



Learning, smiling, remembering

GOVERNOR HANDBOOK
2019-20

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WELCOME

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I would like to offer you a warm welcome to the Governing Body of Avondale Primary School and provide you with some information which you may find useful.

As a Governing Body we have many responsibilities as well as facing challenges particularly when new initiatives and strategies are introduced, but don't worry, your fellow Governors, the Headteacher and Staff, as well as officers from the Local Authority are all on hand to help you. All Governors are encouraged to take an active part in the life and governance of the school as well as being given the opportunity to use and develop their own skills to help the children gain as much benefit as they possibly can from their time at Avondale Primary School.

I hope you will find being a Governor a pleasurable and rewarding experience, and look forward to working with you in the very near future.

As well as the information included in this booklet, you will also receive a number of useful documents including the school prospectus, a copy of the Instrument of Governance and the DfE Governors' Handbook – see the link below:

(<https://www.gov.uk/government/publications/governors-handbook--3>) .

Should you require any further information or have any questions, please do not hesitate to contact me at school.

Yours faithfully

Mrs Vicky Brown
Headteacher

Mr Iain Schofield
Chair of Governors

SCHOOL AIMS

Learning, Smiling and Remembering

Avondale School Aims

We are committed to achieving excellent standards of academic achievement for our pupils. In addition, we aim to develop kind, responsible and independent children.

At Avondale Primary School we aim to:

- promote high standards of achievement for all learners, in all subjects
- develop and instil key life skills and values in our pupils.
- encourage positive relationships and communications between home, our community and the wider world.

Aims for the school

We will accomplish our aims by:

- creating a happy, caring, safe, fair and courteous atmosphere where everyone is valued and can grow in confidence
- recognising and promoting high standards, effort and attainment through setting high expectations, innovative teaching and an investigative approach to learning
- providing a carefully planned, well resourced, stimulating learning environment, in which computing is thoroughly embedded, that reflects the needs and interests of all our children
- valuing and appreciating everyone as learners in our school community; children, parents, staff and governors by nurturing a desire to succeed and a sense of pride in their learning
- celebrating, valuing and respecting the diversity of races, religions and cultures represented in our school, our community and our nation.
- helping children to appreciate the benefits of healthy living and physical and mental fitness
- providing equal opportunities for everyone to access learning and to achieve according to their needs, abilities and disabilities
- working closely with parents and carers as partners in learning
- continually reviewing and improving the service we offer to all

GOVERNING BODY

Name	Governor Type	Term of Office Expiry Date
Mr Iain Schofield (Chair)	Co-opted	31/12/2020
Mr Steve Johnson (Vice Chair)	LEA Governor	31/12/2021
Mrs Karen Morgan	Staff Governor	15/11/2020
Mrs Vicky Brown	Staff Governor	n/a
Mr Daniel McFarlane	Parent Governor	18/01/2020
Mrs Sarah Bateman	Parent Governor	18/01/2020
Mrs Debbie Davies	Parent Governor	18/01/2020
Mrs Emma Lowe	Parent Governor	18/01/2020
Mr Andrew Bradley	Co-opted	30/08/2021
Mr Andrew Cotterall	Co-opted	31/12/2021
Mr Mike Smith	Co-opted	31/12/2020
Mrs Kate Holden	Co-opted	21/11/2020
Mrs Jane Taylor (Assistant Head)	Associate Member	n/a
Mrs Stacey Duckett (Assistant Head)	Associate Member	n/a

Statutory Committees

Staff Dismissal and Disciplinary	Staff Dismissal and Disciplinary Appeals	Pupil Disciplinary	Pupil Disciplinary Appeals	Admissions	Pay Committee	Pay Appeals
3 Governors	3 Governors (cannot be any Governor that was involved in stage 1)	Headteacher	2 Governors	Headteacher Admissions Liaison Officer from BwD	C Southworth D Davies I Schofield	Any Governor not involved in Pay Committee

Heads Performance Review - Mr I Schofield, Mrs E Lowe + one other Governor.

Sub Committees

Curriculum	Resources	Premises and Health & Safety	Standards & Effectiveness
K Morgan (Chair) E Lowe (VC) V Brown M Smith K Holden S Johnson S Bateman A Bradley A Cotterall J Taylor S Duckett	I Schofield (Chair) S Johnson (Vice Chair) D McFarlane D Davies V Brown	D McFarlane (Chair) V Brown K Morgan S Johnson	I Schofield (Chair) V Brown E Lowe (VC) D Davies M Smith

Designated Governors

ROLE/RESPONSIBILITY	GOVERNOR	LIAISING WITH	REPORTING TO
English	A Cotterall	A Pickup/K Nuttall	Curriculum
Mathematics	M Smith	L Joyce/ E Johnson	Curriculum
Early Years & Curriculum Team	K Morgan	J Taylor	Curriculum
SEN	D Davies	S Stowe	Curriculum
Pupil Premium	S Bateman	K Morgan	Curriculum/Finance
LAC/CIOC	S Bateman	S Stowe	Curriculum
Behaviour	TBA	S Duckett	Curriculum
Health & Safety	D McFarlane	V Brown	Buildings & Premises
Safeguarding	S Bateman	V Brown/D Wright	Curriculum/ Finance & Staffing
PE	E Lowe	S Duckett	Curriculum
Languages	TBA	K Morgan	Curriculum
RE/PSCHE	K Holden	S Mitchell/S Duckett	Curriculum
Creative (incl Music)	K Holden	K Lysons	Curriculum
Humanities	D McFarlane	B Laycock/S Duckett	Curriculum
Computing	I Schofield	E Johnson	Curriculum
Science	S Johnson	E Harrison	Curriculum
Topic	D McFarlane	J Taylor	Curriculum

THE ROLE OF THE GOVERNING BODY

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- **To agree constitutional matters***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors*** where appropriate
- **To hold at least three Governing Body meetings a year***
- **To appoint or remove the Chair and Vice Chair***
- **To appoint or remove a Clerk to the Governing Body***
- **To establish the committees of the Governing Body and their terms of reference*.**
- **To suspend a governor***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- *Any items which individual governing bodies may wish to include****these matters cannot be delegated to either a committee or an individual.**

MENTOR ARRANGEMENTS

Each new Governor will be allocated a mentor/buddy from the Committee they are on. This person will make themselves available for help, advice and support throughout the year. Actual mentor allocation will be confirmed as soon as possible following appointment.

TRAINING

It is expected that Governors complete necessary training linked with their Governor role. Training can be accessed at:

<http://www.bwdservicesforschools.co.uk/Training> or
<https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx>

Passwords for both of the above websites will be emailed to you.

GOVERNOR COMMITMENT/EXPECTATIONS

- To regularly attend termly Full Governing Body meeting
- To regularly attend allocated Committee meetings
- All link Governors to meet with Subject Leaders in the Autumn term (see timetable on page 13)
- Link Governors for English, Maths, Science & SEND also to meet Subject Leaders in the Summer Term (prior to full Governing Body meeting) to provide an update on attainment and actions
- Governors to visit/support school on at least two occasions over the school year, eg Parents' Evenings, School Trips, Assemblies
- To provide reports for appropriate Committees

THE ROLE OF THE HEADTEACHER

- If required by the LA scheme to draw up and submit to the governing body an annual budget plan for the school's funds which must conform to the LA's scheme
- If required by the LA scheme to prepare and submit the governing body any significant proposals for revisions to the budget plan within the strategic guidelines set by the governing body

STAFFING

- To advise the governing body on the appointment of all teachers – *except the Headteacher*
- To advise on the appointment of non-teaching staff
- To advise the governing body on the specification for a vacant teaching post
- To advise the governing body on adopting effective procedures to deal with incompetent teachers and to keep the governing body informed of the general operation of such procedures
- To advise the governing body on whether anyone employed at the school should be dismissed
- To advise the governing body on payments to be made
- To suspend staff in appropriate circumstances
- To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them
- To evaluate the standards of teaching and learning of the school and ensure that proper standards of professional performance are maintained

SECULAR CURRICULUM

- To determine, organise and implement an appropriate curriculum for the school
- To ensure that the National Curriculum is implemented in the school
- To advise the governing body on NC disapplication for any pupil(s)
- To draw up a policy for the secular curriculum for the school (the curriculum policy)
- To implement and review the policy once every school year and suggest any necessary changes to the governing body

PERFORMANCE MANAGEMENT

- To draft, if requested by the governing body, a school performance management policy within the framework set by the Appraisal Regulations
- To consult all school teachers at the school, if requested by the governing body, before drafting a performance management policy
- To implement the school performance management policy established by the governing body
- To appoint/act as appraisers for teachers
- To review complaints by teachers about their appraisal where the head has not been the appraiser
- To provide an annual written report on the effectiveness of the appraisal procedures to the governing body for their consultation
- To set the timing of the performance management cycle for other teachers

EXCLUSIONS

- The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently

ADMISSIONS

- The Headteacher may deal with applications for admission only where the need to determine an application does not arise, which will be where none of the statutory circumstances for refusing admission apply under section 86 of the 1998 Act. This applies to applications at both the normal time of entry and to in-year applications

SCHOOL PREMISES

- Day to day management of the school and day to day charge of who can enter the school premises
- To advise the governing body where appropriate
- To comply with the LA's directions in community and VC schools

THE ROLE OF THE CHAIR OF THE GOVERNING BODY

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Blackburn with Darwen Borough Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

THE ROLE OF THE CLERK TO THE GOVERNING BODY

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken

- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Disqualification – Governors, Associate Members, the Headteacher

THE ROLE OF THE CHAIR OF A COMMITTEE

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To liaise with the Headteacher regarding agendas for meetings

Disqualification – none

THE ROLE OF THE CLERK TO COMMITTEES

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

Disqualification – the Headteacher

DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference:

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

ROLE OF THE GOVERNING BODY - CONSTITUTION AND TERMS OF REFERENCE

The Full Governing Body meets at least once a term on dates planned in the Summer Term for the forthcoming academic year. At each regular termly meeting, the Governors receive the Head Teacher's report and the minutes of any Governors' Committee meetings. The draft agenda for full Governing Body meetings is drawn up by the Local Authority and the Chair of Governors, in consultation with the Head Teacher, who will amend it as appropriate.

The Chair meets regularly with the Head Teacher in order to provide challenge and support as well as keeping themselves informed of the wide range of issues affecting the school. Notes are kept of these meetings.

The Governing Body has established four main committees– Finance and Staffing; Curriculum; Buildings & Premises and Standards & Effectiveness. Their membership will be determined annually, or more often as appropriate; e.g. following a change in governor representation; with the general principle that all Governors will be a member of at least one of the committees; and that there will so far as possible be equal numbers of each category of governor on each of those committees. Where possible, the decision as to which Committee a Governor should serve on will be determined by their particular skills and previous experience.

The Governing Body will establish as appropriate, a committee to consider an appeal from a parent/other adult having been being barred from the school premises by the Head Teacher. Complaints will be dealt with in line with the school's complaints policy (see website).

The Governing Body will identify link Governors for identified areas including;

- Maths and English
- Safeguarding
- Inclusion and SEND
- Pupil Premium
- Health and Safety

The Governing Body should be read in conjunction with the Scheme of Delegation, which provides further detail on committee and individual's financial responsibilities.

This list provides brief details of the categories of school governors:

Parent Governors– (all state schools)

Any parents, or carer, of a registered pupil at the school at the time of election is eligible to stand for election for parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school. Governing bodies may only appoint as a parent governor a parent who has, in their opinion, the skills to contribute to effective governance and the success of the school.

A parent governor is a representative and not a delegate of parents; neither is their role to promote the interests of their own children but all children.

Staff Governors– (all state schools)

Teaching and support staff who, at the time of the election, are employed by either the governing body or the local authority to work at the school under a contract of employment, are eligible to be staff governors. Staff governors are elected by school staff. They cease to hold office when they cease to work at the school. Their role will not be to represent staff, nor to stand alongside the Head Teacher in being held to account by the governing body, but to operate as part of the governing body to provide strategic leadership and to hold the head teacher to account.

LA Governor - (all state schools) –

Local authority governors are nominated by the local authority but appointed by the governing body. The local authority can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. An individual eligible to be a staff governor at the school may not be appointed as a local authority governor.

Co-opted Governors

Co-opted governors are appointed by the governing body. They are people who in the opinion of the governing body have the skills required to contribute to the effective governance and success of the school.

Associate members

Associate members are appointed by the governing body to serve on one or more governing body committee. They may also attend full governing body meetings. They are not governors and therefore do not have a vote in governing board decisions, but may be given a vote on decisions made by committees to which they are appointed. Associate members should be appointed because of the specific expertise and experience they can contribute to the effective governance and success of the school. The governing board may appoint a pupil, school staff member or any other person so they can contribute their specific expertise and help address gaps identified in the skills of governing board members.

GOVERNORS' MEETINGS

	Autumn	Spring	Summer
Resources committee	Mon 14 October 5pm	Mon 27 Jan 5pm	Mon 18 May 5pm
SEC	Thurs 3 October 4pm	Weds 5 Feb 4pm	Mon 4 May 4pm
Curriculum	Thurs 3 October 5pm	Weds 5 Feb 5pm	Mon 4 May 5pm
FGB	Weds 27 Nov 6pm	Weds 18 March 6pm	Tues 16 June 6pm
Governor reports to school	Reports for all subject areas to be completed and emailed to school by 13 Nov	Eng, Maths, Science, computing, SEND, safeguarding and PP report to be emailed to school by 4 March	Eng, Maths, Science, computing, SEND, safeguarding and PP report to be emailed to school by 2 June
Budget setting		Weds 18 March 5pm	
Pay committee	Weds 27 Nov 5pm		
Governor development sessions	Weds 30 Oct 5pm	Weds 4 March 5pm	

New Intake meeting night 3 October 6:30pm

8 October Open Afternoon 1:15pm and 2:15pm

PROPOSED AGENDAS – CURRICULUM COMMITTEE

AUTUMN TERM	SPRING TERM	SUMMER TERM
<ul style="list-style-type: none"> • Elect Chair and Vice Chair • Declaration of pecuniary interests • Agree terms of reference • Minutes of previous meeting • Matters arising • Data Analysis Presentation • SEN Impact report • School Development Plan • Two Year subject Plan • Review pupil attendance • SIP Report • Child Protection /Safeguarding Policy • Racist Incident Reporting • Bullying Incident Reporting • Delegated issues from Full Governors • Legislative changes • Pupil Premium • CIOC Report • Monitoring of Subject • Website Review • Anti Bullying Policy 	<ul style="list-style-type: none"> • Declaration of pecuniary interests • Minutes of previous meeting • Matters arising • Subject Leader Presentation • Monitor School Development Plan • SIP Report Autumn • Pupil premium review • Review of governor subject reports • SEN report and polices • School Evaluation –SEF • Child Protection /Safeguarding Policy updates • Supporting pupils with medical conditions • School Behaviour Policy • E safety Polices /ICT • British values • Racist Incident Reporting • Bullying Incident Reporting • Delegated issues from Full Governors • Legislative changes • Pupil Premium • CIOC • Monitoring 	<ul style="list-style-type: none"> • Declaration of pecuniary interests • Minutes of previous meeting • Matters arising • Monitor School Development Plan • SIP Report Spring • Sex Education • Data protection • Complaints procedure • Freedom of information • Home School Agreement • EYFS • Child Protection /Safeguarding Policy updates • Legislative changes • Equality information and objectives • Teacher Appraisal • RE Policy • Racist Incident Reporting Bullying Incident Reporting • Staff handbook • Delegated issues from Full Governors • Pupil Premium • CIOC • Monitoring • Marking

PROPOSED AGENDAS - PREMISES and HEALTH & SAFETY COMMITTEE

AUTUMN TERM	SPRING TERM	SUMMER TERM
<ul style="list-style-type: none"> • Elect Chair and Vice Chair • Declaration of pecuniary interests • Agree terms of reference • Minutes of previous meeting • Health and Safety Policy • Site walk round reports from staff key issues • Health and Safety Issues • Accident reports-summary report • Health and Safety Policy • EVC- School Visits • Devolved Formula Capital Statement Update Proposed building works • Delegated issues from Full Governors • Walk round of site by committee • Fire Updates/Drills • Gritting plan and policy • School Closure procedures • Play Equipment • Sound/Lighting • IT Audit • Maintenance Plan 	<ul style="list-style-type: none"> • Declaration of pecuniary interests • Minutes of previous meeting • Matters arising • Site walk round reports from staff key issues • Health and Safety Issues • Accident reports-summary report Social media Policy • EVC- School Visits • Premise management documents <ol style="list-style-type: none"> 1. Asset Management Plan for school building presentation and review propped building works 2. Supporting Pupils with medical conditions 3. Accessibility Plan 4. Fire Risk Audit -Review 5. DDA Audit -Review 6. Review of risk assessments 7. CCTV Policy 9. Asset Register for school equipment –agree disposal of items • Delegated issues from Full Governors • First Aid • Training 	<ul style="list-style-type: none"> • Declaration of pecuniary interests • Agree terms of reference • Minutes of previous meeting • Matters arising • Site walk round reports from staff key issues • Health and Safety Issues • Accident reports-summary report • Social media Policy • EVC- School Visits • Sun safety Policy • Premise management documents <ol style="list-style-type: none"> 1. Asset Management Plan for school building presentation and review propped building works 2. Fire Risk Plan-Review 3. Letting Policy 4. Security Policy 5. School parking Policy 6. Key Holder Policy 7. Asbestos Management Policy 8. Asset Register for school equipment –agree disposal of items 9. Business Continuity Plan • Delegated issues from Full Governors • Emergency Plan

PROPOSED AGENDAS - FINANCE & PERSONNEL COMMITTEE

AUTUMN TERM	SPRING TERM	SUMMER TERM
<ul style="list-style-type: none"> • Elect Chair and Vice Chair • Declaration of Pecuniary Interests • Agree terms of reference • Scheme of delegation • Benchmarking (if available) • Minutes of previous meeting • Matters arising • School Budget report • Monitor Budget position Long Term • Plan • Governor Allowances • Governor Training Review • Staffing Issues • Sickness Absence of staff • Delegated issues from Full Governors • Performance Management • SCR Update • PP Update/Review/New Targets • Sports Premium Update 	<ul style="list-style-type: none"> • Declaration of Pecuniary Interests • Minutes of previous meeting • Matters arising • Agree Financial Regulations and Internal • Scheme for Finance in Schools (if necessary) • Schools Financial Value Standard Finance Committee is asked to consider the completed Schools Financial Value Standard assessment for the school which needs to be completed, approved and submitted to the • Schools & Education Finance Team by 31st March 2017 • Agree Best Value Statement • Audit of School Fund • Curriculum bids • Agreement of SLAs • Budget Monitoring report to include as necessary <ol style="list-style-type: none"> 1. <i>Updates/Amendments to agreed 2016/17 budget</i> 2. <i>Virements that need formally agreeing</i> 3. <i>Latest 2016/17 monitoring including</i> 4. <i>significant variances from planned expenditure</i> 5. <i>Estimated 2016/17 Outturn position</i> 6. <i>Progress on the School Reserves Plan.</i> • Benchmarking of 2015/16 expenditure to include as necessary. Comparison of significant areas of expenditure i.e. Staffing with similar schools from Schools Financial Benchmarking website. • Lettings charges • Staffing Issues • Sickness Absence of staff • Delegated issues from Full Governors • School meal charges • SCR Update 	<ul style="list-style-type: none"> • Declaration of Pecuniary Interests • Minutes of previous meeting • Matters arising • Monitor Budget position • Outturn Figure • Section 52 Statement • SEN Funding • Review : <ol style="list-style-type: none"> 1. Capability Policy for teachers and support staff 2. Staff Discipline policies grievance and conduct 3. Personal leave of absence policy and procedures 4. Sickness absence policy 5. Whistle Blowing Policy 6. Flexible working 7. Maternity 8. Paternity 9. Procedures for dealing with allegations of abuse against staff • Financial Competencies of Governors • Central record of recruitment and vetting checks • Sickness Absence of staff • SCR Update

GOVERNOR AGENDAS/POLICY REVIEWS

FINANCE

<i>Cycle A Autumn Term 2019</i>	<i>Cycle A Spring Term 2020</i>	<i>Cycle A Summer 2020</i>
Single Central Record Policy for managing allegations against staff Attendance Volunteers Safeguarding Admissions/Improving Attendance Complaints Maternity Teachers' Pay Staff Capability Staff Discipline Data Protection Freedom of Information Exclusion	Equality Information & objectives Equality Policy Governor Allowances Dignity at Work Whistleblowing Recruitment and Retention Policy Single Central Record Charges & Remissions	Staff Behaviour Policy Staff Handbook Home/School Agreement Information Systems Code of Conduct Grievance Policy DBS Policy Appraisal Policy Lesson Observation Protocol Single Central Record Paternity
<i>Cycle B Autumn Term 2020</i>	<i>Cycle B Spring Term 2021</i>	<i>Cycle B Summer 2021</i>
Safeguarding Admissions Capability Teachers' Pay Single Central Record	Equality Information & objectives Staff Disciplinary Policy Sickness Absence Management Complaint policy/procedure NQT Induction Single Central Record Charges & remissions	Home/School Agreement Staff Handbook Capability of teachers Capability of support staff Visitors to school Volunteers in school Information Systems Code of Conduct Single Central Record

GOVERNOR AGENDAS/POLICY REVIEWS

HEALTH & SAFETY

<i>Cycle A Autumn Term 2019</i>	<i>Cycle A Spring Term 2020</i>	<i>Cycle A Summer 2020</i>
Accessibility Plan Asthma CCTV School Closure Procedures Emergency Evacuation	Intimate Care First Aid Policy No Smoking Missing Children Policy First Aid Overview	Key Policy EVC Medicines Permit to Work Policy Lone Working Policy Sun Safety Policy Asset Register/Disposal
<i>Cycle B Autumn Term 2020</i>	<i>Cycle B Spring Term 2021</i>	<i>Cycle B Summer 2021</i>
Health & Safety Policy Gritting Policy School Closure Procedures Lettings Policy	Asbestos Key Holder Safety & Security Policy First Aid Overview	Fire Safety in Schools Asset Register & Disposal Early Years Health & Safety Trip Overview

GOVERNOR AGENDAS/POLICY REVIEWS CURRICULUM

<i>Cycle A Autumn Term 2019</i>	<i>Cycle A Spring Term 2020</i>	<i>Cycle A Summer 2020</i>
Behaviour SEND SEND Information Report PSCHE Online Safety Healthy Eating Pupil Premium School Development Plan	ARR EYFS Anti-bullying English Curriculum Policy Marking/Feedback & Response SRE British Values EYFS	Art History DT Computing MFL RE Presentation
<i>Cycle B Autumn Term 2020</i>	<i>Cycle B Spring Term 2021</i>	<i>Cycle B Summer 2021</i>
Behaviour SENF SEND Information Report CIOC Pupil Premium T&L Policy Online Safety Policy School Development Plan MFL	Anti-bullying Maths Calculation Homework Policy Equality & Diversity	Music Science PE Geography Presentation

TERMS OF REFERENCE

Curriculum Committee

1. MEMBERSHIP

The committee shall consist of no fewer than four Governors. The Headteacher will attend most of these meetings.

QUORUM

No less than THREE members

2. MEETINGS

(a) Frequency

The committee will meet once each term and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

(b) Functions

- To advise the Governing Body on the school's statutory requirements with regards to the National Curriculum and other such statutory issues of a curriculum nature.
- To advise the Governing Body on the school's statutory requirements with regards to pupil welfare and attendance
- To monitor how the curriculum is taught, evaluated and resourced
- To monitor how British Values are incorporated within the school curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To review at each meeting the curricular aspects of the School Improvement Plan
- To draft for approval by the Governing Body and then review on a regular basis:
 - * Policy for Collective Worship
 - * Religious Education Policy
- To draft for approval by the Governing Body and then review on a regular basis:
 - * Policy for Sex and Relationship Education
- Ensure that the requirements of children with Special Educational Needs are met and that a school policy is in place in accordance with the SEN Code of Practice
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body to oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.

Functions Excluded

It is particularly important that **NO** issues of a Grievance and disciplinary nature are discussed at this meeting. The rules of appeal define that an appeal committee will have two more governors than the committee which heard the initial issue. Thus with six members present at this meeting there would be insufficient

governors to hear an appeal against any decision taken. The Chairman will stop any discussion and his/her decision on this matter is **NOT** open to debate, i.e. it is final.

3. TOPICS

This committee will consider only topics of a curricular nature but may on occasion at the request of the Governing Body deal with other appropriate items.

4. VOTING

If it is necessary for a proposal to be put to the vote, then each member (including the Headteacher) shall have one vote. In the case of a tied vote the Chairman of the Committee shall have a second or casting vote.

5. MINUTES OF MEETINGS

These will be circulated by the Clerk to the Headteacher and Chairman of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chairman and Vice Chairman of Governors).

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

Resources Committee

1. MEMBERSHIP

The committee shall consist of no fewer than five Governors

The Headteacher will attend these meetings. They will be clerked by the School Business Manager.

QUORUM

No less than three members

2. MEETINGS

(a) Frequency

The committee will meet at least once each term and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee.

** The Committee will have full powers of delegation with respect to the following financial/estates matters:

- To approve programme for refurbishment
- To ensure the SIP can be met from the school budget
- To approve expenditure beyond the powers delegated to the Headteacher

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body

- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To present the GB with an annual planned maintenance, repair and replacement programme (including school grounds).
- To monitor the effects of vandalism
- To ensure that the school's statutory responsibilities relating to the security of the building, staff, pupils and visitors are met, in line with the school's H&S policy and related policies;
- To consider lettings policy matters, including charges and to advise the GB on such matters
- To consider any alterations and extensions to the building
- To have an overview of the building's accessibility in line with the appropriate requirements
- To review Health and Safety Premises report and recommendations in the Summer Term meeting
- To review the Educational Visits policy and regularly review requests for visits. Refer residential visits request to Full Governing Body

Disqualification –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

PAY COMMITTEE

1. MEMBERSHIP

The committee shall consist of no fewer than four Governors

The Headteacher will attend these meetings. They will be clerked by the School Office Manager.

QUORUM

No less than THREE members

2. MEETINGS

Frequency

The committee will meet once a year and minutes of their deliberations will be available at the next Governors meeting.

If it is considered necessary for them to hold additional or emergency meeting(s), then this will be permissible but the agenda for that meeting will be only that issue which has caused the meeting to be called. These extraordinary meetings will be clerked and minuted as normal meetings and the minutes will be circulated to Governors as above.

The Chairman may, if necessary, receive reports/advice on specific topics from members of staff, advisors and/or Inspectors as considered appropriate. Under normal circumstances these written reports will be available to the committee and will be available in the Governors Resource Area for Governors who are not members of this committee

THE REMIT OF THE COMMITTEE WILL BE:

1. To draft the whole school pay policy, (based on the appropriate DfES model pay policy) in consultation with the Headteacher, staff and representatives of the recognised professional associations and unions with members in the school;
2. To conduct an annual review of the pay policy and its application;

3. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Body for formal approval;
4. To agree any salary progression on the Individual School Range (ISR) for the Headteacher in the light of recommendations.
5. To agree any salary progression on the Individual Salary Range for the Deputy Headteacher(and Assistant Headteacher in the light of recommendations;
6. To review annually – with a September 1st implementation date - the salaries of all teaching staff in the light of recommendations and to provide a statement to them;
7. To recommend to the Governing Body the powers to be delegated to the Headteacher;
8. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;
9. To ensure that there is consistency between the application of the pay policy and the Governing Body's policies on advertising, job descriptions and equal opportunities;
10. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;
11. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and LA advice on grading levels in respect of APT & C Staff and Manual Workers, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;
12. To establish appropriate differentials/relativities within the school;
13. To review the unit total of the school and the effect if any, on the ISR; and to annually review in the light of any recruitment and retention matters, the ISR;
14. To seek a balance between pay and other conditions of service, for example: non-contact time for teaching staff;
15. To keep in touch with the pay policies of other schools by seeking advice from the LA and to be aware of the impact of their decisions on other schools;
16. To have regard to guidance issued by the Authority and professional organisations as appropriate, and where necessary to seek advice.

The Committee has delegated responsibility to exercise all discretions in respect of pay. *(these powers under the staffing regulations may be delegated to the Headteacher – except in her own case; they may also be delegated to an individual appropriate governor, including the Chair. It is not however recommended to delegate these powers to one individual, unless in exceptional situations.)*

NB: the terms of reference given above relate to the Whole School Pay Policy. Where the committee has responsibility for other functions, eg appointment procedures, equal opportunities, staffing establishment, staffing review, staff welfare, trade union matters/staff liaison, the establishment of disciplinary/grievance procedures, additional terms of reference will be necessary.

3. TOPICS

This committee will consider only topics of pay but may on occasion at the request of the Governing Body deal with other appropriate items.

4. VOTING

If it is necessary for a proposal to be put to the vote, then each member (including the Headteacher) shall have one vote. In the case of a tied vote the Chairman of the Committee shall have a second or casting vote.

5. MINUTES OF MEETINGS

These will be circulated by the Clerk to the Headteacher and Chairman of the Committee for clearance in accordance with the agreed method of operation of Committees, (copies may, if felt appropriate, be circulated to the Chairman and Vice Chairman of Governors).

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year

Standards & Effectiveness Committee

1. MEMBERSHIP

The membership of the committee shall be three governors and the Headteacher. They will be attended by the School Business Manager.

The Chair of Governors should be one of the three. Other governors, observers and staff may also be invited to attend.

2. MEETINGS

The committee will meet at least once per term and/or when deemed necessary.

Functions

The main function of the committee is to provide support and challenge to the leadership of the school and to hold them account in relation to the quality of educational provision including the quality of teaching and learning, pupil progress and outcomes for pupils, the quality of curriculum delivery, behaviour and safety of pupils.

In particular, the committee will have the following specific annual tasks:

- a. To monitor the progress of the SDP regarding pupil progress and attainment and curriculum developments
- b. To ensure that the national curriculum is taught and that the curriculum is broad and balanced, relevant to the needs and abilities of pupils and focuses on the necessary priorities to ensure that all pupils make good progress, especially in reading, writing and maths.
- c. To ensure that the school promotes the spiritual, moral, social and cultural developments of all pupils
- d. To ensure that statutory pupil assessments are carried out and results reported to parents/ carers and appropriate bodies

Reporting Arrangements

The Chair of the committee will report back to the termly meeting of the GB.

These terms of reference shall normally be reviewed at the committee's first meeting of the academic year.

Staff Disciplinary Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher. (See 2003 regulations)*)
- **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To determine whether the Headteacher shall lead in initial decisions regarding a potential dismissal of a member of staff.
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 2 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of reference:

- To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets
- To decide, with the support of the SIP whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance / Pay Committee in respect of awards for the successful meeting of targets set.
- To actively support the headteacher in relation to work-life balance issues for themselves and their staff.
- The governing body also need to appoint one of its non-employee members to be the 'Review Officer' to adjudicate on any complaint made by a teacher against a headteacher handling their Performance Management.
- *Additional items which individual Governing Bodies may wish to include*

Membership –3 Governors

Disqualification –The Headteacher and Staff Governors

APPEALS COMMITTEE

To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*

- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher

Any members of the Hearings Committee. It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

PUPIL DISCIPLINE COMMITTEE

To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)

- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6th and 50th school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to

take a public examination (*meeting to be held between 6th and 15th school days after receiving notice of the exclusion*)

- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- To differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions). See guidance in Autumn Director Report 2006.
- *Any items which individual governing bodies may wish to include*

Membership – 3

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher. Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

SCHOOL FUNDING

Revenue Funding (Main Budget Allocation)

Revenue funding comes from the local authority and is known as the delegated budget. It provides funding for the day-to-day running costs of the school, for example staff salaries, energy costs, learning resources etc.

The Department for Education (DfE) will calculate the amount of funding local authorities are to receive to spend on schools, and will distribute this in the form of a ring-fenced grant known as the Dedicated Schools Grant (DSG). The DSG is delegated to individual schools on the basis of the local funding formula, which distributes the majority of funding to schools on the basis of pupil numbers.

Capital Funding (DFC)

Capital funding is made available to schools for spending on school buildings and/or furniture and equipment (including ICT equipment). The funding cannot be used to support the day-to-day running costs of the school or any routine building maintenance.

All schools receive a devolved capital allocation, which is calculated on a formulaic basis. In addition to this local authorities receive capital funding for schools, which is utilised on individual schools according to need.

Pupil Premium

The pupil premium was introduced in April 2011 and is allocated to schools to support pupils who have been registered for free school meals at any point in the last six years (known as 'Ever 6 FSM').

The government believes that Head Teachers and school leaders should decide how to use the pupil premium. They are held accountable for the decisions they make through:

- the performance tables which show the performance of disadvantaged pupils compared with their peers

- the Ofsted inspection framework, under which inspectors focus on the attainment of pupil groups, and in particular those who attract the pupil premium
- the reports for parents that schools have to publish online.

The Governing Body and the School Budget

The Governing Body has a statutory responsibility for the financial management of the school, which includes deciding how the available funding is spent. In its strategic role, it must set the educational and financial priorities for the school and ensure the budget is managed effectively. It has a legal obligation to agree the annual budget plan, which must be submitted to the local authority.

The budget for the school should follow the priorities and objectives as set out in the School Improvement Plan. The Governing Body may delegate the preparation of the budget to a committee, who should ensure that the Head Teacher and Office Manager are also involved in the budget setting process as appropriate. The committee may also wish to have due regard to benchmarking data available for other schools in similar situations. This may be found in school or on the DfE website.

The Governing Body should ensure that its financial responsibilities and those of its committees, the Headteacher and other staff are clearly defined and set down in a written policy. This allows the Governing Body to ensure that adequate systems of financial control are in place and that it receives the information it needs to carry out its role.

Once the budget has been approved, the Governing Body should monitor spending regularly throughout the year to ensure that it is in line with the budget. Where significant variances are identified these should be understood and any appropriate action and subsequent amendments to the budget made.

Schools are subject to both local authority auditing of the schools financial procedures and practices and possibly external audit as part of the audit of the local authority. The Governing Body should receive the auditor's report and ensure that any recommendations are acted upon and implemented as necessary.

As part of the inspection process, OFSTED will look at how well the school makes use of its resources and how these are linked to educational priorities.

The Fair Funding Scheme for Financing Schools

The Fair Funding Scheme for Financing Schools is a statutory document under Section 48 of the Schools Standards and Framework Act 1998. This Scheme sets out the financial relationship between the Local Authority and the maintained schools, which it funds. The Scheme details the requirements relating to financial management and associated issues that must be adhered to by the Local Authority and all maintained schools. The requirements are binding on both the Authority and on schools.

SOURCES OF INFORMATION

	Telephone/website
LA Governor Support	01226 770770
Advisory Centre for Education	0808 800 5793 (General Helpline)
Audit Commission	0207 828 1212 www.audit-commission.gov.uk
DfE switchboard and website	0870 001 2345 www.DfE.gov.uk
DfE Governors' website	www.governornet.co.uk
DfE Publications	0845 602 2260 0845 603 3360 (fax) DCSF@prolog.uk.com
DfE Standards Unit	www.standards.DfE.gov.uk
Information for School and College Governors (ISCG)	0207 229 0200 www.Governors.fsnet.co.uk
LA governor training programme and support services	01226 770770
National Association of School Governors (NASG)	0121 643 5787 www.nagm.org.uk
National Governors' Council (NGC)	0121 616 5104 www.ngc.org.uk
Ofsted Publications	07002 637833 www.ofsted.gov.uk
Qualifications and Curriculum Authority Publications	01787 884444 www.qca.org.uk
Teachernet (individual Governors can register, for email notification of the monthly DCSF circulation to Head Teachers and chairs)	www.teachernet.gov.uk
The Stationery Office (formerly HMSO publications)	0870 600 5522 www.tso.co.uk/bookshop
Times Educational Supplement published on Fridays	www.tes.co.uk
GovernorLine National Governors' Helpline Mon-Fri 9am-10pm; Sat & Sun (excluding bank holiday) 11am-4pm	08000 722181 www.governorline.info
DFE – A competency framework for Governance January 2017 DfE 00021 2017	http://www.nga.org.uk

Code of Conduct for School Governing Boards

2019 Version

This code sets out the expectations on and commitment required from school governors, trustees and academy committee members in order for the governing board to properly carry out its work within the school/s and the community. It can be amended to include specific reference to the ethos of the particular school. Unless otherwise stated, 'school' includes academies, and it applies to all levels of school governance.

This code can also be tailored to reflect your specific governing board and school structure, whether that is as a maintained school or academy, either as a single school or group of schools. Where multiple options are given, i.e. senior executive leader/headteacher and governor/trustee/academy committee member, please amend to leave the option relevant to your governing board.

Once approved by the governing board, the Code will apply to all governors/trustees/academy committee members.

This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation. It should be adapted as appropriate depending on the governance setting and level of delegation. However, its guiding principles should be retained regardless of the governance setting and level of delegation afforded to it.

The governing board has the following 3 strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the lead executive/headteacher (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the lead executive/headteacher (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

NGA recognises the following as the fourth core function of governance:

Ensure that other key players with a stake in the organisation get their voices heard by:

- Gathering the views of pupils, parents and staff and reporting on the results.
- Reaching out to the school's wider community and inviting them to play their part.
- Using the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and its strategic role.
- We understand how the role of the board differs from and works with others including the headteacher and where appropriate, executive leaders, trust boards and academy committees.
- 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 governance 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 school/group of 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 executive leaders.
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation.

- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements.
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law.
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views
- When communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation.
- We will avoid, as far as possible, becoming involved in any communication which may lead to a conflict of interest with the role of the governing board.

Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the 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/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the senior executive leader/headteacher and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.
- 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 governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to governors/trustees/academy committee members will be collected and logged on the DfE's national database of governors (Get information about schools).

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/trustees/academy committee members, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We will confront malpractice by speaking up against and bringing to the attention of the relevant authorities' any decisions and actions that conflict with the Seven Principles of Public Life (see annex) or which may place pupils at risk.
- 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 executive leaders, 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.
- We will ensure all confidential papers are held and disposed of appropriately.

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.

Ceasing to be a governor/trustee/academy committee member

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal 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 governing board member, such as the vice chair will investigate.

Adopted by the governing board of Avondale Primary School in March 2019.

Annex

The seven principles of public life

Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations)

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

GLOSSARY OF TERMS

Academy Academies are a new type of school. They are publicly-funded independent schools, for pupils of all abilities, established by sponsors from business, faith or voluntary groups working in highly innovative partnerships with central Government and local education partners. Their independent status allows them the flexibility to be innovative and creative in their curriculum, staffing and governance and to work in different ways to traditional local authority schools. Visit the [Standards Site](#) for more information.

AD(H)D Attention Deficit (Hyperactivity) Disorder.

Admissions Authority Schools which handle their own pupil applications are admission authorities. They send out information about the school and pupil application forms, giving a deadline for receipt. Local authorities are also admission authorities as they are responsible for admissions to community and voluntary-controlled schools.

Advanced GNVQ Advanced General National Vocational Qualification This is similar to BTEC and the equivalent of two A levels. The subjects offered have a vocational element such as childhood studies.

AMP Asset Management Plan

ATL Association of Teachers & Lecturers

APL Accreditation of Prior Learning.

AQA Assessment and Qualification Alliance.

BA with QTS Bachelor of Arts — arts degree-level ITT qualification leading to QTS. One of the main routes into primary teaching.

Baseline Assessment An assessment of a child's skills and abilities usually made by a teacher within the first seven weeks of starting primary school. It shows teachers what a child can do when starting school and helps them to plan lessons and measure progress. Areas covered include language and literacy, mathematics and personal and social development.

BECTA British Educational Communications and Technology Agency.

BEd with QTS Bachelor of Education — degree-level initial teacher training qualification leading to qualified teacher status. One of the main routes into primary teaching. **Book Trust** An independent educational charity established to promote books and reading among readers of all ages and cultures.

BSA Basic Skills Agency.

BSc Bachelor of Science Science degree-level initial teacher training qualification leading to qualified teacher status. One of the main routes into primary teaching.

BTEC National Qualification equivalent to two A level courses. Subjects include nursery nursing, business studies and art and design. There are considerable practical elements to the courses with work placements offered.

CAF Common Assessment Framework

CAMHS Child Adolescent Mental Health Services

CAT Cognitive Ability Test (Produced by the National Foundation for Educational Research).

Catchment Area Some admission authorities give priority to children who live in an area around the school.

CEO Chief Education Officer.

CHI The Support Society for Children of Higher Intelligence.

Childminders Childminders look after children under five and school age children after hours and in the holidays. The local authority decides how many children a childminder can care for, and childminders are able to register as part of a network to provide early education.

Community school State schools in England and Wales which are wholly owned and maintained by the local authority. The local authority is the admissions authority — it has main responsibility for deciding arrangements for admitting pupils.

County Schools State schools in England and Wales which are wholly owned and maintained by local authorities. **CPI** Child Protection Issue..

CTC City Technical College Independent all ability non-fee-paying schools for pupils aged 11 to 18. There are 14 CTCs and one CCTA — City College for the Technology of the Arts, in urban areas across England. CTCs teach the National Curriculum to pre-16-year-olds with a focus on science, mathematics and technology. They offer a wide range of vocational qualifications and part of their role is to innovate in the development, management and delivery of the curriculum.

Day Nurseries These take children under five for the whole working day. Children can attend on a part-time or full-time basis according to their parents' needs. They may be run by local authorities, voluntary organisations, private companies, individuals or employers. There must be at least one adult for every eight children and at least half of the staff must have a qualification recognised by the local authority.

DCSF Department for Children, Schools and Families.

DfE Department for Education

Designated Teachers Advocates who liaise with other services on behalf of young people in care.

DfES Department for Education and Skills. (From July 2007 no longer in existence).

Disapplied pupils The National Curriculum assessments have been designed to make sure that as many children as possible can be assessed. There may, however, be a small number of pupils who are not able to take part in some or all of the assessments, even allowing for the full range of arrangements that can be made. Usually this only happens if all or part of the National Curriculum is not suitable for a pupil because he or she has certain special educational needs. The assessments are designed to cater for most pupils with special educational needs.

DLOs Desirable Learning Outcomes.

DPC Data Protection Commission/Commissioner.

DRC Disability Rights Commission.

EAB Education Assets Board.

EAL English as an Additional Language.

Early Years Development and Childcare Partnership Plans education locally for children below compulsory school age, and childcare for children from 0 to 14 years. One Partnership in each local authority area draws up a plan each year which explains what local early education and childcare services will be provided and includes a list of all local providers of free early education.

Early Years Development and Childcare Plan A local plan which sets out how early education and childcare services will be provided.

EAZs Education Action Zones Groups of 15 to 25 schools which aim to create new partnerships, raise standards and generate innovation within education. These groups of schools receive £1million a year for three to five years. An EAZ based on a single secondary school and its associated primaries will receive £350,000 a year. These smaller EAZs are only being set up in Excellence in Cities areas.

EBD Emotional and Behavioural Difficulties.

EDP Education Development Plan.

ESRA Event Specific Risk Assessment

Education Welfare Officers (otherwise known as Education Social Workers) Employed by local authorities to monitor school attendance and help parents meet their responsibilities.

EECs Early Excellence Centres.

EYFS Early Years Foundation Stage

Exclusion The suspension or expulsion of a pupil from school for disciplinary reasons.

Extended school A school that provides a range of services and activities often beyond the school day to help meet the needs of its pupils, their families and the wider community.

Feeder Schools Some admission authorities give priority to children from certain primary schools.

FFT Fischer Family Trust (provide data to schools)

Foundation Schools Type of state school which is run by the local authority but which has more freedom than community schools to manage their school and decide on their own admissions.

FSM Free School Meals.

GEST Grants for Education, Support and Training.

GNVQ General National Vocational Qualification

Vocational qualifications taken mainly by pupils age 16 and in full-time education.

GTC General Teaching Council.

GTP Graduate Teacher Programme.

GTTR Graduate Teacher Training Registry Central agency for processing applications for most postgraduate (Post Graduate Certificate Education) initial teacher training courses. **HEA** Health Education Authority.

HEADLAMP Headteachers Leadership and Management Programme.

Healthy Schools Initiative Government scheme to help improve the health of both pupils and teachers. The initiative includes a Wired for Health website, a Healthy Teacher focus to address occupational health issues for staff and cooks' academies in schools to improve knowledge about nutrition. **HMCI** Her Majesty's Chief Inspector of Schools.

HMI — Her Majesty's Inspector OFSTED inspectors produce education reports which are meant to improve standards of achievement and quality of education, provide public reporting and informed independent advice.

HNC Higher National Certificate.

HND Higher National Diploma — a two-year course that equates to two years of a degree course. Offered in many subject areas, mostly with a practical application. HNDs may also have an industrial or commercial placement as part of the course.

Home-school agreements All state schools are required to have written home-school agreements, drawn up in consultation in parents. They are non-binding statements explaining the school's aims and values, the responsibilities of both school and parents, and what the school expects of its pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

HSE Health & Safety Executive.

ICT Information and Communications Technology.

IEP Individual Education Programme. Programmes which are drawn up by the class teacher and/or special needs co-ordinator within a school to provide individual support for children deemed to have needs over and above that of other children in the class. This could be either due to learning difficulties or because they are considered to be exceptionally bright or gifted children.

Independent Schools These are schools which are not funded by the state and obtain most of their finances from fees paid by parents and income from investments. Some of the larger independent schools are known as public schools, while most boarding schools are independent. Further information is available from the ISIS — Independent Schools Information Service.

INSET In-service education and training All teachers have access to INSET in schools, helping them to refine their teaching and management skills.

IT Information Technology.

ITT Initial teacher training — most people need to take an ITT course in order to gain qualified teacher status (QTS).

ITT provider Provider of initial teacher training — e.g. college/university, consortium of schools.

ISR Individual School Range (categorising of a school and type/used in calculation of HT's salary)

KS Key Stage A child's progress through school is measured in Key Stages. Each Key Stage covers a number of school years. Starting at Key Stage 1 and finishing at Key Stage 4. · Key Stage 1 Infant School (3-7 years).

- Key Stage 2 Junior School (7-11 years).
- Key Stage 3 Lower Secondary School (12-13 years).
- Key Stage 4 Upper Secondary School (14-16 years).

LA Local Authority The term 'local authority' (or LA) describes a type of council which has responsibility for providing education to pupils of school age in its area. Their overall education remit also includes early years, the youth service and adult education. An LA is responsible for promoting high standards of education. It is responsible for contributing to the spiritual, moral, mental and physical development of the community by ensuring that efficient primary and secondary education is provided and ensuring that there are enough primary and secondary places with adequate facilities to meet the needs of pupils living in the area.

League Tables See Performance Tables.

Learning Direct A free advice telephone line which offers information on adult education and courses wherever you live and wherever you want to study (0800 100 900).

Licensed or Registered Teacher Scheme Employment based training leading to qualified teacher status.

LPSH Leadership Programme for Serving Heads.

LSA Learning Support Assistant.

LSAC Language Sports and Arts Colleges.

LSC Learning and Skills Council.

LSCB Local Safeguarding Children's Board

MA Modern Apprenticeships.

MFL Modern Foreign Languages.

MLD Moderate Learning Difficulties.

National Curriculum Covers what pupils should be taught in state maintained schools. The National Curriculum provides a balanced education for a child covering 11 subjects overall, and is divided into four Key Stages according to age.

NAHT National Association of Headteachers

NCS National Childcare Strategy.

NCT National Curriculum Test.

NFER National Foundation for Educational Research.

NGfL National Grid for Learning Government body responsible for information and communications technology in schools.

NIACE National Institute of Adult Continuing Education.

NOF New Opportunities Fund A lottery distributor created to award grants to education, health and environment projects throughout the UK. **NPQH**

National Professional Qualification for Headship.

NQT Newly Qualified Teacher.

NSPCC National Society for the Prevention of Cruelty to Children.

NVQ National Vocational Qualification — work-based qualification.

OCA Ofsted Complaints Adjudicator.

Ofsted Office for Standards in Education An official body which regularly inspects all the schools in England which are mainly or wholly state funded. Ofsted inspectors produce education reports which are meant to improve standards of achievement and quality of education, provide public reporting and informed independent advice. **OSCI** Out of School Childcare Initiative.

Oversubscription Criteria Often referred to as those rules applied by admission authorities when a school has more applications than places. They must by law be fair and objective and must be published annually in prospectuses and by local authorities in a prospectus explaining admissions at all schools in an area.

PANDA Performance and Assessment Reports

Produced by the Office For Standards in Education (Ofsted) and issued annually to schools. The contents of each PANDA report are confidential between Ofsted, the school, and the local authority, although schools are free to disseminate the information as they see fit.

PAT Pupil Assessment Tracker

Pathfinder A project which is testing out a Government policy over a defined period prior to its full implementation.

PE Physical Education.

Personal Education Plan (PEP) PEPs are schemes developed for young individuals in public care, designed to support their education.

Performance Tables The Department for Education and Skills publishes comparative secondary and 16 to 18 performance tables each year. The tables report achievements in public examinations and vocational qualifications in secondary schools and Further Education sector colleges. Primary school performance tables are published by local authorities and report the achievements of pupils at the end of Key Stage 2.

PGCE Postgraduate Certificate of Education — postgraduate-level Initial Teacher Training qualification.

PIN Parents Information Network.

Plenary The time at the end of a lesson in which the teacher finds out what children have learnt and re-emphasises the main points of the lesson.

PMLD Profound and Multiple Learning Difficulties.

PPA Planning, Preparation, Assessment

Pre-school playgroups These generally take children between the ages of three and five and most offer half-day sessions. Usually non-profit making and managed by volunteers and parents. There must be at least one adult for every eight children and at least half of the adults must be qualified leaders or assistants.

Private nursery schools These take children between the ages of two and five and offer half or full-day sessions and some stay open in the school holidays. There must be at least one adult for every 13 children and at least half of the staff must be qualified teachers.

Prospectus A school's prospectus is a brochure containing useful facts and figures, which the governing body must publish each year for parents and prospective parents. Ministers set minimum requirements for content,

so that parents can easily make comparisons between different schools. Copies will be available at the school for reference or free of charge to parents on request.

PRU Pupil Referral Unit

PSE Personal and Social Education.

PSHE Personal, Social and Health Education.

PTFA Parent Teacher & Friends Association.

PSCHE Citizenship

Pupils with statements of Special Educational Needs (SEN). These statements describe any learning difficulties which pupils have, and specify the extra help or equipment they need. Around 3 per cent of school pupils nationally have statements. Some pupils with special educational needs are academically able. But schools face challenges in achieving Level 4 at Key Stage 2 for many pupils with SEN. The information on the numbers of pupils with SEN in each school helps you take this into account when looking at the school's results.

Pupils without statements These are other pupils registered as having special educational needs but whose schools meet the pupils' needs without statements.

QAA Quality Assurance Agency for Higher Education.

QCA Qualifications and Curriculum Authority.

QDC Qualifications Data Collection Steering Group.

QTS Qualified Teacher Status The professional status you need to obtain to teach in state maintained schools in England and Wales. QTS is normally awarded after successful completion of an Initial Teacher Training course.

QUIET Quality in Education and Training Associates.

Reception Classes in State Primary Schools These take children at four and five, some starting children off with half-day sessions. There must be at least one adult for every 13 children. Staff are qualified teachers and assistants.

REEF Race Employment and Education Forum.

Remodelling Remodelling is set out in a national agreement signed by the Secretary of State that aims to reform the school workforce. It is about giving teachers more time, extra support and renewed leadership in order to reduce teacher workload, raise standards, increase job satisfaction and improve the status of the profession.

SCITT School- Centred Initial Teacher Training

School-based teacher training course leading to Qualified Teacher Status.

SEN Special Educational Needs. This denotes any child that has been identified as having some form of educational need either as a result of learning difficulty or if they are deemed as particularly bright or gifted. These children receive additional support either from within the school or outside agencies. Consult the DfES booklet *SEN: A Guide for Parents* if you think your child may have special educational needs.

SENCO Special Educational Needs Coordinator.

SENCOP SEN Code of Practice

SIO School Improvement Officer

SIMS Schools Information Management Systems.

SLD Severe Learning Difficulties.

SLT Senior Leadership Team.

Special Schools State schools in England and Wales which are provided by local education authorities for certain children with special educational needs.

Specialist Schools This type of school includes technology, languages, sports and art colleges operating in England.

SRS Safer Routes to School A government initiative to make the environment safer to encourage children to walk or cycle to school, thereby avoiding school car runs. Schools and local education authorities work with local community and transport planners to facilitate safer routes to school. **SSD** Social Services Department.

State Nursery Schools These take children from the age of three or four and are open during school term time and normally offer five half-day sessions a week. There must be at least one adult for every 13 children. Staff are qualified teachers and assistants.

State Schools Otherwise known as publicly funded schools and attended by over 90 per cent of pupils. Parents do not pay any fees. Scottish state schools are maintained and controlled by the local education authority.

STRB School Teachers Review Body.

Teacher Assessment A formal assessment made by a teacher when your child is aged 7, 11 and 14. Used alongside the national tests to judge a child's educational progress.

TES Times Educational Supplement.

TLR Teaching & Learning Responsibility (payment for additional responsibilities)

TPS Teacher's Pension Scheme.

TTA Teacher Training Agency, Responsible for raising standards in schools in England by attracting able and committed people to teaching and by improving the quality of teacher training.

VTC Virtual Teacher Centre A service for schools professionals providing news, support for professional development and the facility to search resources across the National Grid for Learning.

Voluntary aided school Schools in England and Wales which are maintained by the Local Education Authority, with a foundation (generally religious) which appoints most of the governing body. The governing body is the admissions authority.

Voluntary controlled school Schools in England and Wales which are maintained by the local authority, with a foundation (generally religious) which appoints some — but not most — of the governing body. The LA is the admissions authority.

Voluntary grammar schools Grant-maintained, integrated schools in Northern Ireland which take both Protestant and Roman Catholic pupils

AVONDALE PRIMARY SCHOOL

Record form for a governor's school visit

Name:	Date:
Governor responsibility:	Staff seen during visit:
Focus of previous visit (if applicable)	
Reason for visit (ie, routine monitoring, specific focus)	
Links with school improvement plan	
Preparation/background to visit (eg, reading policy, discussion with Headteacher, LEA focus)	
Information gathered during visit (eg, what you saw, what you learned, what you like clarified, how long the visit lasted)	
Any key issues arising for the governing body (eg the way resources are allocated, the way the school communicates, progress in implementing a key policy)	
Action following governing body meeting (record any action agreed by the governing body with regard to this visit, eg training for governors)	

Subject Report Proforma**Subject Area:****Reporting Period:****Key Priorities this Year/Term:-****Actions Taken (*Brief summary*):****Impact of Actions Taken:**

Data summary			
Training undertaken in subject area			
Comments			
In-service Needs			
Next Steps:			
Signed		Date	

What is the role of a Governor?

As part of the governing board team, a governor is expected to:

1. Contribute to the strategic discussions at governing board meetings which determine:
 - the vision and ethos of the school
 - clear and ambitious strategic priorities and targets for the school
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum
 - the school's budget, including the expenditure of the pupil premium allocation
 - the school's staffing structure and key staffing policies
 - the principles to be used by school leaders to set other school policies
2. Hold executive leaders to account by monitoring the school's performance; this includes
 - agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
 - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - asking challenging questions of school leaders
 - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
 - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
 - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
 - listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.
4. When required, serve on panels of governors to:
 - appoint the Headteacher and other senior leaders
 - appraise the Headteacher
 - set the Headteacher's pay and agree the pay recommendations for other staff
 - hear the second stage of staff grievances and disciplinary matters
 - hear appeals about pupil Exclusions

The role of a governor is largely a thinking and questioning role, not a doing role. A governor does NOT:

- write school policies
- undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience
- spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
- fundraise – this is the role of the PTA – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
- undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice-chair and chairs of committees. In order to perform this role well, a governor is expected to:

- get to know the school, including visiting the school occasionally during school hours and in agreement with the Headteacher, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the school
- behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence

REWARDS OF BEING A SCHOOL GOVERNOR

Being a governor is a rewarding and valuable experience. While undertaking your role as governor you are:

- investing in the next generation through provision of a sound and good quality education;
- developing new skills;
- acquiring new knowledge;
- developing a sense of community involvement and partnership;
- using your personal qualities and expertise to help the school, its pupils and its staff;