



Governors' Handbook

Incorporating the Constitution and Standing Orders
for the Procedural Workings of the Governing Body

2020 – 2021

These Standing Orders are made with reference to National Governors Association (NGA) Guidelines and in accordance with The School Governance (Roles, Procedures & Allowances) (England) Regulations 2013 Statutory Instrument, which came into effect on 1st September 2013 and all relevant amendments to this legislation thereafter.

<http://www.legislation.gov.uk/uksi/2013/1624/made>

Additional Guidance is also followed with reference to "Governance handbook for academies, multi-academy trusts and maintained schools" published in January 2017.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

Declaration

The (*Shadow) Governing Body, at its meeting on 16th April 2013 resolved to adopt the Constitution and Standing Orders document. A copy has been forwarded to the clerk to the governing body for the formal governing body records and a copy has been retained at the school and by each governor for reference.

*The Shadow Governing Body automatically became effective as the full Governing Body on the date of the de-federation of Norley and Kingsley St John's Schools, which was 1st September 2013.

The Constitution, Standing Orders, Terms of References & associated memberships have been updated and reviewed and accepted annually therein as agreed.

Reviewed, updated and accepted:	Full Governing Body on 19 th November 2020
Next review date:	Autumn Term 2021

Name:	Mr. Paul Corbishley
Signature:	
Date:	19 th November 2020
Position:	Chair of Norley CE Primary Governing Body

Contents

Declaration.....	2
1. The Core Functions of the Governing Body	5
2. Aims and Values of Norley CE Governing Body	6
3. Strategic Vision / Direction	6
4. Code of Conduct	7
5. The seven principles of public life.....	10
6. Full Governing Body (FGB)	11
6.1. Membership.....	11
6.2. Terms of Reference.....	11
7. Meetings of the Governing Body	13
8. Governor Skills	13
9. Election of Chair and Vice-Chair.....	13
10. Terms of Office.....	14
10.1. Chair & Vice Chair	14
10.2. Other categories of Governors	14
11. Appointment of the Clerk	14
12. Quorum	15
13. Governor Training	15
14. Committees and Working Parties	15
14.1. Definitions.....	15
14.2. Membership of Committees:.....	16
14.3. Good Practice for Committee Membership.....	16
14.4. Good Practice for Committee Management.....	16
14.5. Committee Meetings	17
15. Delegation of Functions	17
16. Committees & Panels Structure.....	19
16.1. Business & Resources Committee	20
16.2. Curriculum & Community Committee	22
16.3. Head Teacher Recruitment Panel	24
16.4. Head Teacher’s Performance Management Panel	25
16.5. Pay Committee.....	26
16.6. Staff Dismissal Panel	27
16.7. Pupil Discipline Panel	28
16.8. Complaints Panel	29
16.9. Appeals Panel.....	30
17. Delegation of Responsibility to Individuals.....	31
18. Governor Visits.....	32
19. Governing Board Work Yearly Plan.....	32
20. Governing Body Self-Review Working Party.....	32
21. Freedom of Information Act	32
22. Appendix 1 – Governing Body Delegation Planner.....	33
23. Appendix 2 - Agreed Financial Delegations and Spending Limits	42
24. Version History.....	43

1. The Core Functions of the Governing Body

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

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

4. Ensure that other key players with a stake in the organisation get their voices heard

The Governing Body will undertake these following strategic functions:

Establishing the **strategic direction**, by:

- Setting and ensuring clarity of vision, values, and objectives for the school
- 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

Ensuring **voices are 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.

2. Aims and Values of Norley CE Governing Body

The governing body has an ambitious vision for the success of Norley C E Primary School which will ensure that all children will be happy and safe in school, be enthusiastic learners and reach their full potential. It has the very highest of expectations for the standard of education provided to promote the best possible levels of attainment, progress and outcomes for all children; where teachers are developed to become outstanding professionals, who inspire, motivate, recognise each child's specific needs, and create appropriate levels of educational challenge for all pupils.

The governing body has the highest expectation of good, kind, caring, courteous and dignified pupil behaviour; where all children are respectful of adults, show tolerance and respect for one another's rights and opinions, abide by the general school rules and, in taking responsibility for their own actions, behave within the spiritual, moral, cultural, social values and fundamental Christian ethos of a Church of England school.

To fulfil these aims, the governing body undertakes to provide a strong and effective strategic leadership, working closely with the Head Teacher, Chester Diocesan Board of Education, the Local Authority and with regards to the guidance of The National Governors Association (NGA) to ensure that staff, pupils, school finances, resources and the school premises are well managed, all specific barriers to learning are overcome and a rich, interesting, stimulating and appropriately challenging curriculum is provided to engage all children into learning and achieving their attainment level targets. The governing body will also rigorously ensure the safeguarding of all children who attend the school and will always act in the best interests of their welfare and wellbeing.

3. Strategic Vision / Direction

The Governing Body vision for the school is: "To maintain and enhance our outstanding reputation as a church school with strong Christian values by providing all pupils with educational excellence in a happy and supportive environment."

4. Code of Conduct

All Governors agree to follow a Code of Conduct, which is signed individually on an annual basis and retained by the School / Clerk. For ease of reference, the Code of Conduct it is also detailed below.

4.1. Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- 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.

4.2. 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).

4.3. 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, 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.

4.4. 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.

4.5. GDPR (General Data Protection Regulations)

- We commit to upholding the policies and practices of the School's GDPR policy and will act in good faith regarding the handling of any data in relation to our role as governors/trustees

4.6. 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'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.

4.7. Ceasing to be a governor

- We understand that the requirements relating to confidentiality will continue to apply after a governor leaves office.

4.8. 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.

5. 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.

6. Full Governing Body (FGB)

6.1. Membership

The Membership for the Governing Body of Norley CE Primary School has been agreed in accordance with the Instrument of Government and is as follows:

Name of Governor	Governor Category	End of Term of Office
Mrs Helen Kelly	Head Teacher	1 September 2021
Mr Nigel Bennett	Staff	31 August 2021
Mrs Deryn O'Connor	Local Authority	13 June 2021
Vacancy	Foundation (Ex Officio)	N/A
Mrs Natalie Eastwood	Foundation (PCC appointed)	1 September 2021
Mr Roger Hoyle	Foundation (PCC appointed)	1 September 2021
Vacancy	Foundation (DBE appointed)	N/A
Vacancy	Foundation (DBE appointed)	N/A
Mrs Alison Eaton	Foundation (PCC appointed)	1 March 2022
Mrs Vanessa Duffey	Foundation (DBE Appointed)	30 January 2023
Mrs Linzi Garrett	Parent	29 June 2021
Mr Paul Corbishley	Parent	29 June 2021

Elected Chair of the Governing Body: Mr Paul Corbishley

Elected Vice-Chair of the Governing Body: Mrs Natalie Eastwood

Elected Clerk to the Governing Body: Elaine Dobinson-Evans (Second2None)

Quorum: 6 Governors / One half of the number of governors in post

6.2. Terms of Reference

- **To agree constitutional matters***, including procedures where the Governing Body has full discretion and responsibility.
- To work within the guidelines outlined in "A Governors' Guide to the Law" and according to the advice and recommendation of Chester Diocesan Board of Education, CWAC & National Association of Governors.
- To ensure that the vision, aims, values, ethos, and strategic direction of the school are clearly defined and followed.
- To provide outstanding strategic leadership and support for the school
- Set, monitor and targets within the School Development Plan (SDP) and evaluate their success or failure through rigorous Self Evaluation (SEF).
- To annually self-review the effectiveness of the Governing Body.
- 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 appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals and review the delegation arrangements annually*
- 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 School Budget of the financial year.*
- Ensuring the sound, proper & effective use of the school's financial resources.
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To approve, monitor, evaluate and review all school policies.
- To accept its responsibilities as the employer of all staff employed within the school (*The Governing Body of a Voluntary Aided School is legally the employer*). Reference will be made to the DFE document "Guidance on Managing Staff Employment in Schools" and the purchased HR support of the Local Authority.
- To manage the Pupil Admission Number (*The Governing Body of a Voluntary Aided School is its own Admissions Authority*).
- Safeguarding Children (*With reference to HM Government publication "Working Together to Safeguard Children – updated July 2018*)
- Pupil/Staff Attendance
- To appoint the panel for the Head Teachers Performance Management Appraisal. Ensuring that the head teacher performs her responsibilities for the educational performance of the school well.
- Accountable for the setting and monitoring of targets, the standards in teaching and pupil attainment, progress and behaviour (*with reference to Ofsted -The framework for school inspection, SIAMS inspections, School Improvement Advisor, The National Curriculum, Government Standards for Teachers*).
- To achieve strong links and maintain a high profile within the village community of Norley.
- To maintain strong links with St John The Evangelist Church, Norley

***these matters cannot be delegated to either a committee or an individual**

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These Terms of Reference were agreed by the Shadow Governing Body on: 16th April 2013 and were adopted by the new Governing Body at their first meeting, held 21st November 2013. They are reviewed and adopted annually.

7. Meetings of the Governing Body

- The full Governing Body should meet at least three times a year: once in each term Autumn, Spring and Summer and after the termly meetings of the following subcommittees:
 - Business & Resources
 - Curriculum & Community
- The Pay committee will meet twice a year: once to determine the pay policy and again to make decisions regarding pay recommendations.
- The Head Teachers Performance Management Panel will meet twice a year: once to review the previous year's targets, make pay recommendations to the pay panel and agree new targets, and again mid-year for an interim review.

8. Governor Skills

- Governor membership for committees and panels will be decided upon based on the previous experience of each governor and their skills / attributes.
- Governor skills will be audited using the latest version of the NGA Governing Board Skills Audit [https://www.nga.org.uk/getattachment/Knowledge-Centre/Good-governance/Effective-governance/Skills-Audit-and-Skills-Matrix-\(1\)/Skills-audit-form-governors,-single-academy-trusts-and-academy-committee-members-amended-4102029.doc?lang=en-GB](https://www.nga.org.uk/getattachment/Knowledge-Centre/Good-governance/Effective-governance/Skills-Audit-and-Skills-Matrix-(1)/Skills-audit-form-governors,-single-academy-trusts-and-academy-committee-members-amended-4102029.doc?lang=en-GB)
- New Governors will be requested to complete a skills audit either on application or appointment.
- The Governing Body agrees that the skills audits of existing governors will be reviewed either every 2 years or if there has been a change in the skills set for a governor, whichever is sooner.
- Completed Governor skills audits will be collated and kept by the Chair of Governors.
- The Chair will use the skills audit and matrix in order to identify desired skills when any governor vacancy arises.

9. Election of Chair and Vice-Chair

- The Regulations say that, when the office of Chair or Vice-Chair becomes vacant, the governing body must elect a new Chair or Vice-Chair at their next governing body meeting.
- This process would apply, even if an existing Chair or Vice-Chair was re-appointed after a term of office came to an end. The office of Chair or Vice-Chair would be deemed to have become vacant on the date the term of office ended and an election process must be undertaken. This does not, of course, prevent a re-appointed governor from standing again and being re-elected to the office, if governors so wish.
- The clerk to governors chairs the meeting for the item to elect the Chair. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.
- Disqualification: A governor who is paid to work at the school is not eligible for the office of Chair or Vice-Chair.
- The Governing Body resolves that the following process will apply to the election of Chair and Vice-Chair:

- Governors will be able to submit written nominations prior to the full governing body meeting and/or verbal nominations at the meeting.
- A Governor can nominate him/herself for office and does not need to be present at the meeting to be considered.
- Nominee(s) will be asked to leave the room whilst the election process takes place.
- If there is more than one nominee, the remaining governors will take a vote by a secret ballot and the clerk will tally the votes.
- The nominee(s) will return to the meeting.
- The clerk will announce the result, with the nominee polling the majority of votes being duly elected.
- If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.
- If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

10. Terms of Office

10.1. Chair & Vice Chair

- The Chair and Vice Chair of Governors will have a term of office of a minimum of 1 year; the period to be decided by the Governing Body at their first meeting, usually held in the Autumn Term.
- The term of office will end on the date of the first meeting of the governing body after the first anniversary of his/her election or at the end of his/her term of office as a governor, whichever date is earlier.

10.2. Other categories of Governors

- The Governing Body resolves to have the same terms for all categories of governor (with exception of the ex officio appointment). The agreed term is four years.
- Associate Members can be appointed to the Governing Body and serve on specific committees.
- It is permitted that observers attend Part 1 of meetings.
- Any agreement in relation to these matters will be included clearly in the minutes at a full Governing Body meeting.

11. Appointment of the Clerk

- The Regulations require all governing bodies to appoint a clerk with a view to ensuring their efficient functioning. The clerk must have regard to the nature of the governing body's functions.
- The Clerk may not be a governor, an associate member of the governing body or the head teacher of the school.
- The Governing Body resolves that the Clerk to the Governing Body is Elaine Dobinson-Evans

- The key responsibilities of the clerk are:
 - Convening & attending meetings
 - The overall proceedings of meetings - ensuring that minutes are produced for approval of the Governing Body at its next meeting.
 - Formal removal of the chair or vice-chair from office
 - Formal Suspension of a governor
 - Maintain a register of membership of the Governing Body and report any vacancies at each meeting
 - Perform any specific tasks determined by the Governing Body
- The clerk to the governing body should ensure that the work of the governing body complies with the Regulations and all governors should receive a copy of “A Guide to The Law for School Governors” for reference.

12. Quorum

- Decisions cannot be taken at a full governing body meeting unless a minimum number (quorum) of governors is present. At least half of governors currently in post must be present for the meeting to be legal.
- Quorum for committee / panel meetings are determined within the committee details following.

13. Governor Training

- All Governors are encouraged to attend relevant training.
- The clerk and school bursar will provide details of available trainings to all governors.
- The school bursar will book any relevant trainings as requested and keep a record of all governor trainings attended.
- Details of Governor trainings will be documented in the termly Head Teacher’s report to the full GB.

14. Committees and Working Parties

14.1. Definitions

A **committee** consists of a group of governors who meet at intervals throughout the academic year to discuss matters delegated to them by the governing body and which are outlined in their Terms of reference. The Governing Body remain responsible for any decisions taken by committees and these decisions must be reported back to the full governing body at their next meeting.

A **panel** comprises a specified number of governors who are convened as necessary by the clerk to carry out a specific task, usually to review decisions that have already been made, at a time and date determined by the clerk.

A **working group** may be set up by the governing body to research a particular area within a given timeframe and feedback this information in an advisory capacity to the governing body.

14.2. Membership of Committees:

- The Terms of Reference and agreed memberships of all committees are included within these standing orders.
- A Chair must be appointed each year to each committee, The Governing Body agrees to delegate this task.
- The Governing Body is required to appoint a clerk to each committee and delegates this decision to each committee. This cannot be the head teacher but can be another governor and could be shared between named governors.
- The Head Teacher is an Ex Officio member of every committee.
- A 'skills audit' form will be completed by each governor to enable them to be placed on the most appropriate committee / undertake an area of individual delegated responsibility most closely matched to their area of expertise, experience and interests.
- The Regulations state that the minimum quorum for committee meetings shall be three governors. If a higher quorum has been decided upon by the governing body this is noted within the committee reference.
- In the case of the Staff Dismissal Panel the quorum should be three governors, unless there are not enough governors who have not been involved in any previous action or decision connected with the dismissal, when the decision can be delegated to two governors. This also applies to the Appeals Panel (convened for a Staff Dismissal Appeal) but there should be no fewer governors than made the initial decision.

14.3. Good Practice for Committee Membership

- A member of staff is not appointed to the Staff Dismissal Panel or the Appeals Panel (when convened for a Staff Dismissal Appeal)
- The head teacher is not appointed to the Pupil Discipline Panel
- A member of staff is not appointed to any committees responsible for : Personnel; Pay Review; Admissions

14.4. Good Practice for Committee Management

- Agendas should be circulated to all committee members at least seven days in advance of the meeting.
- Committee papers should be available to all governors (not just those on the committee).
- Minutes should be circulated to all governors (not just those on the committee) within two weeks of the date of the meeting.
- Minutes should be signed by the Committee Chair at the next committee meeting to verify that the minutes are a true record.

- Any governor may attend a committee meeting but only named committee members may vote.
- Associate members do not have a vote in the committee.
- Committee members should feedback at the full governing body on the work of the committee and any decisions taken.

14.5. Committee Meetings

- The Governing Body has agreed that its committees should meet at least once each term.
- Committee meetings will not be open to the public but minutes shall be made available.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the appointed clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
- The draft minutes of each meeting should be agreed by the committee Chair and members promptly after each meeting. They will then be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- In the event of a tied decision, the Committee Chair has the casting vote.

15. Delegation of Functions

A governing body can delegate any of its statutory functions to a committee, a governor or the head teacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. A governing body will remain accountable for any decisions taken, including those relating to a function delegated to a committee or individual. The school have used the NGA Maintained Delegation Planner (see Appendix 2).

The following functions cannot be delegated:

- The constitution of the governing body
- The appointment or removal of the Chair or vice-Chair
- The appointment of the clerk
- The suspension of governors
- The establishment of committees and delegation of functions

The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:

- The alteration, discontinuance or change of category of maintained schools,
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils (except in an emergency when the Chair has the power to exercise these functions)
- Admission matters (although an individual can be nominated to ensure the admissions procedures are in line with the code of practice)

The governing body can still perform functions it has delegated. Any individual or committee to whom a decision has been delegated **must** report to the governing body in respect of any action or decision it has made.

The Governing body agrees to the delegation to the Chair of Governors to act on its behalf (as per the regulations) in cases which may be deemed to be urgent i.e. where a delay in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school.* The Regulations state that the Vice Chair can act in the same circumstances, if the Chair is unable to exercise the function.

**delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of the governing body or of a committee to which the function in question has been delegated, to be held."*

The head teacher will lead in determining staff appointments outside of the leadership group

In exceptional circumstances an individual governor or group of governors, with or without the head teacher, will deal with staff appointments outside of the leadership group

The exceptional circumstances are as follows:

- A head teacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing head teacher the option of preserving their current working arrangements, but when the governing body considers a new appointment for the head teacher post the normal expectation for the head teacher to undertake these responsibilities should apply.
- Where the head teacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances.
- Where the governing body of a school with a religious character has agreed staffing policies which provide for governor involvement in the interests of preserving the school's religious character.

- Appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the governing body may also lead in the appointment of support staff with senior management responsibilities.
- A head teacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the LA has made representations to the Chair of the governing body on grounds of serious concerns about the performance of the head teacher.
- Where the head teacher has failed to abide by financial limits agreed by the governing body for any school purpose.

16. Committees & Panels Structure

- Business & Resources Committee
- Curriculum & Community Committee
- Head Teacher Recruitment Panel
- Head Teacher's Performance Management Panel
- Pay Committee
- Staff Dismissal Panel
- Pupil Discipline Panel
- Complaints Panel
- Appeals Panel

In circumstances where named members are unable to attend or, in the case of certain committees, it is inappropriate for a named governor to sit on the committee / panel, governors accept that a degree of flexibility is needed and they may be called to sit on a committee / panel.

16.1. Business & Resources Committee

The committee shall consist of not less than three governors plus the Head Teacher. It will also include the School Bursar as an associate non-voting member.

Members	Helen Kelly Roger Hoyle Deryn O'Connor Paul Corbishley Alison Eaton Vanessa Duffy
Chair	Roger Hoyle
Clerk	Julie White
Quorum	3 Governors

The Terms of Reference for the Business & Resources Committee are:

- To provide guidance and assistance to the Head Teacher and the Governing Body in all matters relating to budget and finance for the school.
- To Prepare and review financial policy statements including consideration of long-term planning and resourcing in accordance with the School Development Plan.
- To draft the annual budget for approval by the full Governing Body.
- To monitor the income and expenditure of all public funds i.e. budget, Capital Funding allocation (DFC) and report the financial position to the Governing Body each term.
- To agree the spending level of delegation to the Head Teacher for day to day financial management of the school.
- To ensure the audit of non-public funds prior to presentation to the Governing Body and that those funds are monitored in the same manner as the public funds.
- To receive and where appropriate respond to periodic audit reports and reviews for the Local Authority.
- To draft and keep under review the staffing structure in consultation with the Head Teacher.
- To provide advice to the Governing Body on all staffing matters.
- Responsible for the appointment of all teaching and support staff (School Staffing Regulations 2009, Regulation (4) option for the head teacher plus at least 2 governors has been adopted by the Governing Body and the function then delegated to the Business & Resources committee).
- To oversee the process leading to staff reductions in conjunction with agreed procedures from the Local Authority.
- To keep under review staff working conditions and well-being, including the monitoring of staff absences.
- To make recommendations on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards.

- To consider and make any decisions about matters relating to discipline of staff or staff grievance in accordance with the procedures adopted the Governing Body (note the Governing Body has adopted the procedures of Cheshire West & Chester, its local authority).
- To review and recommend to the Governing Body the adoption of procedures for dealing with discipline and grievances and to ensure that staff are aware of these, in accordance with recommended Local Authority procedures.
- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises
- To consider premises-related expenditure prior to budget meetings
- To establish and keep under review a building development plan in conjunction with the school building consultant
- In consultation with the head teacher, to oversee the agreed prioritised premises related funding bids/contributions.
- To oversee the arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policy.
- To agree charges and associated paperwork for lettings, ensuring any additional income related to such lettings from extended school provision, community use or other income generation, is recorded.
- To establish with the Head Teacher, and keep under review, an Accessibility plan, Asset Management Plan and Disaster Recovery Plan for the school.
- To discuss and revise where appropriate all relevant related school policies.
- Any additional items agreed by the Governing Body.
- To complete, review and approve the Schools Financial Value Standard

16.2. Curriculum & Community Committee

Members	Helen Kelly Natalie Eastwood Linzi Garrett Paul Corbishley Nigel Bennett
Chair	Natalie Eastwood
Clerk	Julie White
Quorum	3 Governors

The Terms of Reference for the Curriculum & Community Committee are:

- To advise the governing body on standards and achievement, including statutory requirements. Review changes to the curriculum and to the assessment program.
- To ensure that each school fulfils its requirement to publish information about school performance as required.
- To contribute to the development of the school improvement plan and Self-Evaluation Form (SEF) and School Profile.
- Ensure that statutory targets are agreed, reported to the governing body and the local authority and published in the public domain as appropriate.
- To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the governing body.
- To ensure effective provision for students with Special Educational Needs (SEN), FSM and all vulnerable groups of pupils and monitor their progress.
- To challenge attainment and progress of pupils to ensure that all pupils make the progress they are entitled to.
- Ensure pupils receive a broad and balanced curriculum developing all pupils to the best of their ability – academic, sporting, musical, artistic etc.
- To monitor and review academic and pastoral arrangements to ensure the school delivers a broad and balanced curriculum in keeping with the ethos and Vision of the school.
- To ensure pupils have opportunities to help them achieve future economic wellbeing, understand career options and acquire workplace skills.
- To ensure arrangements for educational visits follow the guidance available.
- To ensure the promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health-related issues.
- To ensure that there are effective and enforceable policies on safeguarding, child protection, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner.
- To ensure that as far as possible school is a place of positive experience and enjoyment for pupils and that the Rewards system reflects this.

- To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.
- To ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
- To evaluate and review the provision of extended school services.
- To agree the School Admissions Policy ensuring it goes out to consultation every 7 years and /or if there are any changes.
- To agree Pupil Admission Numbers (PAN) and the overall strategy for appropriate sustainability of the school if and when required.
- To maintain and further develop active links with the full range of stakeholder and community groups.
- In conjunction with the Head teacher, review and recommend on issues relating to marketing publications and the school website.
- To discuss and revise where appropriate all relevant related school policies
- Any additional items agreed by the Governing Body.

16.3. Head Teacher Recruitment Panel

The Governing Body will be responsible for selecting an appointments panel for the Head Teacher and Deputy Head Teacher as and when required.

For the appointment of Mrs Helen Kelly, as the new head teacher, the agreed selection interview panel was Mrs Joy Rutherford (then Chair), Mr Pete Rugen (Vicar & then Vice Chair), Mr Roger Hoyle (Foundation Governor & Personnel Committee), Mrs Deryn O'Connor (LA Governor & Personnel Committee) & Mrs Angela Askwith (Foundation Governor & Personnel Governor). The HT Advisor Martin Bell and Diocese Advisor Gail Fulbrook were also approved.

Members	Paul Corbishley Deryn O'Connor Roger Hoyle External Advisor
Chair	Paul Corbishley
Clerk	Panel to decide as and when needed
Quorum	2 Governors + external advisor

The Terms of Reference for the Head Teacher Recruitment Panel are:

- To agree a person specification, detailed job description and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created).
- To short-list suitable candidates in accordance with the person and job specification and essential criteria.
- To agree the format of the interview, tasks and questions to be used.
- To interview selected candidates.
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary.
- To recommend to the full governing body the appointment of the preferred candidate, where considered appropriate.

16.4. Head Teacher’s Performance Management Panel

The panel shall consist of not less than two governors plus an external advisor. In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. It is recommended that the Chair of Governors is also included in the committee.

Disqualifications: The Head Teacher, Staff Governors and any person employed to work at the school.

All decisions made by the Head Teacher’s Performance Management Panel must be reported to the Full Governing Body.

Members	Paul Corbishley Deryn O’Connor Roger Hoyle External Advisor
Chair	Paul Corbishley
Clerk	Panel to decide as and when needed
Quorum	2 Governors + external advisor

The Terms of Reference for the Head Teacher’s Performance Management Panel are:

- To arrange to meet with the School Improvement Adviser to discuss and set the Head Teacher’s performance targets.
- To decide, with the support of the School Improvement Adviser, whether the targets have been met and to set new targets annually.
- To review the performance of the Head Teacher against the targets each term.
- To make recommendations to the Personnel Committee/ Governing Body in respect of pay awards for the successful meeting of targets set

16.5. Pay Committee

It is recommended the pay committee meet twice a year: once to agree the pay policy; and again to make annual pay progression decisions.

Disqualifications: The Head Teacher, Staff Governors and any person employed to work at the school.

Members	Deryn O'Connor Roger Hoyle Paul Corbishley
Chair	Paul Corbishley
Clerk	Committee to decide as and when needed
Quorum	3 Governors

The Terms of Reference for the Pay Committee are:

- To establish and review a Performance Management policy (Appraisal) for all staff.
- To make annual pay progression decisions for teachers after recommendations from the head teacher and linked to appraisal process. All staff to be notified of revised salary by the committee chair within prescribed letter format and in accordance with set deadline dates.

16.6. Staff Dismissal Panel

It shall consist of a minimum of 3 members plus the Vice Chair of Governors.

Disqualifications: The Head Teacher if the decision being made is regarding the Head Teacher; any governor who has a child taught by the member of staff concerned.

If a governor on the panel has a child taught by a member of staff concerned, the chair of governors will select another governor to be a member on the committee in that instance.

Members	Natalie Eastwood Helen Kelly (<i>unless excluded</i>) Plus 2 others selected from Business and resources committee
Chair	Natalie Eastwood (as Vice Chair of Governors)
Clerk	Panel to decide as and when needed
Quorum	4 Governors (one of which may be the Head Teacher)

The Terms of Reference for the Staff Dismissal Panel are:

- To make any determination to dismiss any member of staff
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the head teacher is the subject of the action
- To make any decisions relating to any member of staff other than the head teacher, under the Governing Body's personnel procedures
- 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 misapplication, and the operation of the Governing Body's charging policy

16.7. Pupil Discipline Panel

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, through non-attendance of a governor, four members consider exclusion, the chair has the casting vote.

The Governing Body agree that those who are nominated will serve with integrity on the committee and in an impartial manner.

Disqualification: The Head Teacher (though they may be called to give evidence to the committee); Staff governor; any Governor with prior knowledge of the pupil or the incident.

The Governing Body agrees that any governors with any personal knowledge of the child/family must also be excluded from selection.

It is accepted that if the disqualifications results in an inability to form a panel from our own Governing Body, governors from other schools may be drawn upon.

Members	To be selected at time by Chair of Governors
Chair	Panel to decide as and when needed
Clerk	
Quorum	Minimum of 3 Governors (or may have 5 still ensuring a majority vote)

The Terms of Reference for the Pupil Discipline Panel are:

- 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' or similar document is practised in the school, with specific reference to the role assigned to the Governing Body.

16.8. Complaints Panel

A complaints panel will be established in circumstances where complaints have failed to be resolved by the headteacher and the complainant makes a formal written complaint to the Governing Body via the Chair of Governors.

The Chair may nominate a pool of governors from which three will serve as the Committee to consider formal complaints.

The Governing Body agree that those who are nominated will serve with integrity on the committee and in an impartial manner.

Disqualification: The Head Teacher (though they may be called to give evidence to the committee); Staff governor (though they may be called to give evidence to the committee); any Governor with prior knowledge of, or involvement in, the incident.

The Governing Body agrees that any governors with any personal connections to the complainant must also be excluded from selection.

Members	To be selected at time by Chair of Governors
Chair	Chair of Governors to decide as and when needed
Clerk	
Quorum	Minimum of 3 Governors (or may have 5 still ensuring a majority vote)

The Terms of Reference for the Complaints Panel are:

- To consider all written formal complaints within 21 school working days of receipt.
- To carry out procedures as detailed in the school's complaints policy.
- Thoroughly investigate any formal written complaint, coordinate a complaints hearing, ensure all reports and documentation is available to all parties, agree an outcome and action from the following:
 - dismiss the complaint in whole or in part;
 - uphold the complaint in whole or in part;
 - decide on appropriate action to be taken to resolve the complaint;
 - recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

16.9. Appeals Panel

The committee must not consist of fewer members than the previous panel (Staff Dismissal / Pupil Discipline / Complaints etc)

Disqualification: The Head Teacher and any members of the previous panel relevant to the appeal.

It is recommended that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member.

Members	To be selected at time by Chair of Governors
Chair	To be selected at time by Chair of Governors
Clerk	Panel to decide as and when needed
Quorum	Three, but no fewer than the previous panel

The Terms of Reference for the Appeals Panel are:

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Dismissal Panel
- 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
- To consider any appeal against a pay decision, including Head Teacher's Performance Management
- To consider any appeal against a decision made by the Complaints Panel regarding a complaint
- To consider any appeal against a decision made by the Pupil Discipline panel regarding pupil discipline

17. Delegation of Responsibility to Individuals

Only named individuals to whom specific responsibility has been delegated is able to act accordingly and all such individuals expected to work within the following Terms of Reference.

The NGA Maintained Delegation Planner (Appendix 2) has been used in establishing the delegation of responsibility to individuals.

AREA OF DELEGATION	AGREED INDIVIDUAL GOVERNOR
Mathematics	Roger Hoyle
English / Literacy	Linzi Garrett
Science	Paul Corbishley
Special Education Needs & Disabilities (SEND)	Helen Kelly / Natalie Eastwood
Vulnerable Groups	Natalie Eastwood
Physical Education (PE)	Deryn O'Connor
Personal, Health, Social and Citizenship Education (PHSCE)	Natalie Eastwood / Linzi Garrett
Design Technology & Food	Natalie Eastwood
Computing	Paul Corbishley
Modern Foreign Language	Linzi Garrett
Geography	Roger Hoyle
History	Roger Hoyle
Performing Arts (Drama & Music)	Vanessa Duffy
Art	Vanessa Duffy
Religious Education	Alison Eaton
Health and Safety	Deryn O'Connor
Child Protection/Safeguarding	Deryn O'Connor
Pupil Attendance	Natalie Eastwood
School/Gov/LA/ Diocese Liaison	Paul Corbishley & Natalie Eastwood (as Chair & Vice Chair of governors)
Safer Recruitment	Helen Kelly & Deryn O'Connor
Admissions Support	Natalie Eastwood <i>NB any changes to admissions policy or PAN cannot be delegated to an individual but is within Curriculum & Community terms of reference</i>
Staff & Parent Voice / Well Being	Vanessa Duffy
Early Years Foundation Stage (EYFS)	Alison Eaton
Website Compliance	Paul Corbishley
Policy Compliance / Management	Paul Corbishley / Helen Kelly

The Terms of Reference for delegated responsibilities are:

- 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 (see protocol on school visits).
- To regularly report to the Governing Body or the relevant committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility.
- To attend development training as appropriate.
- To carry out the other general requirements and duties of a 'Link Governor' as stated in any information given to designated Link Governors.

18. Governor Visits

Without a good knowledge of the school, it is impossible to govern effectively. In order to assist and inform their governance, all governors will visit the schools as regularly as possible, insofar as their own commitments allow.

Each year a timetable of Governor visits will be drawn up by the Head Teacher, which will schedule one visit each month and agree the focus for each visit, ensuring all the school development priorities are covered.

19. Governing Board Work Yearly Plan

The work to be undertaken by the full GB and each committee is planned out with specific actions needing to be taken at certain times throughout the academic year. These agreed actions are detailed in the School Governors' Yearbook, which is updated each academic year, along with the detailed planner provided by the Clerk and Second2None School Support.

20. Governing Body Self-Review Working Party

The Governing Body undertakes to conduct an annual self-review of its overall effectiveness. The governing body has ~~also~~ adopted the NGA "20 questions" as its self-review reporting tools.

[https://www.nga.org.uk/About-Us/APPG/Home/Twenty-Questions-\(1\).aspx](https://www.nga.org.uk/About-Us/APPG/Home/Twenty-Questions-(1).aspx)

A governing body working party will be agreed at the Spring Term GB meeting and a report of its findings will be published accordingly.

A copy of the self-evaluation reports are held in school

21. Freedom of Information Act

The Governing Body agrees to delegate to Head teacher the day-to-day responsibility for the Freedom of Information Act and the provision of advice, guidance, publicity and interpretation of the school's policy.

22. Appendix 1 – Governing Body Delegation Planner

Key

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Blue box Function **cannot** be legally carried out at this level.

✓ Action could be undertaken by this level.

✗ Although legally possible to delegate to this level, the NGA would not recommend it. Significant decisions, monitoring and evaluation are best undertaken by the governing body or a committee with delegated authority, not by individuals. As long as it is line with the regulations governing bodies are free to decide for themselves.

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Budgets	1.	To approve the first formal budget plan each financial year (whether this can be delegated to a committee of the governing body depends on your local authority's scheme of financial delegation)	✓	✓			Full GB
	2.	To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 numeracy and maths catch up premium, service premium and the pupil premium)	✓	✓	✗	✗	Business & Resources Committee
	3.	To monitor monthly expenditure	✓	✓	✗	✓	Headteacher
	4.	To establish a charging and remissions policy	✓	✓	✗	✗	Business & Resources Committee
	5.	To enter into contracts (GB should agree financial limits)	✓	✓	✗	✓	Headteacher
Staffing	6.	Appoint selection panel for headteacher	✓				Full GB
	7.	Appoint selection panel for deputy head	✓				Full GB

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
	8.	Appoint selection panel for other members of the senior leadership team	✓	✗	✗	✗	Full GB
	9.	Ratify or reject decisions of appointed selection panels	✓				Full GB
	10.	Appoint other teachers	✗	✗	✗	✓	Headteacher and selected Governors
	11.	Appoint non-teaching staff	✗	✗	✗	✓	Headteacher
	12.	To put in place a pay policy	✓	✓	✗		Pay committee
	13.	To make pay decisions in line with the pay policy and legal requirements ¹	✗	✓	✗	✓	Pay Committee based on Head Teacher's recommendations
	14.	Dismissal of headteacher	✗	✓	✗		Staff dismissal Panel
	15.	Initial dismissal of other staff	✗	✗	✗	✓	Staff dismissal panel
	16.	Suspending head	✗	✓	✓		Staff dismissal Panel
	17.	Suspending staff (except head)	✗	✗	✗	✓	Headteacher
	18.	Ending suspension (head)	✓	✓	✓		Full GB
	19.	Ending suspension (except head)	✓	✓	✓		Full GB
	20.	Setting the overall staffing structure	✓	✓	✗	✗	Full GB
	21.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	✓	✓	✗		Full GB
	22.	Determining dismissal payments/ early retirement	✓	✓	✗	✗	Business & resources

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
							committee
	23.	To produce and maintain a central record of recruitment and vetting checks	x	x	x	✓	Headteacher
	24.	Establish and review procedures for addressing staff discipline, conduct and grievance	✓				Full GB
Curriculum	25.	Ensure National Curriculum (NC) taught to all pupils	✓	✓	x	✓	Headteacher Curriculum & Community committee
	26.	To consider any disapplication for pupil(s)	x	x	x	✓	Headteacher
	27.	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓	✓	x	x	Curriculum & Community Committee
	28.	Establish and review a sex and relationships education policy (including in primary schools where the GB must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children	x	x	x	✓	Headteacher
	29.	Provide clear advice, informed by statutory guidance, on which a strategy for careers advice and guidance can be based	x	x	x	✓	Headteacher
	30.	Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	✓	✓	x	✓	Headteacher
	31.	To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				✓	Headteacher
Extra-curricular	32.	To decide whether to offer additional activities and what form these should take	✓	x	x	x	Full GB

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
provision	33.	To put into place the additional services provided	x	x	x	✓	Headteacher
	34.	To decide whether to stop providing additional activities	✓	x	x	x	Full GB
Performance management	35.	To adopt and review teacher appraisal policy	✓	✓	x		Pay Committee
	36.	To appoint the panel to carry out the appraisal of the head teacher	✓	✓	x		HTPM panel
	37.	To carry out appraisal of other teachers (or delegate to line managers in the school)				✓	Headteacher
Discipline/ exclusions	38.	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination (Can be delegated to chair/vice-chair in cases of urgency)	x	✓			Pupil Discipline Panel
	39.	To produce a set of written principles for the school behaviour policy and present these for consultation	✓				Full GB
	40.	To draft the content of the school behaviour policy and publicise it to staff, students and parents.				✓	Headteacher
Admissions	41.	To annually determine admission arrangements (VA and foundation schools)	✓	✓			Curriculum & Community Committee
	42.	To carry out consultation where changes to admission arrangements are proposed, or the governing body has not consulted on their arrangements in the last seven years (VA and foundation schools)	✓	✓			Curriculum & Community Committee
	43.	Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places,	x	✓			Curriculum & Community

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
		where they choose to delegate authority to committee level)					Committee
	44.	To establish and publish an admissions appeal timetable (VA and foundation schools)	x	✓			Curriculum & Community committee
	45.	To appeal against LA directions to admit pupil(s) (voluntary, foundation and special schools; also community and VC schools where LA is the admissions authority)	x	✓			Curriculum & Community committee
Premises & insurance	46.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓	x	x		Full GB
Health & safety	47.	To ensure a health and safety policy and procedures are in place	✓	✓	x		Business & Resources Committee
	48.	To ensure that health and safety regulations are followed	x	x	x	✓	Headteacher
School organisation	49.	To publish proposals to change category of school	✓	✓	x	x	Full GB
	50.	To decide whether to convert to academy status ²	✓	x	x	x	Full GB
	51.	Propose to alter voluntary foundation or foundation special school	✓	x	x	x	n/a
	52.	Propose to discontinue voluntary foundation or foundation special school	✓				n/a
	53.	To set the times of school sessions and the dates of school terms and holidays (except in community, special and VC schools where this is the LA's role)	✓	x	x		Full GB
	54.	To ensure that school lunch nutritional standards ³ are met	x	x	x	✓	Headteacher

Area	Function	Level				In our school, this responsibility is delegated to:	
		1	2	3	4		
	55.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner’s Office	x	✓	x	✓	Headteacher
	56.	Maintain a register of pupil attendance	x	x	x	✓	Headteacher
	57.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	x	x	x	✓	Headteacher
Information for parents	58.	To determine whether to publish a home-school agreement (no longer a statutory requirement)	✓	✓	x	✓	Headteacher
	59.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	✓	✓	x	x	Curriculum & Community Committee
	60.	To establish, publish and review a complaints procedure	✓	✓	x	x	Full GB
	61.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	✓	✓	x	✓	Headteacher
GB roles, procedures and development	62.	Ensure focus on three core strategic functions: 1. Ensuring clarity of vision, ethos and strategic direction 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff 3. Overseeing the financial performance of the school and making sure its money is well spent	✓				Full GB
	63.	To draw up an instrument of government and any amendments thereafter	✓				Full GB
	64.	To appoint (and remove) the chair and vice-chair of a	✓				Full GB

Area	Function	Level				In our school, this responsibility is delegated to:
		1	2	3	4	
	permanent or a temporary governing body					
65.	To appoint and dismiss the clerk to governors	✓	✓	✗	✗	Full GB
66.	To appoint and remove co-opted governors	✓				Full GB
67.	To appoint local authority governors	✓				Full GB
68.	To set up and publish a register of governors' business and pecuniary interests	✓	✓	✗		Full GB
69.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✓				Full GB
70.	To publish the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	✗	✗	✗	✓	Chair / Headteacher / Clerk
71.	To submit governor information to the DfE database of governors via Edubase	✗	✗	✗	✓	Headteacher
72.	To approve and set up a governors expenses scheme	✓	✓	✗	✗	Business & Resources Committee
73.	To consider whether or not to exercise delegation of functions to individuals or committees	✓				Full GB
74.	To regulate the GB procedures (where not set out in law)	✓				Full GB
75.	To agree governor induction and training programme	✓				Full GB
76.	To review progress against strategic plan and evaluate governing body performance	✓				Full GB

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
Formal Collaboration	77.	To consider forming or joining a group of schools	✓				Full GB
Academies	78.	To consider approach and time scale to academy conversion	✓	✓			Full GB
	79.	To consider forming or joining an existing Multi-academy-trust (MAT)	✓	✓			Full GB
Federations	80.	To consider forming a federation or joining an existing federation	✓	✓			Full GB
	81.	Review of structure including any subsequent conversion to MAT status	✓				Full GB
Inclusion and equality	82.	To establish and approve a special educational needs (SEN) policy	✓				Full GB after designated Governor recommendation
	83.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	✓	✓	✗	✓	Headteacher
	84.	To designate a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	✗	✗	✗	✓	Headteacher
	85.	To appoint a designated teacher for looked-after children	✗	✗	✗	✓	Headteacher
	86.	To establish an accessibility plan and review it every three years	✓	✓	✗	✓	Headteacher & SEND designated governor
Safeguarding	87.	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the <i>Prevent</i> duty into the child	✓				Full GB

Area		Function	Level				In our school, this responsibility is delegated to:
			1	2	3	4	
		protection policy					
	88.	To adopt and review annually a child protection policy and relevant procedures	✓	✓	✗		Full GB

23. Appendix 2 - Agreed Financial Delegations and Spending Limits

See also Manual of Internal Procedures

Single Purchase Expenditure Limits (within agreed budget heading allocations only)	Decision Level	Comments
£0 - £1,000	Bursar	For purchases IBS, competitive quotation procedure desirable – decision & rationale to be recorded if competitive quotes not sought
£1000.01 - £5,000	Head Teacher	Competitive quotation procedure desirable – decision & rationale to be recorded if competitive quotes not sought
£5,000.01 - £10,000	Finance Committee	3 competitive quotes required – selection of cheapest desired (exceptions to be approved by Finance Committee)
> £10,000	Full Governing Body	Competitive tender leading to formal contract
> £100,000	Full Governing Body	LEA (Revenue cost)/ Diocese (Capital cost) to be consulted
No expenditure shall be committed unless sufficient provision exists within the School budget, without the approval of the Business & Resources Committee.		
In financial matters, the full Governing Body, its Committees, and all school personnel will observe all the financial regulations of Cheshire West & Chester Council, will adopt the publication “Financial Management Standard for Cheshire Schools” and will apply “Best Value” principles to all purchases.		

24. Version History

Key changes made to the previous version of the document (2019-2020 v1.0) are detailed below:

- Section 6.1: Governing Body members updated
- Section 16.1 & 16.2: Committee members updated
- Section 17: Governors allocated to individual subjects/topics updated, including removing “Environmental Education / Curriculum outside the classroom” as it is considered embedded.