for consultation with the chair and headteacher. The final decision on the agenda is for the chair.
7.4.3	Any other business will appear as the final item on the agenda and should be notified to the clerk 48 hours in advance of the meeting. The governing board will decide whether any such item is to be discussed or dealt with in an alternative way. In general only “for information” items will be accepted; issues which require a report or decision will not be dealt with as any other business.
7.4.4	Agendas for committees of the governing board will be prepared by the clerk in conjunction with the committee chair.

7.5	Attendance at meetings
7.5.1	Where a governor is absent and has sent apologies to the clerk or the chair, the minutes will record the governing board’s consent or otherwise to the absence
7.5.2	A governor ceases to hold office if they are absent without permission from all meetings over six months, calculated from the date of the first missed meeting
7.5.3	The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes
7.5.4	A governor may participate in meetings by telephone or video conference provided that: <ul style="list-style-type: none"> • They have given notice of their intention to do so by detailing the telephone number or other contact details on which s/he can be reached or from which s/he will take part at least 48 hours before the meeting; • The governors present at the meeting have access to the appropriate equipment. If after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed provided it is still quorate
7.5.5	The only people entitled to attend a meeting of the governing board are governors, the headteacher, the clerk and, where appropriate, associate members. If the headteacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting headteacher
7.5.6	Members of school staff may be invited to attend meetings of the governing board and relevant committees to report on agenda items and provide specialist advice. They may also attend as observers as part of their professional development. Staff members attending the governing board with the exception of the staff governor and headteacher do not have voting rights

7.6	Minutes
7.6.1	Within 10 working days of the meeting the draft minutes will be sent by the clerk to the chair and headteacher for clearance. Once agreed, the draft minutes will normally be sent to all members of governing board within 14 working days of the meeting.
7.6.2	The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.
7.6.3	The original signed minutes will be stored in a secure place in the school.
7.6.4	A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
7.6.5	Copies of the following documents will be placed on the school website: agendas, signed minutes,

7.7	Correspondence to the governing board
7.7.1	All incoming correspondence to the governing board, other than any concerning a complaint, or a named student, parent or staff member or any other confidential matter is for the attention of the full governing board. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority
7.7.2	All important correspondence to the governing board will be recorded and may be allocated to an appropriate individual / committee. It will either be dealt with at the next governing board meeting or that meeting will receive a report from whoever has dealt with the issue.
7.7.3	Correspondence which concerns a complaint, or concerns a named student, parent or staff member or any other confidential matter will be forwarded to the appropriate governor /committee / member of staff dealing with the issue to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

7.8	Conduct and suspension / removal of governors
7.8.1	The governing board has adopted a Code of Conduct for Governors (see section 14) The Code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy on an annual basis
7.8.2	Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing board or office of governor into disrepute. In these circumstances the governing board will follow the procedures for suspension of a governor as set out in the regulations

7.9	Delegation arrangements
7.9.1	All decisions are made at a full governing board meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing board will receive <i>and note</i> a report on any decision which it has delegated to a committee or an individual.

7.9.2	The governing board may delegate many of its functions to a committee, an individual governor or to the headteacher. It must review delegation arrangements annually. Delegation arrangements agreed by this governing board are shown in section 11 – Governing Board Scheme of Delegation.
7.9.3	No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair’s Action in an emergency.
7.9.4	The governing board will receive and note a report on any decision which it has delegated to a committee or to an individual
7.9.5	The governing board delegate the appointment of teaching and professional services staff to the headteacher up to and including assistant headteacher level. Governors will be involved in the appointment of a deputy headteacher, the Director of Finance and Administration and the headteacher
7.9.6	For staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; complaints: the governing board will adopt procedures set out in relevant policies.

7.10	Committees of the governing board
7.10.1	The governing board determines the constitution, membership and terms of reference of any committee and must review these annually. This governing board has the following committees <ul style="list-style-type: none"> • Achievement Teaching and Learning • Attendance, Behaviour and Communications and • Resources, Leadership and Management • Staff Pay Committee
7.10.2	The governing board will establish committees as and when required for the following <ul style="list-style-type: none"> • Student Discipline • Staff Discipline • Staff Discipline Appeals • Staff Grievance Appeals

8.0	Governors’ Allowances
8.1	The governing board has agreed to reimburse a governor or associate members for expenditure necessarily incurred to perform their duties, subject to the restrictions set out in the Governor Allowances policy and to be made on provision of a receipt for the relevant amount. All claims are subject to audit scrutiny. The policy is reviewed every three years.

9.0	Register of Interests
9.1	The governing board must keep a register of interests covering all its members and anyone else who regularly attends meetings of the full governing board or its committees. The register must include details of any employment, business ownership, and company or charity trusteeships. In addition the register entry must disclose any family or close connection with the school or business.

9.2	The register will be reviewed and updated every year at the first meeting of the academic year. It is the responsibility of individual governors to inform the clerk if their circumstances change in the course of an academic year so that the register can be updated.
9.3	It is the responsibility of individual governors to report any changes in circumstances that may require a change to their register of interests' entry.
9.3	Failure to complete the register or to inform the governing board of any change in circumstance will be regarded as a serious breach of the Code of Conduct
9.4	The register of interests is currently maintained by the Director of Finance and Administration who ensures its publication on the school website (www.the-elmgreen-school.org.uk). The physical register can be viewed on request at the school in term time between 9.00am and 5.00pm.

10.0	Withdrawal from meetings
10.1	Declaration of Interests will be a standard item on governing board and committee agendas
10.2	A governor must declare an interest – direct or indirect, financial or personal in any item on the agenda and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw the governing board will decide on the matter.
10.3	Members of staff may be asked to withdraw if the appointment of their successor is being discussed

11.0	Associate Members of the governing board
11.1	The governing board may appoint an associate member to the full board or to one of its committees if for instance it wishes to address a particular skills or representational gap. Associate members are not governors and may be asked to withdraw from any part of a meeting which concerns an individual member of staff or student. The governing board decides whether or not an associate member has voting rights on the committee
11.2	The governing board has agreed the following arrangements for Associate Members: <ul style="list-style-type: none"> • candidates will be asked to provide a statement outlining the contribution they can make to a particular committee • a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing board • the agenda for the meeting will include "Appointment of an associate member to the Committee". The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance • Associate Members will not serve on committees which deal with individual named students, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

12.0	Scheme of Delegation
12.1	The scheme is intended to provide a framework for the governing body to discharge its

	delegated functions and exercise its strategic role whilst allowing school leaders the freedom to run and manage the school within the agreed policy framework.
12.2	The scheme details the following: <ul style="list-style-type: none"> • Decisions that can only be made at governor level • Decisions made by the governing body with advice from school leaders • Decisions delegated to the Headteacher • Decisions that are the responsibility of the Headteacher
12.3	The functions of the governing board include the following core strategic functions: <ul style="list-style-type: none"> • ensuring that the vision, ethos and strategic direction of the school are clearly defined; • ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and the performance management of staff; and • ensuring the sound, proper and effective use of the school's financial resources.
12.4	In exercising their functions the governing board will: <ul style="list-style-type: none"> • act with integrity, objectivity and honesty and in the best interests of the school; and • be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties. •
12.4	In exercising their functions the governing board will: <ul style="list-style-type: none"> • act with integrity, objectivity and honesty and in the best interests of the school; and • be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
12.5	The Headteacher is responsible for : <ul style="list-style-type: none"> • the internal organisation, management and control of the school; and • the educational performance of the school. • the head teacher is accountable to the governing body for the performance of all their responsibilities.

12.6	Levels of Delegation
12.6.1	Decisions Reserved to the Governing Body These items may not be delegated <ul style="list-style-type: none"> • To investigate financial irregularities (Headteacher suspected) • Headteacher appointment (selection panel) • Dismissal of Headteacher • Suspension of Headteacher • Lifting suspension of the Headteacher • To direct reinstatement of excluded students • Decision to provide Religious Education according to specified denomination at request of majority of parents • To ensure a 'Responsible Person' is appointed by governing body and ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 • To appoint (and remove) the Chair and Vice-Chair of the Governing Body • To appoint (and dismiss) the Clerk to the Governors • Suspension of governors

- Removal of chairs of committees
- The constitution of the governing body
- Establishment of the Committees of the Governing Body
- Delegation of powers to committees except where this is specifically forbidden

12.6.2 Decisions taken by the Governing Body with advice from school leaders

These items are decisions for the governing body, but based on professional advice. Some of these decisions may be delegated to Committees of the Governing Body and will be detailed in the Terms of Reference for those Committees.

- To approve a policy for governors' visits to the school
- To approve a policy detailing relations with the media
- To approve and publish a policy for dealing with complaints
- To ratify the first formal budget plan each financial year following its approval by the Resources Committee
- To establish and regularly review the Financial Procedures Manual
- To investigate financial irregularities (others suspected)
- To enter into contracts (below set financial limit)
- Deputy Headteacher and Director of Finance and Administration appointments (selection panel)
- Pay discretions (the Headteacher should not advise on his/her own pay)
- To establish and review a school Pay Policy
- Establishing disciplinary/capability procedures
- Dismissal of staff other than the Headteacher.(Staff Discipline Committee)
- Lifting the suspension of a member of staff other than the headteacher
- Determining dismissal payments/early retirement
- Determining staff complement
- Ensure a broad and balanced curriculum is taught to all pupils
- To review curriculum policy
- Provision of Relationship sand sex education – make and keep up to date a written policy
- To prohibit political indoctrination, ensuring the balanced treatment of political issues
- To draw up a charging policy for activities
- To establish a Performance Management Policy
- To review annually the Performance Management policy
- To set and publish targets for students' achievement
- To establish a students' Behaviour (Attitude to Learning) Policy
- To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term 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. (NB. The governing body must act through its Student Discipline Committee)
- To appeal against LA directions to admit students
- Responsibility for ensuring provision of Religious Education in line with school's basic curriculum
- Strategy for Asset Management Plans (including budgeting for repairs etc.) in place
- To have a charging policy for lettings
- To hold a governing body at least 3 times in any school year
- To appoint and remove co-opted governors and Associate Members

	<ul style="list-style-type: none"> • To ensure a Register of Governors' Business Interests is maintained • To approve a Governors' Expenses Scheme • To discharge duties in respect of students with special needs by appointing a 'responsible person' (governor) • To discharge duties in respect of Equal Opportunities by appointing a Responsible Person' (governor) • To discharge duties in respect of school visits by appointing a 'Responsible person' (governor); confirming the appointment of the school's Education Visits Co-ordinator (EVC); regular review of the school's Visits Policy • To discharge duties in respect of Child Protection matters by appointing a 'Responsible Person' (governor) • To induct new governors and to train members of the governing body • To consider delegation of functions to individuals or committees • To review annually the Governing Body's, Terms of Reference, membership of committees. • Adoption and review of home-school agreements and student code of conduct
12.6.3	<p>Decisions Delegated to the Headteacher</p> <p>These items are delegated by the governing body to the headteacher to whom they will report:</p> <ul style="list-style-type: none"> • To monitor monthly expenditure • To enter into contracts (below set financial limit) • Appoint teachers up to and including assistant headteacher • Appoint support staff • Suspension of Staff up to and including the level of deputy headteacher • Responsible for standards of teaching • To decide which subject options should be taught having regard to resources and implement provision • To implement the Performance Management policy • Buildings insurance & other insurances in place • To approve the school's on-line profile • To publish a school prospectus annually • To ensure provision of free school meals to those pupils meeting criteria • To set the times of school sessions and the dates of school terms and holidays
12.6.4	<p>Decisions that are the responsibility of the Headteacher</p> <p>These items fall to the headteacher by virtue of the post they occupy and will normally be statutory requirements. The headteacher must report to the governors on these matters, but cannot be directed by them.</p> <ul style="list-style-type: none"> • Such duties as are prescribed in the terms and conditions for Headteachers contained in the School Teachers Pay and Conditions Document • Miscellaneous financial decisions • To make payments • To draft curriculum policy

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| <ul style="list-style-type: none">• To implement curriculum policy• Responsibility for individual child's education and achievement• To exclude a student for one or more fixed terms (not exceeding 45 days in total in a year) or permanently• Internal organisation and control of the school• Implementation of policies and strategic framework agreed by the governing body• Arrangements for collective worship• To make application to the Advisory Council, SACRE, concerning the requirement for collective worship to disapply. The Headteacher must first consult with the governing body.• To ensure Health and Safety issues are met• To draft up a school Action Plan following OFSTED inspection and distribute copies to parents |
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Terms of Reference

Achievement, Teaching and Learning Committee

The Achievement, Teaching and Learning Committee is established by the Local Governing Body of The Elmgreen School under the powers delegated to it by the Board of Trustees of the Great North Wood Education Trust (the Trust) as set out in Section 5 of the Trust's Scheme of Delegation.

Membership

Not less than 5 governors plus the Head or another nominated member of the senior leadership team, as agreed from time to time by the Governing Body.

The committee may make recommendations to the governing body for co-option of non-governor members. The committee will seek to work on a consensual basis at all times and actively draw on the knowledge and experience of all its members, but, in the event of a decision requiring a vote, only those members who are also voting members of the governing body will participate.

Quorum

3 governors, always including the Head or another nominated member of the senior leadership team.

Meetings

The committee will meet at least three times each academic year term prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation. In order to keep bureaucracy to a minimum, whenever possible reports will be shared in common across the school.

Terms of reference

1. To maintain a strategic oversight of progress towards the best possible educational and developmental outcomes for our students and the highest possible quality of teaching and pastoral provision. This will involve regular monitoring and evaluation work with named post holders with a view to making recommendations to the governing body to address any issues in these areas. It will encompass, but not be restricted to, a close focus on work designed to help the school achieve an 'Outstanding' grade in respect of those sections of the Ofsted Inspection Framework dealing with student outcomes and quality of provision, excepting those areas relating to the wider community which are within the remit of the Attendance Behaviour and Communications Committee.
2. To monitor all SEN provision and to ensure that students with an Education, Care and Health Plan (ECHP) are having their special needs met.
3. To monitor a curriculum which recognises and extends individual talents and abilities of the students.
4. To regularly review and develop the assessment policy and to ensure that the policy is operating effectively.
5. To ensure that a teaching and learning policy is in place and resourced and to regularly review the operation of the policy.
6. To recommend to the governing body targets for school improvement.
7. To agree and implement a rolling programme of review of curriculum policies, and to recommend policy changes to the governing body as and when necessary.
8. To monitor provision for children with English as an additional language (EAL) and to ensure that their needs are met.
9. To review regularly the implementation of any action plan agreed following an OFSTED inspection and to recommend action on the plan to the governing body.
10. To keep under review the offer of extension activities, including after school clubs, school performances and school educational visits.
11. To keep under review the equality objectives, in particular in relation to the curriculum, teaching and learning, attainment, progress and assessment, and to report any emerging issues to the relevant committee.



Terms of Reference

Resources, Leadership and Management Committee

The Resources, Leadership and Management Committee is established by the Local Governing Body of The Elmgreen under the powers delegated to it by the Board of Trustees of the Great North Wood Education Trust (the Trust) as set out in Section 5 of the Trust's Scheme of Delegation.

Membership

Not less than 5 governors plus the Head or another nominated member of the senior leadership team, as agreed from time to time by the Governing Body.

The committee may make recommendations to the governing body for co-option of non-governor members. The committee will seek to work on a consensual basis at all times and actively draw on the knowledge and experience of all its members, but, in the event of a decision requiring a vote, only those members who are also voting members of the governing body will participate. The Director of Finance & Administration will normally be a co-opted member of the Resources, Leadership and Management Committee.

Quorum

3 governors, always including the Head or another nominated member of the senior leadership team.

Meetings

The committee will meet at least three times each academic year term prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role. In order to keep bureaucracy to a minimum, whenever possible reports will be used in common across the school.

Terms of reference

1. To draw up short, medium and long term financial plans for the school, including plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body
2. To approve an annual budget reflecting priorities identified through school self-evaluation and set out in School Development Plan.
3. To have approved a school level budget in such good time as to allow a consolidated budget for the Trust to be approved by the Board and submitted to the Education and Skills Funding Agency by 31 July in each year.
4. To prepare and review financial policy statements.
5. To ensure that proper financial procedures and controls, including audit, are followed by the school.
6. To agree an effective procedure for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations designed to ensure value for money and continuous improvement.
7. To agree the level of delegation and scope for virement between budget headings to the Head for the day to day financial management of the school.
8. To observe the financial limits set out in Appendix 2 of the Trust's Scheme of Delegation in relation to obtaining the approval of the Trust Board in relation to contracts above the OJEU Level and capital projects in excess of £50,000.
9. To assist, if required , the Trust Board in preparation of the statutory audit
10. To work with the Audit Committee of the Trust Board to ensure the robustness of internal control systems and value for money.
11. To adopt and keep under review diversity policies, in particular in relation to staff recruitment, retention and development and to report emerging issues to the governing body.
12. To monitor and keep under review the single equality policy and public sector equality duty.
13. To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action, and to appoint a governor to lead on Health and Safety issues.
14. To adopt and keep under review the procedures for dealing with staff discipline and grievances and the criteria for redundancy, and to ensure that staff are consulted and kept informed as appropriate.

15. To monitor the implementation of policies that apply across the whole Trust e.g. Whistleblowing, procurement, data protection and to report any issues to the Trust Board.
16. To monitor and keep under review safeguarding policies as they relate to the recruitment of staff ensuring all required checks are made as to the suitability of staff to be employed at the school and regular review to ensure continuing suitability of staff working at the school.
17. A member of the committee, normally the Chair, will review the Single Central Record ensuring it is compliant and up to date. Such reviews will also be carried out by the designated safeguarding governor ensuring that the Single Central Record is reviewed every half term.
18. To draw up for governing body approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate.
19. To draw up a performance management policy and pay policy for approval by the governing body and to keep these policies under review.
20. To draw up and keep under review policies relating to staff sickness, welfare, professional development and absence.
21. To monitor and evaluate regularly, the relevant sections of the SEF, in conjunction with. and to make recommendations to the governing body to address any emerging issues
22. Establish a Staff Pay Committee consisting of 3 governors (the Chair or Vice Chair of governors or Chair of the Resources, Leadership and Management Committee, plus 2 non staff governors shall be appointed by the governing body. The pay committee shall review the salaries of staff in accordance with the pay policy and budget and make recommendations to the committee.
23. The governing body shall appoint the 3 members of the committee to undertake the performance review of the head teacher and to make recommendations on the salary of the Headteacher and other members of the senior leadership Team. These governors shall be the governors appointed to the Staff Pay-Committee.



Terms of Reference

Attendance Behaviour and Communications Committee

The Attendance, Behaviour and Communications Committee is established by the Local Governing Body of The Elmgreen School under the powers delegated to it by the Board of Trustees of the Great North Wood Education Trust (the Trust) as set out in Section 5 of the Trust's Scheme of Delegation.

Membership

Not less than 5 governors plus the Head or another nominated member of the senior leadership team, as agreed from time to time by the Governing Body.

The committee may make recommendations to the governing body for co-optation of non-governor members. The committee will seek to work on a consensual basis at all times and actively draw on the knowledge and experience of all its members, but, in the event of a decision requiring a vote, only those members who are also voting members of the governing body will participate.

Associate Members have the right to vote on committees as long as they do not exceed the numbers of governors.

Quorum

3 governors, always including the Head or another nominated member of the senior leadership team.

Meetings

The committee will meet at least three times each academic year term prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role. In order to keep bureaucracy to a minimum, whenever possible reports will be used in common across the school.

Terms of reference

1. To maintain a strategic oversight of progress towards ensuring:
 - a. the deepest and most meaningful possible contribution by students to the life of the school and wider community;
 - b. the most effective engagement with parents and carers by the school;
 - c. The best possible contribution by the school towards wider community cohesion
This will involve regular monitoring and evaluation work with named post holders with a view to making recommendations to the governing body to address any issues in these areas. It will encompass, but not be restricted to, a close focus on work designed to help the school achieve an 'Outstanding' grade in respect of those sections of the Ofsted Inspection Framework dealing with school context, pupil contribution to the school and community, parent and carer engagement and community cohesion
2. To review the provision for collective worship and spiritual development, and monitor the outcomes.
3. To review the provision for Relationship and Sex Education and substance misuse education (Drug Education and Prevention), and monitor the outcomes'.
4. To review a policy on attendance and monitor the outcomes.
5. To review the Behaviour Policy and monitor the outcomes.
6. To review the provision of reports to parents on student progress, ensure that statutory requirements are met, and monitor the outcomes.
7. To review the provision of home-school links and monitor the outcomes.
8. To review the provision of opportunities for family engagement in student learning and monitor the outcomes.
9. To review how the school seeks the views of staff and parents and monitor the outcomes.
10. To review a strategy on communications with the PPF, parents, local community and other schools, and monitor the outcomes.
11. To review a strategy on community use of the school and partnership with community groups, and monitor the outcomes.
12. To review a strategy on student engagement and the development of student voice, and monitor the outcomes.

13. To review the marketing and promotion of the school including the Secondary Transfer booklet, brochure, website, promotions, Open Sessions and Student Planner, and monitor the outcomes
14. To review the media and digital strategy for the school and its community, and monitor the outcomes
15. To review an e-communications policy and monitor the outcomes
16. Liaison with other schools.



The Governing Body of The Elmgreen School

Staff Pay Committee

Terms of Reference

The governing body at its first meeting in each academic year will establish a Staff Pay Committee to deal with all pay matters relating to staff including the setting and review of the headteacher's objectives and any decisions relating to salary.

The Staff Pay Committee will implement the agreed Pay Policy.

The governing body must adopt and take full responsibility for maintaining, updating and implementing a pay policy and an appraisal policy. The governing body have delegated this function to the Resources, Leadership and Management committee. The Committee will also review the staffing structure including Teaching and Learning Responsibility Allowances.

Legal Basis

The Staff Pay Committee is constituted and operates within the following legal framework:

- School Staffing (England) Regulations 2009
- The Equalities Act 2010
- Employment Legislation (as detailed in the Pay Policy)
- School Teachers Pay and Conditions Document and subsequent orders made by the Secretary of State for Education.
- The Education (School Teachers' Appraisal) (England) Regulations 2012.

Quorum

No fewer than 3 members of the governing body.

If staff governors are appointed to the Committee they must withdraw for any discussion on their own remuneration.

Clerking

The meeting should not be clerked by any member of the committee or the Headteacher.

Headteacher

The Staff Pay Committee will:

- Review, on the post becoming vacant, the schools headteacher group and headteacher's individual salary range (ISR) before advertising the vacancy.
- Review the ISR of a headteacher in post within the group range for the school
- Consider in either of the above situations if further discretion within the terms of the pay policy should be exercised.

Appraisal of the Headteacher

The governing body is responsible for the appraisal of the headteacher and has delegated this task to the Staff Pay Committee. The governing body or Staff Pay Committee must:

- appoint an external adviser for advice and support on the headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the headteacher
- inform the headteacher of the standards against which their performance will be assessed
- set objectives for the headteacher
- appraise the performance of the headteacher, assessing their performance of their role and responsibilities against the relevant standards and their objectives
- assess the headteacher's professional development needs and action needed to address them
- make a recommendation on headteacher's pay, where relevant;
- give the headteacher a written report of their appraisal which includes the assessments and recommendation above

The Staff Committee must review and set the Headteacher's objectives by 31 December each year.

It is for the staff Pay Committee to make determination about the pay of the headteacher. The adviser and headteacher must withdraw while such deliberations take place.

Within the ISR the Staff Pay Committee can award up to two performance points where there has been sustained high quality performance having regard to the results of the most recent appraisal.

Other Teaching Staff

The School has an agreed appraisal policy in place and the Resources, Leadership and Management committee in exercising its delegated powers will make sure that:

- the appraisal policy will support effective appraisal in the school
- provision is made for the appraisal of teacher performance against the Teachers' Standards
- arrangements being made for classroom observation
- the committee are aware of arrangements for the head to delegate the duty of managing the performance of teachers to others.
- the appraisal policy is being implemented effectively and fairly in the school, including how objectives and assessments are quality assured and moderated;
- appraisal evidence informs other decisions for example, on professional development and pay

Deputy and Assistant Headteachers

The headteacher is responsible for the appraisal of deputy/assistant headteachers and will report the outcomes of this appraisal and any pay recommendations to the Staff Pay Committee. All decision will be evidence based.

Other Teaching Staff

The headteacher will report to the Staff Pay Committee on recommendations for movement on the Teachers' Main Pay Scale, movement across the pay threshold onto the Upper Pay Spine and movement on the Upper Pay Spine. All decision will be evidence based.

Notification of decisions

The Staff Pay Committee will provide staff with their decision in writing and will explain the process for appealing against their determination.

14.0	Appendices
A	Governor Code of Conduct
B	Membership of the governing board
C	Cycle of committee business
D	Policies and Document Schedule
E	Role description and person specification for governors
F	Governors' Allowance Scheme



Governing Board Code of Conduct

This code sets out the expectations on and commitment required from governors in order for the governing board to properly carry out its work within the school/s and the community. The work of the governors is underpinned by the Seven Principles of Public Life:

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

The governors have the following core strategic functions:

Establishing the strategic direction, by:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and

- Overseeing the financial performance of the organisation and making sure its money is well spent.)

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school aligned to those of The Great North Wood Education Trust
- Agreeing the School Development Plan with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Monitoring progress towards targets
- Performance manage the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Agreeing the budget of the school
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the executive headteacher/accounting officer.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the lead executive/headteacher.

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 governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the schools, with all visits arranged in advance with the headteacher and undertaken within the framework established by the governing board.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open government, our full names, date of appointment, and terms of office, attendance records, relevant business and pecuniary interests, will be published on the school's website.
- In the interests of transparency we accept that information relating to governors will be collected and logged on the DfE's national database of governors.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors/staff/school committee members and the clerk to the governing board.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the lead executive/headteacher, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we

will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school/trust's website.

- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair of the trust and the chair will investigate.
- The board will only use suspension or removal by the Members as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor will investigate.

I have read and understood the Governing Board Code and Conduct and agree to abide by its provisions.

Signed _____

Print Name _____

Date _____



The Elmgreen School Governing Body 2017-18
Clerk Al Damon
Chair Kate Scrase Vice Chair Michael Brady
Committees of the Governing Body 2017 18

Achievement, Teaching and Learning

Governor Members:
 Michael Brady (Chair)
 Vice Chair TBA

Dominic Bergin
 Jeremy Baker
 Chloe Lloyd
 Pauline Alexander
 Joan O'Mahony
 Kate Scrase

Non-governor members:
 Steve Grant
 Dinah O' Hana
 Aidan Ryan

Governor Panels

Students Discipline

Jeremy Baker - Chair

Two governors, excluding staff governors, with no prior knowledge of the student.

Staff Discipline Appeals

Jeremy Baker - Chair
 Two governors, excluding staff governors, with no prior knowledge of the case.

Attendance Behaviour and Communications

Governor Members
 Joe Crosbie (Chair)
 Vice Chair TBA

Dominic Bergin
 Kate Scrase
 Nick Woodward
 Liz Myers
 Liz Halkon
 Benedicte Mourey

Non-governor members
 Alison Moran

Staff Grievance Appeals

Pauline Alexander - Chair

Two governors, excluding staff governors, with no prior knowledge of the grievance.

Staff Pay Committee

Jeremy Baker
 Adrian Butler
 Joan O'Mahony

Resources, Leadership and Management

Governor Members
 Adrian Butler (Chair)
 Vice Chair TBA

Dominic Bergin
 Tony Pizzoferro
 Adam Callaghan
 Diana Mennie
 Joe Crosbie

Non-governor members
 Michael Burke

Staff Discipline

Michael Brady Chair

Two governors, excluding staff governors, with no prior knowledge of the case.

Governor Responsibilities

PPF and Parent's Council Joan O'Mahony

Training and Development Liz Myers

Safeguarding & Child Protection – Michael Brady

Looked After Students - Joan O'Mahony

Health and Safety Tony Pizzoferro

PPG - Benedicte Mourey

SEN and Inclusion – Benedicte Mourey

Departmental Link Governors

Arts and creative faculty including Drama – Pauline Alexander

Computing – Nick Woodward

Business – Diana Mennie

English– Liz Myers

Humanities – Adam Callaghan

Maths – Adrian Butler

MFL – Liz Holkan

Science – Michael Brady

Sixth Form & IAG/ Destinations – Jeremy Baker

PE and Sport – Joe Crosbie

Mentoring Governors

Pauline Alexander - Benedicte Mourey

Jeremy Baker - Liz Halkon

Michael Brady - Diana Mennie

Adrian Butler - Adam Callaghan

Joe Crosbie - Nick Woodward

Tony Pizzoferro - Joan O'Mahony

Kate Scrase – Chloe Lloyd

Kate Scrase and Liz Myers will support/mentor any governor as required

Appendix C

Annual Schedule of Committee Business

	Term1 (as part of FGB meeting)	Term 3	Term 5
Achievement, Teaching and Learning	<ul style="list-style-type: none"> • Review student progress • Review examination results • Review school targets from previous academic year • Consider school targets for current year • Review policies that require annual check 	<ul style="list-style-type: none"> • Update on student progress • Review Teaching and Learning Policy • Review student progress • Review child protection policy and procedures • Review SEN Policy • Review polices on two or three year review dates as they fall due • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan 	<ul style="list-style-type: none"> • Review school journey policy every 3 years • Review School Targets • Review teaching and learning • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan

	Term1	Term 3	Term 5
Attendance, Behaviour and Communications	<ul style="list-style-type: none"> • Review Public Sector Equality Scheme general duty • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan • Review policies on one, two or three year review dates as they fall due 	<ul style="list-style-type: none"> • Review Communications with stakeholders including website • Review Home School Agreement • Review student planner • Review policies on one, two or three year review dates as they fall due 	<ul style="list-style-type: none"> • Review prospectus • Review Complaints Procedure • Review Freedom of Information Scheme • Review policies on one, two or three year review dates as they fall due

	Term1	Term 3	Term 5	Term 6
Resources, Leadership and Management	<ul style="list-style-type: none"> • Review of budget and financial position • Review of Health and Safety Statement and Policy • Review of overall condition of sites and buildings • Review of one contracted service as appropriate • Review Pay Policy • Agree Charging Policy (every 3 years) • Agree Financial Procedures Manual • Review staff absence • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan 	<ul style="list-style-type: none"> • Review of budget and financial position • Strategy for next financial year • Review and make recommendations to the governing body on staffing and management structures • Benchmarking • Review disaster management plan • Review PM cycle for last academic year • Review staff absence • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan 	<ul style="list-style-type: none"> • Review of budget and financial position • Outturn from previous year • Review Charging Policy • Review vetting procedures • Review site security • Policy Review • Review staff absence • Review relevant sections of the SEF and progress on priorities identified in the School Development Plan 	<ul style="list-style-type: none"> • Consider estimates of income and expenditure • Agree Budget

Appendix D

Policies and Other Documents

- Statutory. Policies which the governing body must have by law

		Agreed	Review Period	Last Review	Next Review	Committee Lead	Staff Lead
S	Accessibility plan	✓	3 years	July 2016	July 2019	Achievement	CHU/DBE
S	Allegations of abuse against staff (policy on)	✓	Subject to changes in agreed LBL policies	Nov 2017	Nov 2018 Adoption of LA policies	Resources	MBU
	Assessment Policy	✓	2 years	July 2016	July 2018	Achievement	DOH
	Attendance Policy	✓	2 years	June 2017	June 2020	Communications	SGN
	Attendance targets	✓	Annual	June 2017	June 2018	Communications	DBE
S	Behaviour Policy Inc. statement of behaviour principles and exclusion of students	✓	Annual	July 2017	July 2018	Communications	DBE
	Bullying	✓	Annual	Jan 2016	Jan 2017	Communications	AMO/SGA
S	Central record of recruitment and vetting checks	✓	Termly	Sept 2017	Sept 2018	Resources & designated governor	MBU
S	Charging policy	✓	3 years	Nov 2017	Nov 2020	Resources	MBU
	Collective worship	✓	3 years	Nov 2017	Nov 2020	Communications	DBE
S	Child protection policy and procedures	✓	Annual	Apr 2015	Oct 2016	Achievement	CHU
S	Data Protection	✓	3 years	Nov 2015	Feb 2018	Resources	MBU
	Designated Teachers	✓	Annual	Sept 2017	Sept 2018	Governing Body	DBE
	Disaster Recovery/Emergency Policy	✓	3 years	Nov 2016	Nov 2019	Resources	MBU
	Drugs and Alcohol Education and Prevention Policy	✓	3 years	Nov 2017	Nov 2020	Communications	DBE
	E-Communications Policy (staff)	✓	3 years	May 2015	May 2018	Resources	MBU
	Financial Procedures Manual	✓	Annual	Nov 2015	Nov 2016	Resources	MBU

			Agreed	Review Period	Last Review	Next Review	Committee Lead	Sta
	Fire Policy	✓	3 years	Nov 2013	Nov 2016	Resources	MBU	
	First Aid Policy	✓	3 years	Nov 2017	Nov 2020	Resources	MBU	
S	Freedom of information publication scheme	✓	3 years subject to statutory changes	June 2015	Nov 2018	Communications	MBU	
S	Governors' allowances (schemes for paying)	✓	3 years	Nov 2017	Nov 2020	Resources	MBU	
S	Health and safety policy	✓	Annual	Nov 2017	Nov 2018	Resources	MBU	
S	Home-school agreements	✓	Annual	Feb 2017	Jan 2018	Communication	ABU	
	Homework Policy	✓	3 years	Jan 2018	Jan 2021	Achievement	SGN	
	Physical Restraint Policy	✓	3 years	Nov 2015	Nov 2018	Communication	ABU	
S	Premises Management Documents	✓	Annual	Nov 2017	Nov 2018	Resources	MBU	
	Prospectus	✓	Annual	May 2017	May 2018	Communication	DBE	
S	Public Sector Equality Duty and Equality Objectives	✓	4 years	Nov 2016	Nov 2020	Achievement	SGN	
S	Public Sector Equality Duty information on meeting general duty	✓	Annual	Nov 2017	Nov 2018	Communication	DBE	
S	Register of business interests of headteachers and governors	✓	Annual	Sept 2017	Sept 2018 or as required	Governing Body	MBU	
	Review of staffing structure document	✓	Annual	Nov 2017	Nov 2018	Resources	DBE	
	Risk assessments	✓	2 years	Jan 2017	Jan 2018	Resources	MBU	
	Scheme of Delegation	✓	Annual	Sept 2017	Sept 2018	Governing Body	MBU	
S	Sex and Relationships Policy	✓	3 years	Nov 17	Nov 2020	Communications	CHU	
	School Journey Policy	✓	3 years	June 2014	June 2017	Achievement	KWE	
S	Single Equality Policy Inc. Race Equality and Equal Opportunity Policy.	✓	4 years	July 2016	July 2020	Communication	DBE	
S	SEND Information Report	✓	Annual	July 2017	July 2018	Achievement	SGE	

		Agreed	Review Period	Last Review	Next Review	Committee Lead	Staff Lead
	Staff appraisal policy (support staff)	✓	2 years or subject to legislative change	Nov 2017	Nov 2017	Resources	MBU
S	Staff discipline conduct and grievance (procedures for addressing)	✓	Subject to changes in agreed LBL policies	Nov 2017	Nov 2018 Adoption of LA policies	Resources	MBU
	Support for Students with Medical Conditions	✓	Annual	Nov 2017	Nov 2018	Resources	MBU/CHU
	Target-setting for schools	✓	Annual	Sept 2017	Sept 2018	Governing Body	DBE
	Teaching and Learning Policy	✓	Annual	Nov 2017	Nov 2018	Achievement	SGN
S	Teacher Appraisal Policy	✓	2 years or subject to legislative change	Oct 2016	Oct 2018	Resources	MBU/SGN
S	Teachers' pay policy	✓	Annual	Nov 2017	Nov 2018	Resources	MBU
S	Website – Publication of Governance Arrangements	✓	Annual	Sept 2017	Sept 2018	Governing Body	MBU

Role description and person specification for governors

The purpose of the post of a governor is to contribute to the work of the governing board in raising standards of achievement for all students. This involves providing a strategic view for the school, acting as a critical friend, challenging and supporting the Headteacher, the Leadership Team and staff of the school, and ensuring accountability. Each individual Governor has a responsibility, working alongside other members of the governing board, to The Great North Wood Education Trust, the staff and students of The Elmgreen School and its wider community. Although some Governors, such as Staff and parent governors, may be elected by their peers, they are not representatives or delegates of those groups.

The Governing is not responsible for the day to day management and leadership of the school. This is a matter solely for the Headteacher and the Senior Team.

The Board of Governors:

The Governing Body is responsible for:

- In partnership with the Trustees to agree strategic aims and objectives and agree, monitor and review policies, targets and priorities
- Ensuring clarity of vision, ethos and strategic direction of The Elmgreen School and Great North Wood Education Trust
- Holding the Headteacher to account for the educational performance of the School and its pupils, and the performance management of staff
- Supporting, advising and challenging the Headteacher and the School Leadership Team.
- Ensuring the effective and efficient use of resources, the solvency of the School, the safeguarding of its assets and making sure its money is well spent
- Acting as a critical friend to the School and being accountable for the School and its own strategic decisions
- Holding delegated responsibility for the management of the School on behalf of the Trust Body Members
- Setting and monitoring targets and ensuring that action plans are realistic and achievable.
- Ensuring that adequate management information systems are maintained and scrutinising and questioning the data where required
- Ensuring there is a climate for creativity, change and responsiveness to the needs of pupils and the local community
- Recommending the annual budget in each financial year for approval to the Trustees
- Setting performance targets for the School
- Ensuring that the School has appropriate policies and procedures in place and that they are implemented in practice
- Ensuring that decisions taken by the governors have an adequate assessment of risk
- Undertaking a regular assessment of the School's effectiveness against key performance indicators
- Reporting regularly to the Trust
- Recruiting and appointing new Governors as vacancies arise
- To appoint Associate Governors if required
- Establishing the committees of the Governing Body and agreeing appropriate terms of reference and schemes of delegated authority

- Appointing the Chairs of committees or making provision for their appointment
- Receiving minutes of committee meetings and reports from committees at meetings of the Governing Body
- Receiving an annual report on the performance of the Headteacher
- Undertaking an annual self-evaluation of its own performance and also participating in the overall self-evaluation processes of the School
- Operating within the terms of the Trust Scheme of Delegation which may be amended from time to time by the Board of Trustees.

Governor person specification

Skills	Narrative	Essential/Desirable
Interpersonal skills and team work	Ability to work positively with others and debate/challenge whilst maintaining a constructive atmosphere	Essential
Communicating and influencing	Able to express ideas/plans in a clear manner and to listen actively to other views. To be able to communicate effectively	Essential
Planning and organisation	Able to establish quickly an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the School	Essential
Drive to achieve and determination	Able to create the required energy/enthusiasm necessary to be effective and have the tenacity to overcome obstacles	Essential
Strategic perspective	Able to develop a broad-based view of issues and events and perceive their long term impact	Essential
Intellectual and technical ability	Able to demonstrate a knowledge and understanding of facts and rationalise appropriately. Be able to think laterally and arrive at a pragmatic solution	Essential
Leadership	Able to demonstrate behaviour and skills that motivate others to achieve and inspire confidence in others to achieve objectives	Essential
Experience	Will possess the necessary experience required to fill the position. Some vacancies may require specific qualifications or particular skill and experience.	Essential
Circumstances	Available to attend meetings of the Governing Body and standing Committees. An annual schedule of meetings is agreed for the forthcoming academic year	Essential
Equality and Diversity	Be committed to Equality and Diversity opportunities including the promotion of British Values	Essential
Safeguarding	Be committed to Safeguarding(including Prevent)	Essential
Health and Safety	Be committed to Health and Safety	Essential



Governors' Allowance Scheme

1. Nature and scope of allowances

Allowances will be payable in respect of:

- (a) The cost of travel, which would normally be by public transport, for attendance at the termly ordinary meeting of the governing board and at meetings of committees, sub-committees and appeals committees, events, visits or such other meetings, that it may be necessary to call from time to time.
- (b) Travel to meetings on behalf of the governing board and/or approved training courses by public transport
- (c) Subsistence if in the carrying out of the duties of a governor overnight accommodation and/or meals are required.
- (d) Childcare/care of a dependent costs which are incurred in order for a governor to attend meetings of the governing board and its committees or to partake in other duties or training undertaken in the discharge of the role of governor. This is subject to certain exclusions set out below.
- (e) A contribution towards the reasonable costs of paper and printer consumables where governors have opted to access papers electronically.

2. Eligibility for allowances

- 2.1 All members of The Elmgreen School Governing Board shall be treated equally and be eligible to claim travel and subsistence costs. Governors can only claim allowances if they are recorded in the minutes as having attended that meeting.

3. Claiming allowances.

- 3.1 Claims shall be submitted on a termly basis on a pro-forma available from the Director of Finance and Administration to whom they must be returned. Such claims should be accompanied where appropriate with receipts, travel tickets etc. Where it is a mileage claim then start and finish mileages must be given. Payment will be made by BACS.

4. Allowances

The following rates shall apply subject to annual review by the governing board:

4.1 Travel

4.2 Public Transport

- 4.2.1 Costs incurred for ordinary, second class or any cheaper fare available plus any expenditure incurred for seat reservations or similar supplements. In exceptional circumstances claims for public transport at other than a second class fare may be made but must be accompanied by an explanatory note.
- 4.2.2 Refunds on an Oyster card can only be made if proof of the journey can be provided. Ensure the Oyster Card is registered on the TfL site where it is possible to download records of journey and the cost. Refunds will only be for the cost of the journey not for top up costs.

4.3 Taxi

- 4.3.1 Where no suitable public transport is available, travel has to take place late at night or the business is urgent, the fare plus a reasonable gratuity may be claimed, but the claim must be accompanied by a receipt. In all other cases or where no receipt is provided reimbursement will be made on the cost of the journey by public transport.

4.4 Car

- 4.4.1 The School Travel Plan encourages use of means of transport other than private motor vehicles and in the spirit of this the governors allowance scheme does not seek to encourage their use. It is recognised that individual circumstances, the nature of the journey, travel times etc. may make use of a private motor vehicle the only viable option. Sharing of vehicles whenever practical is encouraged.
- 4.4.2 The rate per mile is 45p. This is the approved rate set out by HMRC.

4.5 Car Parking Charges

- 4.5.1 The full cost of car parking where this has been necessary for attendance at a meeting of or on behalf of the governing board. Where possible receipts should be obtained. The daily maximum is £15.
- 4.5.2 Reimbursement of parking charges does not cover payment of parking fines

4.6 Subsistence

- 4.6.1 The reasonable cost of a meal (excluding alcohol) where the duties mean a governor is unable to return home to eat.

4.7 Childcare/care of dependent relatives

- 4.7.1.1 The cost of a child-minder/carer (up to £12 an hour) for the period of time taken up by the meeting and a reasonable period of time to travel to and from the meeting.
- 4.7.2 No payment will be allowable where the care of a child or dependent is being provided by an existing or former partner or by a responsible person who normally lives in the family home, as a member of the family.

4.8 Computer consumables

4.8.1 The reasonable cost of paper and printer consumables. These will be based on production of receipts.

Created: July 2007

Review: 3 Years

Last review November 2017

Next review November 2020



**Governors' Allowance Scheme
Claim form**

Name _____

Address _____

_____ Postcode _____

Email _____ Phone _____

Mileage summary _____ Registration Number _____

Date	Reason for journey	Mileage		Total
		Start	Finish	
Total mileage				

Claim for subsistence, public transport, child care or printer consumables*

Date	Details of claim	Amount claimed
Total amount claimed		

* Please attach receipts for any claims made

Name of Bank	_____
Name of Bank Account	_____

Sort code - - Account No

I confirm having incurred the above listed expenditure in the course of performing the duties of a governor at The Elmgreen School.

Signed _____

Date _____

Received Finance Office	_____	Approved	_____	Paid	_____
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