

Helmingham Community Primary School



Terms of Reference

And

Committee Structure

These Terms of Reference Agreed by the Governing Body

Signed

Dated

Chair of Governors:

Next Review Date: To be agreed at the full governing body meeting on 30.11.17

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Introduction

Helmingham Community Primary is a maintained community school in the County of Suffolk with a maximum size of 77.

Currently, the children are organised in three registration groups:

Class 1, comprising Reception (Early Years Foundation Stage) and Year 1 and Year 2; Class 2, comprising Years 3 and Year 4; Class 3, comprising Years 5 and 6.

This structure may vary from year to year, depending on year-group size.

The school has three classrooms, a hall, and a library / computer area. Early Years pupils have a dedicated outside area, where they can benefit from both pupil-led and staff initiated learning.

Ofsted

At the last Ofsted Inspection (2013) the school was assessed as:

Overall Effectiveness	- Good
Achievement of Pupils	- Good
Quality of Teaching	Good - Good
Behaviour and Safety of Pupils	- Good
Leadership and Management	- Good

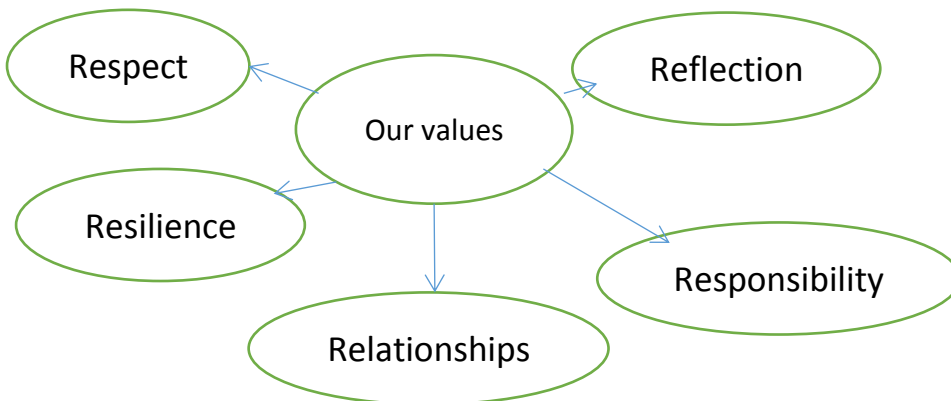
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School Aims

At Helmingham Community Primary School we believe in learning by **enquiring, inspiring** and **persevering** in a caring, creative environment.

We will achieve this through

- Providing a caring and challenging learning environment which will promote the highest achievement regardless of gender, ethnicity or ability;
- Having the highest expectations and encouraging all to attain excellence;
- Learning together as a community through the provision of inspirational experiences;
- Preparing our children with the skills to succeed as life-long learners.



Being a Governor at Helmingham

Basic Responsibilities of governors

The basic responsibilities of Governors ¹are:

- To ensure clarity of vision, ethos and strategic direction of the school.*
- To hold executive leaders to account for educational performance of the school and its pupils.*
- To oversee the financial performance of the organisation and making sure its money is well spent.*

To this end governors will

- Participate fully by attending Full Governing Body and relevant Committee meetings.*
- Respect the legal framework governing school*
- Accept responsibility for aspects of the school's development*
- Commit to a Code of Conduct for A SCHOOL : Accountability, Selflessness, Confidentiality and Integrity, Honesty, Objectivity, Openess, Leadership (Nolan Principles + Confidentiality)*
- Treat all people involved in the school equally, avoid discrimination and respect the work of the staff.*
- Inspect and monitor the performance of the school using the documents, the website, performance data and personal visits.*
- Continue to develop knowledge and skills*
- Enjoy the challenge and feel part of a team, so that the voluntary efforts are rewarded.*

Constitution of the Governing Body

The Governing Body has overall responsibility for the Governance of the school within the statutory framework provided by Government and the delegated powers from the Local Authority. The Helmingham Governing Body is made up of:

- The Headteacher
- 1 Staff Governor
- 2 Parent Governors
- 3 Co-opted Governors

There is a Chair and Vice-Chair and two main sub-committees; Finance and Resources and Teaching and Learning. All Statutory committees are included in the terms of reference. The Headteacher and Staff Governors cannot be the Chair or Vice Chair of the Governing Body.

All governors must declare any interests that might interfere with their duties as a Governors, and take appropriate action should a conflict of interest occur.

Governing Body Meetings and Committees

Governing Body meetings are part of the Strategic Leadership of the School and as such should not be involved in the scrutiny of detailed aspects of the schools' business. Helmingham has two main committees responsible for scrutinising the detail of the operation of the school and advising the Governing Body of any actions it needs to take. These are Teaching and Learning and Finance and Resources. There is also a committee that deals with the Headteachers Performance Review. Three further committees for Hearings, Appeals and Pupil Discipline are required by law and have specific rules for participation and procedure. These meet when needed and are made up of Governors who have little or no knowledge of the situation that the Committee is set up to consider.

Working Parties and Delegations

With a few notable exceptions most of the powers of Governing Body can be delegated to Committees, working parties or even individuals. The Governing Body retains overall responsibility but it is sensible to make best use of the skills and experience of the members of the Governing Body and give them responsibility where relevant and appropriate.

Specific delegations are made for Safeguarding, Special Educational Needs and Disability (SEND) and Looked after children. Helmingham has optional delegations for

Finance – to work with the Bursar on Financial Matters

Health and Safety – to monitor premises and building

Literacy – to take a special interest in literacy within the school

Numeracy – to take a special interest in numeracy within the school

Details of the holders of these delegations can be found in the Committee Structure and Delegation Table later in this document.

Making Decisions

Details of the level that particular decisions can be made are included in the Decision Planner (Annex 1). The decision planner outlines the major functions of the governing body and shows to what level each task can be delegated to. Any decisions taken by committees or individuals must be reported back to the whole governing body.

The decision planner should be reviewed and approved on an annual basis. This approval should be recorded in the minutes as without this approval the committee or individual has no power to act.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 detail those functions which can be legally delegated.

Decisions have to be made in a timely and appropriate manner, with particular actions being required at different times in the school year. The annual calendar (Annex 2) provides some guidance on this but a lot of the details are entirely up to the Governing Body. The Governing Body has a lot of autonomy to act and it should exercise its power in a manner best suited to the local consideration. For example, three Full Governing Body meeting per year must be clerked but Helmingham has six and the annual calendar is organised accordingly. The details can be converted to an agenda for each of the six meetings.

The Annual Calendar has a number of themes that represent key opportunities in the year to have a more extensive consideration of topics.

Governance includes, elections, review of governance documents and activities (training requirements etc.)

Performance is the formal review of examination results (SATS) and an assessment of Quality of Teaching

Progress is a mid-year snapshot of current progress and attainment data so interventions can be discussed

Budget is when any key financial issues are discussed

Evaluation – expected outcomes and predicted results, review

Planning is preparation for the following year

Terms of Reference

The Full Governing Body

The Full Governing Body is the main decision making body for the school and has collective responsibility for the decisions it makes. It must meet at least 3 times a year and appoint a Chair and Vice chair of Governors and a Clerk.

In terms of the basic responsibilities of governors the Governing Body is responsible for the *clarity of vision, ethos and strategic direction of the school*.

In order to make binding decisions the must be quorate, which means half of the Governors currently in post plus 1.

Collectively the Full Governing Body must:

- Provide leadership and management in the best interest of pupils and in line with the culture, ethos and values of school and British Values.
- Develop and monitor process and procedures that keep children safe in school
- Make decisions without discrimination and embracing diversity and equality
- Acknowledge the role of the school in the local community and in particular the interests of parents.
- Maintain a constructive and professional relationship with leaders within the school
- Take ownership for the educational performance of the school by understanding the performance data, challenging progress made, supporting interventions, and assessing outcomes and impact.
- Monitor the performance of staff and quality of teaching including encouraging career development.
- Work collectively and collaborative to ensure that all Governors are effective in making decisions.
- Recruit Governors and support them in developing their skills and knowledge.
- Encourage Governors to take on the roles of Chair and Vice Chair and ensure that there is succession planning to maintain a strong and effective governing body.
- Organise and manage meetings of all governors and produce an accurate record of the discussions held and decisions made.
- Delegate responsibility to appropriate level of decision making within the school, including setting up working parties.
- Approve Policies in line with a schedule of revisions, including own policies as well as the legally required ones.
- Maintain and review the documents that support the processes and procedures of Governance and ensure they are appropriate for the school.
- Maintain and review a record of Governors, including contact details, pecuniary interests and relevant skills and training and publish the required information on the website and Edubase.
- Assess risk within the school and for educational visits.
- Develop a Strategic Development and Improvement Plan for each year and evaluate the progress throughout the year.
- Visit the school at appropriate times to ensure monitoring of goals and targets
- Oversee the recruitment of staff, in particular that of the headteacher
- Approve the first formal budget plan of the financial year and continue to monitor financial performance.
- Institute and keep the Health and Safety Policy and its practice under review and to make revisions where appropriate.
- Ensure all documents required under statutory regulation are published on the school's website

The Role of the Chair and Vice Chair of Governors and Chairs of Committee

The role of the Chair of Governors is to-

- Represent the Governing Board in carrying out its duties and meeting its obligations. For example, in dealing with Ofsted and other outside agencies. In special cases the Chair can act on behalf of the Governing Body in taking actions and reporting back to Governors at the next meeting.

- 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. Ensure the business of the Governing Body is conducted properly, in accordance with legal and Suffolk County Council delegation requirements.
- Ensure meetings are run effectively, focusing on priorities and making the best use of time available.
- Develop the governing team by ensure that all members have an equal opportunity to participate in discussion and decision-making and feel confident to carry out visits.

The Vice Chair acts as Chair when the Chair is unavailable.

Chairs of Committees have the same responsibilities as Chairs of Governor with respect to the committee they chair.

The Role of the Clerk to the Governing Body²

The role of the Clerk is to:

- Act independently in ensuring that the governing body is compliant with the relevant legal frameworks, contractual obligations and governance arrangements and to give and receive notices in accordance with relevant regulations.
- Advise the Governing Body on matters of governance and the law and offer timely and appropriate advice.
- Develop working relationship with the Chair of Governors to ensure the effective administration of the Governing Body.
- Demonstrate that Governing Bodies hold the leadership team to account by producing minutes that show scrutiny and challenge during the Governing body meeting
- Support the board in the recruitment, induction and training of individual governors.
- Convene meetings of the Governing Body and ensure that the agenda reflect the strategic priorities and legal duties of the governing body.
- Ensure that the minutes of the Full Governing Body are prepared and are clear and accurate.
- Chair the meeting when the Chair of Governing Body Election takes place.
- Support the Governing Body in ensuring that governance arrangements are up to date and appropriate.
- Maintain a register of members of the Governing Body and report vacancies to the Governing Body
- Carry out such other functions as may be determined by the Governing Body from time to time

Governors and associate members cannot be a clerk to the Governing Body. Some of the functions of the Clerk are met by the Schoolschoice Clerking Service and not individual clerks.

The Committees

Teaching and Learning Committees

In terms of the basic responsibilities of governors the Teaching and Learning Committee can be seen as where Governors *hold executive leaders to account for educational performance of the school and its pupils.*

The specific responsibility of the Committee

- Advise the Governing Body on
 - the quality of teaching, progress and attainment,
 - curriculum,
 - special educational needs and disability,
 - Pupil premium attainment and progress,
 - pupil wellbeing and

² Clerking Competency Framework

- extra-curricula activities.
- Monitor aspects of safeguarding and behaviour, including bullying, exclusions and pupil behaviour
- Deal with policies relating to teaching and learning and pupil behaviour
- Approve educational visits and other extra-curricula activities
- Scrutinise the performance data
- Scrutinise attendance data
- Monitor any incidents of exclusions

Finance and Resources Committee Terms of Reference

In terms of the basic responsibilities of Governors the Finance and Resources Committee can be seen as where Governors *oversee the financial performance of the organisation and making sure its money it is well spent.*

Specifically, it should

- Advise the Governing Body on all financial and resource matters, including Health and Safety.
- Draft the first formal strategy budget plan of the financial year.
- Monitor income and expenditure and take appropriate action with regards to deviations from the budget.
- Establish and maintain an up to date 3 year financial plan.
- Scrutinise contracts, service agreements and spending requests of the Teaching and Learning Committee and Headteacher's review panel.
- Review policies relating to pay and conditions, charges and remissions and other financial matters.
- Review policies relating to premises and health and safety.
- Consider aspects of safeguarding relating to health and safety.
- Advise on the staffing structure in consultation with the Headteacher and its implications on finances.
- Scrutinise any data on accidents or other health and safety incidents
- Advise on grants and other fund-raising activities.
- Oversee arrangements for repairs and maintenance.
- Oversee the appointment for all staff in line with safer recruitment practice.
- To ensure the website is compliant.
- To establish and keep under review an Accessibility plan.

Hearings, Appeals and Pupil Discipline Panels

These Panels are convened when something goes wrong, they do not routinely meet and are covered by precise rules and regulations. The Chair of Governors and Headteacher are excluded from sitting on the panel because they will have been involved in decisions leading up to the requirement for a panel to be convened. They can be involved in the administration and organisation of the panel. The processes and procedures for a panel will be found in one or more of the school policies.

The panels have the following purposes

Hearings – Disciplinary Action against a member of staff

Appeals - Appeal against a Decision of the Hearings Panel

Pupil discipline – To consider representation from parents as to exclusions

Headteacher's Performance Review Group

The Headteacher cannot be responsible for reviewing their own performance and this responsibility lies with the Governing Body and discharged by the Headteacher's Performance Review Group. This meets with an external advisor to:

- Set annual targets for Headteacher performance within the school
- Assess if performance targets are being met during the year and have been met at the end
- Make recommendations to the Governing Body as to the course of action following the review.

Helmingham CP School Committee Membership and Delegation of Responsibility

Name of Governor	Type of Governor	Term of Office ends	Hearings Committee	Appeals Committee	Pupil Discipline	Teaching and Learning Committee	Finance & Resources	Head's Perf Review	Individual Responsibility
Quorum						3	3	3	
Mr G Buckingham	LEA	07/09/18	Ad Hoc Committees made up of available and appropriate Governors when convened				Y		Chair/Health & Safety/LAC
Mrs B Cleland	HT				Y	Y			Head teacher
Mrs J Hinchcliffe	CPT	31/08/19			Y			Y	SEN/Safeguarding/
Mrs A Jones	CPT	25/01/21			Y				Numeracy
Ms N Mayhew	PAR	07/09/18			Y			Y	Literacy
Mrs J Fawdry	PAR	01/12/20					Y		
Mr N Scoresby	CPT	02/12/19					YC		Vice Chair
Mrs A Borrett	STF	16/03/20				Y			

The table shows gives a list of Governors with their committee membership and delegated responsibilities

Last updated 5/5/2017

Annex 1: Decision Planner

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column contains “Yes”: Action could be undertaken at this level.

Column blocked off: Function cannot be legally carried out at this level.

Column contains “No”: Although it is permissible for an action to be carried out at this level, it would not be recommended. 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.

Governors must remember that although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation

Area		Task	Decision Level			
			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)	Yes	Yes		
	2.	To monitor the impact of pupil premium and sports funding	Yes	Yes	No	No
	3.	To monitor school finances	Yes	Yes	No	Yes
	4.	To approve a charging and remissions policy	Yes	Yes	No	No
	5.	Complete the Schools Financial Value standard (SFVS)	Yes	Yes	No	
	6.	Decide how far to delegate spending power to the head teacher and set financial limits (Record of Financial Responsibility to be reviewed and approved annually)	Yes	Yes	No	
	7.	To enter into contracts (financial limits agreed in the record of Financial Responsibility)	Yes	Yes	No	Yes
Staffing	8.	Appoint selection panel for headteacher and deputy head	Yes			
	9.	Appoint selection panel for other members of the senior leadership team	Yes	No	No	No
	10.	Ratify or reject decisions of appointed selection panels	Yes			
	11.	Appoint other teachers	No	No	No	Yes
	12.	Appoint non-teaching staff	No	No	No	Yes

Area		Task	Decision Level			
			1	2	3	4
	13.	Approve a pay policy	Yes	No	No	
	14.	To make pay decisions in line with the pay policy and legal requirements	Yes	Yes	No	Yes
	15.	Dismissal of headteacher	Yes	No	No	
	16.	Initial dismissal of other staff	No	No	No	Yes
	17.	Suspending head	Yes	No	No	
	18.	Suspending other staff	No	No	No	Yes
	19.	Ending suspension (head)	Yes	Yes	No	
	20.	Ending suspension (other staff)	Yes	Yes	No	
	21.	Approve the overall staffing structure and changes to the staffing structure	Yes	Yes	No	No
	22.	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	Yes	Yes	No	
	23.	Determining dismissal payments/ early retirement	Yes	Yes	No	No
	24.	Ensure safer recruitment procedures are applied	Yes			
	25.	To maintain a central record of recruitment and vetting checks	No	No	No	Yes
	26.	Approve disciplinary/capability procedures	Yes			
	27.	Approve a performance management policy	Yes	Yes	No	No
	28.	Implement the performance management policy	No	No	No	Yes
	29.	Review the performance management policy annually	Yes	Yes	No	No
	30.	Appoint a panel to carry out the appraisal of the headteacher	Yes	Yes	No	
	31.	Carry out appraisal of other staff				Yes
Curriculum	32.	Ensure National Curriculum (NC) taught to all pupils	Yes	Yes	No	Yes
	33.	To consider any disapplication for pupil(s)	No	No	No	Yes
	34.	To decide which subject options should be taught having regard to resources, and	Yes	Yes	No	No

Area	Task	Decision Level			
		1	2	3	4
	implement provision for flexibility in the curriculum (including activities outside school day)				
	35. 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	Yes	Yes	No	Yes
	36. Responsibility for ensuring that provision of religious education (RE) meets statutory requirements and/or the requirements of any trust deed	No	No	No	Yes
	37. To ensure that all pupils take part in a daily act of collective worship in line with statutory requirements				Yes
Extra-curricular provision	38. Approve the provision of extended services/activities	Yes	Yes	No	No
	39. Implement the extended services provided	No	No	No	Yes
	40. To decide whether to stop providing additional activities	Yes	Yes	No	No
Discipline/ exclusions	41. 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)	No	Yes		
	42. To produce a set of written principles for the school behaviour policy and present these for consultation	Yes			
	43. To draft the content of the school behaviour policy and publicise it to staff, students and parents.				Yes
Admissions	44. To annually determine admission arrangements (VA and foundation schools)	Yes	Yes		
	45. 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)	Yes	Yes		
	46. Admissions: application decisions (Governing bodies of VA and foundation schools must establish a dedicated admissions committee to allocate places, where they choose to	No	Yes		

Area		Task	Decision Level			
			1	2	3	4
		delegate authority to committee level)				
	47.	To establish and publish an admissions appeal timetable (VA and foundation schools)	No	Yes		
	48.	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)	No	Yes		
Premises & insurance	49.	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	Yes	No	No	
Health & safety	50.	To ensure a health and safety policy and procedures are in place	Yes	Yes	No	
	51.	To ensure that health and safety regulations are followed	No	No	No	Yes
School organisation	52.	To publish proposals to change category of school	Yes	Yes	No	No
	53.	To decide whether to convert to academy status ((legally regulations permit delegation of the decision to convert, however it would be bad practice for anything affecting the future of the school to be decided by anything other than the full governing body)	Yes	No	No	No
	54.	Propose to alter voluntary foundation or foundation special school	Yes	No	No	No
	55.	Propose to discontinue voluntary foundation or foundation special school	Yes			
	56.	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)	Yes	Yes	Yes	
	57.	To ensure that school lunch nutritional standards are met	No	No	No	Yes
	58.	To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office	Yes	Yes	No	Yes
	59.	Maintain a register of pupil attendance	No	No	No	Yes
	60.	To ensure provision of free meals to those pupils meeting the criteria, including Universal Infant Free School Meals (if applicable)	No	No	No	Yes
Information for parents	61.	To determine whether to publish a home-school agreement (no longer a statutory	Yes	Yes	No	Yes

Area		Task	Decision Level			
			1	2	3	4
		requirement)				
	62.	Ensure the school complies with the Equality Act 2010 and the public sector equality duty and publishes equality objectives and information about how it is doing this.	Yes	Yes	Yes	Yes
	63.	Overall responsibility for ensuring that statutory requirements for information published on the school website, including details of governance arrangements, are met	Yes	Yes	No	No
	64.	To establish, publish and review a complaints procedure	Yes	Yes	No	No
	65.	To establish and publish a Freedom of Information scheme and ensure the school complies with it	Yes	Yes	No	Yes
GB roles, procedures and development	66.	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	Yes			
	67.	To draw up an instrument of government and any amendments thereafter	Yes			
	68.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	Yes			
	69.	To appoint and dismiss the clerk to governors	Yes	Yes	No	No
	70.	To appoint and remove co-opted governors	Yes			
	71.	To appoint local authority governors	Yes			
	72.	To set up and publish a register of governors' business and pecuniary interests	Yes	Yes	No	
	73.	To set the structure and remit of the governing body and any committees including governor appointment details, term of office and attendance record	Yes			
	74.	To publish the structure and remit of the governing body and any committees including governor appointment details,	No	No	No	Yes

Area		Task	Decision Level			
			1	2	3	4
		term of office and attendance record				
	75.	To submit governor information to the DfE database of governors via Edubase	No	No	No	Yes
	76.	To approve and set up a governors expenses scheme	Yes	Yes	No	No
	77.	To consider whether or not to exercise delegation of functions to individuals or committees	Yes			
	78.	To regulate the GB procedures (where not set out in law)	Yes			
	79.	To agree governor induction and training programme	Yes			
	80.	To review progress against strategic plan and evaluate governing body performance	Yes			
Formal Collaboration	81.	To consider forming or joining a group of schools	Yes			
Academies	82.	To consider approach and time scale to academy conversion	Yes	Yes		
	83.	To consider forming or joining an existing Multi-academy-trust (MAT)	Yes	Yes		
Federations	84.	To consider forming a federation or joining an existing federation	Yes	Yes		
	85.	Review of structure including any subsequent conversion to MAT status	Yes			
Inclusion and equality	86.	To establish and approve a special educational needs (SEN) policy	Yes			
	87.	To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014)	Yes	Yes	No	Yes
	88.	To appoint a qualified teacher to be responsible for co-ordinating SEN provision (the SEN co-ordinator or SENCO)	No	No	No	Yes
	89.	To appoint a designated teacher to promote the educational achievement of looked-after children	No	No	No	Yes
	90.	To establish an accessibility plan and review it every three years	Yes	Yes	No	Yes
Safeguarding	91.	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 protection	Yes			

Area		Task	Decision Level			
			1	2	3	4
		policy				
	92.	To adopt and review annually a child protection policy and relevant procedures	Yes	Yes	No	

Annex 2 :Annual Calendar

	Notes	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Themes		Governance	Performance	Progress	Budget	Evaluation	Planning
Administration							
Governor Attendance	Present, Apologies						
Pecuniary Interest	Agenda Items						
Chair Actions							
Minutes							
Any Other Business							
Governor Details	Report and update changes					Review	
Dates of Meetings							Plan
[for school to add]							
Governance							
Pecuniary Interest Register	Annual	Update					
Terms of Reference	Annual Review	Review					
Decision Planner	Annual Review	Review					
Annual Calendar		Approve					Prepare
Elections	Chair and Vice Chair	Complete					
Membership	Recruitment, Vacancies						
Monitoring Visits							
Committees	Membership, Reports/minutes						
Code of Conduct		Annual review					
Online Presence - Governors	Website details, Edubase	Update				Review	
Policies	As Policy Schedule						
Educational Visits	Approve level 2 visits						
Governor Training		Plan				Review	
Governor Support and Information	The Knowledge, Governor Headlines						
Academies and Partnerships	Other joint working as well						
Ethos and Vision	Including British Values	Review				Evaluate	
Safeguarding – Governors	Audits and monitoring	Annual review					
Public Sector Equality Duty	Dealt with in policy schedule						

Health and Safety			Annual Review				
[for schools to add]							
School Administration							
Attendance	(part of HT report)						
Admissions			Census result				
Pupil Transfer					Complete		
Online Presence	Statutory Requirements		Review				
Health and Safety		Review					
[For schools to add]							
School Improvement							
Head Teachers Report	3 times a year?		Report		Report	x	Report
School Development Plan current			Report	Monitor	Report	Monitor	Review
School Development Plan next		Approve					plan
Self Evaluation				Report		Discuss	
Pupil Progress and Attainment		Review		Monitor		Monitor	
Safeguarding data SCR	Annual Review		Monitor		Monitor	Review	
Safeguarding (part of HT report?)	Data and reporting	Report	Report	Report	Report	Report	Report
Prevent Duty	Part of safeguarding	Report	Report	Report	Report	Report	Report
Pupil Behaviour and Discipline	Exclusions, Ongoing appeals	Report	Report	Report	Report	Report	Report
Staffing	Performance Reviews		Complete				
Staff Discipline	Especially panels	Report	Report	Report	Report	Report	Report
Head teacher's performance Review							
Pupil Premium/Sports Premium	(part of online presence)					Publish?	
SEND		Report				Publish?	
[For schools to add]						Publish	
Finance							
Current Budget						Outturn	
Budget next	Prior to end of March			Plan?	Agree		
Strategic Financial Plan	Prior to end of May				Agree	Confirm	
SFVS	Prior to end of Dec	Preparation	Sign off				Plan?
PCI/DSS	Prior to end of March			Sign off			
[for schools to add]							
Committees							
Finance and Resources		Health and Safety		Prepare Budget		SDIP	
Teaching and Learning		Review result				Evaluation and SDIP	
Governor Monitoring							

Health and Safety	Learning Walk	Complete		
Financial Monitoring	Meeting Chair of Finance		Complete	
Progress Data	Learning Walk			Complete
Pupil and Parent Perception			Complete	
Safeguarding	Designated Safeguard Governor		Complete	
SDIP Priorities [1-n]				
Occasional Powers	Exercised as necessary			
Appeals Panel	Observe procedure, follow policy			
Hearings Panel	Observe Procedures, follow policy			
Pupil discipline Panel	Observe Procedures, follow policy			
Appoint or dismiss a clerk				
Suspend or Disqualify Governor	Observe Procedures			
Appoint Headteacher				
Recruit Staff	Participate in Selection panel, ratify decision			
Staff Discipline	Observe procedures, follow policy			
Instrument of governance	Obtain permission to change			
Induction of New Governors				
Action committee reports				
Action monitoring reports				

¹ Governance Handbook 2017