



MANOR JUNIOR SCHOOL
Motivation, Joy, Success!

LONDON BOROUGH OF BARKING AND DAGENHAM

MANOR JUNIOR SCHOOL

GOVERNING BODY STANDING ORDERS

How we work well together

Spring 2018

Governing body procedures must comply with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. While these regulations provide a basic framework the governing body also needs to agree more detailed ways of working to ensure our business is conducted efficiently and our rules are applied consistently and fairly.

These standing orders set out the procedures which have been agreed for our school. If any issue is not explicit, the regulations will apply. The relevant regulation is indicated in brackets.

Date first adopted: 22nd March 2018

1. Roles of the Governing Body and Headteacher (Part 2, Regulation 6)

The governing body must operate in accordance with the following principles:

- 1.1. The functions of the governing body include the following core strategic functions:
 - (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
 - (b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school; and
 - (c) ensuring the sound, proper and effective use of the school's financial resources.
- 1.2. In exercising their functions the governing body will:
 - (a) act with integrity, objectivity and honesty and in the best interests of the school; and
 - (b) be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.
- 1.3. The head teacher's responsibilities include:
 - (a) the internal organisation, management and control of the school; and
 - (b) the educational performance of the school.
 - (c) the head teacher is accountable to the governing body for the performance of all his or her responsibilities and must comply with any reasonable direction of the governing body.

2. Governing Body Constitution and Membership

The constitution of the governing body, appointing bodies and terms of office for each category of governor are set out in the Instrument of Government (Appendix A)



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2.1. For governing bodies which have reconstituted under the 2012 Constitution Regulations:

This governing body is constituted under the School Governance (Constitution) (England) Regulations 2012 which enable a governing body to address its skills and representation needs through the appointment of Co-opted and Local Authority governors:

- Co-opted governors are persons “who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school”.
- Local Authority governors are persons who are nominated by the local authority and appointed by the governing body “having, in the opinion of the governing body, met any eligibility criteria that they have set”.

2.1.1. Procedure for co-options:

- Candidates for co-option will be asked to provide a statement outlining the contribution they can make to the effective governance and success of the school
- a decision on co-option will be made at a quorate meeting of the full governing body
- the agenda for the meeting should include “Appointment of a co-opted governor” as a separate item. The names of candidates should appear on the agenda and copies of their statements circulated with papers in advance.

2.1.2. Procedure for Local Authority governor appointments:

- on notification of a vacancy the chair / clerk will liaise with the LA over desirable eligibility criteria for a new appointee
- the chair / other designated governor will meet the LA nominee and if content that the person meets the governing body’s criteria will propose that person to the next full governing body meeting with relevant supporting personal details.
- the agenda for the meeting will include “Appointment of an LA governor” as a separate item. The names of candidates will appear on the agenda and relevant supporting information will be circulated in advance.

3. Election of Chair / Vice-chair (Part 3, Regulation 7)

All governors other than those who are under 18, pupils or paid to work at the school are eligible to stand as the chair or vice-chair of governors.

3.1. Prior to the election of the chair and vice-chair, the governing body must determine the date on which their term of office will end. At this school the term of office will be until the first meeting of the governing body in the autumn term following the second anniversary of his/her election.

3.2. Where a vacancy arises before the end of an incumbent’s term, the governing body will elect one of their number to fill that vacancy at their next meeting.

3.2.1. Election procedures

The appointment of a chair and vice-chair must be made at a quorate meeting of the full governing body. The clerk will chair that part of the agenda. Candidates must withdraw during discussion and vote.

- (a) The clerk to governors will invite nominations in advance of an election date
- (b) The agenda for the meeting will include “Appointment of a chair and vice-chair” as separate items. The names of candidates will appear on the agenda



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- (c) Where there are no advance nominations the clerk will invite nominations at the meeting
- (d) Candidates will be invited to make a short statement before withdrawing.
- (e) Voting will be by secret ballot.
- (f) In the event of a tie a decision will be made by drawing lots / tossing a coin

4. Functions of the Clerk (Part 3 Reg 11)

The governing body must appoint and have regard to advice from the clerk on the exercise of its functions. The clerk must not be a governor or the headteacher. However, if the designated clerk fails to attend a meeting, an associate member or a governor who is not the headteacher may act as clerk for that meeting.

4.1. The clerk is responsible for:

- ensuring the efficient functioning of the governing body
- convening meetings of the governing body
- issuing notices of meetings, agendas and associated papers at least seven clear days in advance of meetings to all governors
- attending governing body meetings; producing draft minutes for agreement by the chair within 20 working days of the meeting, ensuring that minutes are agreed and signed by the chair at the next meeting and that signed minutes are securely stored at the school
- maintaining a register of governors and associate members and reporting vacancies
- maintaining a record of governor attendance at meetings and reporting on non-attendance to the governing body
- providing advice to the governing body on the exercise of its functions

5. Meetings and Proceedings (Part 4 Regs 12 - 16)

- 5.1. The number of full governing body meetings per annum will be three.
- 5.2. The governing body will set a schedule of meetings, including those of committees, at the final meeting of the previous school year.
- 5.3. All Governors have a right to vote at all meeting provided there is no conflict of interest with the exception of section 8.2.
- 5.4. Meetings are convened by the clerk. Agendas and papers will be distributed at least seven clear days before the meeting. If an extraordinary meeting has been called the chair / vice-chair may allow shorter notice to be given.
- 5.5. The agenda will be prepared by the clerk in consultation with the chair and headteacher. The final decision on the agenda is for the chair.
- 5.6. Any other business: will appear as the final item on the agenda and should be notified to the clerk and/or the chair 48 hours in advance of the meeting. The governing body will decide whether any such item is to be discussed or dealt with in an alternative way. In general only "for information" items will be accepted; issues which require a report or decision will not be dealt with as AOB.
- 5.7. All meetings are expected to start promptly.



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- 5.8. The quorum for a meeting of the governing body is one half - rounded up - of the membership of the governing body excluding vacancies. The quorum for any committee meeting is at least three governors who are members of the committee.
- 5.9. The time of arrival and departure of any governor who is not present at the beginning or end of a meeting will be recorded in the minutes.
- 5.10. Absence / apologies: a governor or associate member ceases to hold office if s/he is absent without permission from all meetings over six months, calculated from the date of the first missed meeting.
- 5.11. Where a governor is absent and has sent apologies to the clerk or the chair, a reason for non-attendance must be given, and the governor to be advised that after one accepted absence further non-attendance will automatically incur refusal of apologies other than in exceptional circumstances and their term of office will cease.
- 5.12. All decisions are made at a full governing body meeting unless an individual or a committee has delegated authority to deal with a specific issue. The governing body will receive and note a report on any decision which it has delegated to a committee or an individual.
- 5.13. Participation in meetings by telephone, video conference or other remote means is not permitted
- 5.14. The only people entitled to attend a meeting of the governing body are governors, the headteacher, the clerk and where appropriate, associate members. If the headteacher is absent the deputy head will attend in his / her place but will have no vote, unless s/he has been formally designated as acting headteacher.
- 5.15. The deputy headteacher may be invited to attend meetings of the governing body and relevant committees as observers, as part of their professional development. Other staff may be invited to attend, e.g. to give a presentation, but they must leave after their agenda item.
- 5.16. Minutes and papers: Within 20 working days of the meeting the draft minutes will be sent by the clerk to the chair for checking. Once agreed the draft minutes will be sent to all members of governing body before papers are circulated for the next meeting.
- 5.17. The approval of the minutes of the previous meeting should be on the agenda of every meeting. Once agreed the minutes will be signed and dated by the chair.
- 5.18. The original signed minutes will be kept in a book / binder on consecutively numbered pages, each page initialled by the person signing them as a true record. They will be stored in a secure place in the school.
- 5.19. A copy of the agenda, signed minutes, reports and papers for meetings (excluding confidential items) will be made available for inspection by any interested person.
- 5.20. All incoming correspondence to the governing body, other than any concerning a complaint, or a named pupil, parent or staff member or any other confidential matter is



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for the attention of the full governing body. It may however be more expediently dealt with by the chair, member of staff or by an appropriate committee with delegated authority.

- 5.21. The clerk will log all correspondence to the governing body and may allocate it to an appropriate individual / committee. It will either be dealt with at the next governing body meeting or that meeting will receive a report from whoever has dealt with the issue.
- 5.22. Correspondence which concerns a complaint, or a named pupil, parent or staff member or any other confidential matter will be forwarded to the chair to be dealt with through the relevant school policy and procedure with appropriate confidentiality protocols

6. Conduct and suspension / removal of governors (Reg 17 / Constitution regulations)

6.1. The governing body has adopted a Code of Conduct for Governors (Appendix B)

The code will be reviewed each year at the autumn term meeting. Every governor will be asked to sign a copy as part of their Induction programme.

- 6.2. Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the regulations.

7. Delegation arrangements (Regulation 18, 19 and 20)

The governing body may delegate many of its functions to a committee, an individual governor or to the headteacher. It must review delegation arrangements annually.

- 7.1. No action may be taken by an individual governor unless authority to do so has been delegated formally or is taken under Chair's Action in an emergency.
- 7.2. The governing body will receive and note a report on any decision which it has delegated to a committee or to an individual.
- 7.3. Staff appointments:
 - i) Support staff: Headteacher
 - ii) Teaching staff: Headteacher
 - iii) Senior staff: Headteacher and Chair



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- 7.4. Staff grievance, conduct and discipline, capability, suspension or dismissal; salary appeals; headteacher appraisal; exclusions; complaints: the governing body will adopt procedures set out in relevant policies.

8. Committees (Part 5 Regulations 21 - 26)

- 8.1. The governing body determines the constitution, membership and terms of reference of any committee and must review these annually. This governing body has the following committees:
- Curriculum and Pupil Related Matters Committee
 - Resources Committee
- 8.2. Associate Members: An AM is a person who is appointed by the governing body as a member of any committee but who is not a governor. The governing body decides whether or not the AM has voting rights on the committee. An AM may attend full governing body meetings without a vote and may be excluded from any part of a meeting which concerns an individual member of staff or pupil.
- 8.2.1. The governing body has agreed the following arrangements for Associate Members:
- candidates may be asked to provide a statement outlining the contribution they can make to a particular committee
 - a decision on appointment and voting rights on the committee will be made at a quorate meeting of the full governing body
 - the agenda for the meeting will include "Appointment of an associate member to the committee. The names of candidates will appear on the agenda and copies of their statements will be circulated with papers in advance
 - Associate Members will not serve on committees which deal with individual named pupils, members of staff, governors or families and will withdraw from any part of a meeting where named individuals are discussed.

9. *Pecuniary Interests / restrictions on taking part in meetings* (Schedule 1; Reg16)

- 9.1. *A governor must declare an interest – direct or indirect, financial or personal and withdraw from a meeting and not vote on the issue. Candidates for appointment or election must also withdraw and not vote. Staff members must withdraw from discussion of any pay or appraisal issue concerning another member of staff. If there is a dispute about whether a person should withdraw, the governing body will decide on the matter.*
- 9.2. *In addition members of staff will be asked to withdraw if the appointment of their successor is being discussed.*
- 9.3. *Declaration of Interests will be a standard item on governing body and committee agendas; examples of such interests include any relationship to a member of school staff.*
- 9.4. *A register of Business Interests has been established and is available to view in the GB file in the headteacher's office.*

Appendices:

- A Instrument of Government**
- B Code of Conduct**
- C Terms of reference for committees**



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Appendix A

**INSTRUMENT OF GOVERNMENT
2017**

1. The name of the school is **Manor Junior School**.
2. The school is a community school.
3. The name of the governing body is “The governing body of Manor Junior School”.
4. The governing body shall consist of:
 - a. 3 parent governors
 - b. 1 LA governor
 - c. 1 staff governor
 - d. 1 headteacher
 - e. 3 co-opted governors
5. Total number of governors **9**.
6. The term of office of all categories of governor is **four** years.
7. This instrument of government comes into effect upon confirmation of acceptance by the Town Hall.
8. This instrument was made by order of Barking and Dagenham Local Authority on 10 December 2012.
9. This instrument of Government was last reviewed October 2017
10. A copy of the instrument must be supplied to every member of the governor body (and the headteacher if not a governor), any trustees and to the appropriate religious body.

Manor Junior School 2017



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Appendix B

CODE OF CONDUCT FOR THE GOVERNING BODY OF MANOR JUNIOR SCHOOL 2017

This Code is based on guidance given by the Department for Education (DFE).

Code of Conduct for School Governing Boards

2017 Version

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

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

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

This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation. It should be adapted as appropriate depending on the governance setting and level of delegation.

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

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

Ensuring accountability, by:

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

Overseeing financial performance, by:

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



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As individuals on the board we agree to the following:

Role & Responsibilities

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

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.



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- 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 (Edubase).

Relationships

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

Confidentiality

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

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.



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- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a governor/trustee/academy committee member

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

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.

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.

Adopted by the governing board of Manor Junior School on 11.10.17

Signature:	Name:



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Appendix C

Governing Body Committees to be agreed by FGB Autumn Term 2017

Membership and Committee Quorums

The governing body determined the initial membership of the three committees in October 2017. This will be reviewed at Full Governing Body in Autumn Term or when a new member is elected. Each committee has a chair who has been appointed by the governing body.

The governing body may remove the chair of a committee from office at any time. The governing body has delegated the responsibility to appoint a clerk to each committee to the chair of each committee. The clerk to a committee (but not the governing body) can be a governor, but not the Head teacher.

The Governing Body delegated the responsibility to determine the proceedings of any committee to the committees. These will be approved at the Autumn Term Full Governing Body. Each committee will meet at least once a term. The Chair of each committee will draw up an agenda at least **a fortnight** prior to the meeting. This will be emailed to the Head teacher and Chair of the Governing Body for approval. The Chair of each committee takes responsibility for the distribution of draft minutes to the Head teacher and Chair of the Governing Body and then, to all members of their committee. Once agreed the Chair of the committee will email the minutes to the Chair of Governors.

Curriculum and Pupil Related Matters	Resources
(quorum of 3)	(quorum of 3)
Shahanara Begum (Chair) Chris Fergusson Rita Fisher Clare D'Netto	Efua Ampah (Chair) Shamin Rahman Shelly Miah Rita Fisher Clare D'Netto
Invited: DHT & AHTs	Invited: SBM
Minute taker: School Admin Staff	Minute taker: School Admin Staff

Named Governor	Responsible for:		Named Governor	Responsible for:
Shelly Miah	Link		Vacant	ICT / Online Safety
Vacant	Health & Safety External Site Walks		Vacant	Sustainability
Rita Fisher	Inclusion: SEND/ EAL Safeguarding/CP/LAC / High Attainers		Efua Ampah, Shahanara Begum, Rita Fisher	HT Performance Management 2017 / 18
Efua Ampah	Finance: Pupil Premium/ Sports Funding		Shahanara Begum	Equalities

Manor Junior School Governing Body cannot delegate any functions relating to:

- the constitution of the governing body (unless otherwise provided by the constitution regulations)
- the appointment or removal of the chair and vice chair
- the suspension of governors
- the delegation of functions
- the establishment of committees.



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Review of committees and delegation

Manor governing body must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing body must review the delegation of functions to committees and individuals annually. This will take place at the Autumn Term Full Governing Body Meeting.

Delegation of functions of the governing body

Manor governing body has delegated these statutory functions to its committees.

- To act on matters as delegated by the Full Governing Body
- To liaise and consult with other committees where necessary
- To contribute to the School Development Plan and Self Evaluation Form

Although primary responsibilities for policies concerning Health and Safety, Inclusion and Child Protection are delegated to specific committees, all committees should consider relevant aspects of these.

Curriculum and Pupil Related Matters	Resources
functions relating to the alteration, discontinuance or change of category of maintained schools	functions relating to the approval of the first formal budget plan of the functions relating to the approval of the first formal budget plan of the financial year
functions relating to school discipline policies	
functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)	functions relating to all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
functions relating to appeals	

Non-delegated responsibilities:

As necessary the Board will:

- Determine a “first committee” for formal disciplinary or complaints hearings.
- Annually determine the membership of the Headteacher Performance Management Panel, Governors should seek to ensure that HTPM group members have received appropriate training.
- Annually review Governors’ competencies in regards to continued professional development.



Specific Terms of Reference for Committees

Curriculum and Pupil Related Matters

Review, adopt and monitor an overall curriculum policy.

In collaboration with staff, provide information about how the curriculum is taught, evaluated and resourced.

To review, adopt and monitor policies for Collective Worship.

To review, adopt and monitor policies for Sex & Relationships Education.

To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice.

To monitor and review the information about school performance and report online according to statutory requirements.

To review, adopt and monitor policies concerning inclusion, equality, drugs education, pupil behaviour and discipline, and child protection, and to monitor their implementation.

To advise the Finance and Personnel committee on the relative funding priorities necessary to deliver the curriculum.

To oversee the arrangements for educational visits including the appointment of a named Co-ordinator.

To check the school website for school prospectus and school profile information.

To receive KS results and agree targets.

To monitor progress against targets throughout the year.

Authorise residential school journey

Agree dates for school terms and holidays and times of school sessions

To receive information collated via pupil or parent surveys.

To ensure that the national curriculum is taught to all pupils and to consider any disapplication for pupils.

To prohibit political indoctrination and ensure the balanced treatment of political issues.

To delegate the admission of in-year pupils to the Head teacher and one other Governor.



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Resources

Agreement and approval of the school budget and approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

In consultation with the Headteacher, to determine and review the staffing structure of the school.

Receive information relating to staff, form a staff dismissal appeal committee if required

Conduct an annual pay review

Review any policies relating to finance, pay or personnel eg Equal Opportunities and Diversity, Pay Policy, Performance Management and annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.

To receive the audited school funds monitor the income and expenditure throughout the year.

Establish disciplinary / capability procedures and support the Headteacher in carrying out dismissals, suspension or ending of suspension of any staff

Review annually the performance management policy / appraisal policy

To establish a charging and remissions policy for non-national curriculum based activities.

To consider recommendations on staff salaries made by the Headteacher.

To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.

To ensure that the school operates within the requirements of the Local Authority's Schools Financial Value Standard (SFVS)

To review, adopt and monitor a Charging and Remissions policy

To review, adopt and monitor a Best Value Statement.

To consider and approve recommendations made by the Premises, Health & Safety Committee on all aspects relating to the school premises

To annually complete the Statement of Internal Control – signed at Committee then taken to FGB

To review the inventory check

To receive and respond on any report issued by the external assessor following an external assessment.

Provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including site security and Health and Safety.



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To inspect the premises and grounds termly and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development.

To advise the Finance committee on the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation. The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.

To oversee the preparation and implementation of contracts. Monitor the contracts for cleaning and grounds maintenance and any other site contracts.

To ensure regular testing is carried out eg electrical, water.

To prepare and agree a lettings and charges policy and to monitor its implementation.

To establish and keep under review an Accessibility Plan.

To ensure any necessary liaison with the LA regarding premises issues.

To review, adopt and monitor a Health and Safety policy and ensure that the school complies with Health and Safety Regulations.

To receive and respond on any report issued by external assessors following an external Health & Safety Audits.

In consultation with the Head teacher and the Finance committee to oversee any premises related funding bid.

To review buildings insurance and personal liability.

To review the school Travel Plan.

To review the school's risk assessments and hazard register.



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Specific Policies and other documents that Governing Bodies and Proprietors are required to have by law, also identified duties termly review program:

Curriculum and Pupil Related Matters Committee

AUTUMN TERM 2017		
Policy, document, duty	Frequency	Next due:
Organisational efficiency and effectiveness: <ul style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Review committee structure, including Terms of Reference and membership. (3) Ensure schedule is in place to review all relevant policies through the year. (4) Set objectives for the Board of Governors linked to the SDP. (5) Ensure school website includes all information required by DfE – the school website must be updated as soon as possible after a change and at least annually (6) Agree dates for governor visits to school for committee based activities/events. (7) Review Instrument of Government 	Annual as soon after a change Termly	Aut 17
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: <ul style="list-style-type: none"> (1) SDP – evaluation of what was achieved last year; national results and tests. (2) Review vision statement/aims (3) Agree focus priorities for the year, review SDP and approve. (4) Safeguarding update 	Annual	Aut 17
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: <ul style="list-style-type: none"> (1) Agree school performance target, including attendance (2) Monitor data on attendance/absence, pupil exclusion, racist incidents etc. (3) Review the report on Safeguarding that was received by the GB in Summer Term (4) Review Attendance Policy (5) Register of pupils' admission to school (live document delegated to HT to ensure register is kept) (6) Register of pupils' attendance (live document delegated to the HT to ensure daily register is taken by staff) (7) Review Educational visits and their impact from previous term (8) Review the Drugs Education Policy 	Annual 3 years	Aut 17 Aut 17
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:		
SPRING TERM 2018		
Policy, document, duty	Frequency	Next due:
Organisational efficiency and effectiveness: <ul style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Complaints Procedure Statement 	3 years	Spr 18



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<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction:</p> <ul style="list-style-type: none"> (1) Curriculum Policy (2) Positive Relationships / Anti-bullying Policy (3) Behaviour policy & Behaviour principles (a written statement) (4) Positive Handling policy (5) Marking & Feedback Policy (6) SEN & Inclusion Policy (7) Safeguarding update 	<p>3 years 3 years 3 years 3 years 3 years 3 years</p>	<p>Spr 18 Spr 18 Spr 18 Spr 18 Spr 18 Spr 18</p>
<p>CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:</p> <ul style="list-style-type: none"> (1) Monitor pupil progress (2) Review education visits and impact from previous term (3) Review frequency of school behaviour monitoring of patterns (4) The SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible. (It will then be taken to FGB for approval). 	<p>Annual</p>	<p>Spr 18</p>
<p>CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:</p>		
SUMMER TERM 2018		
<p>Policy, document, duty</p>	<p>Frequency</p>	<p>Next due:</p>
<p>Organisational efficiency and effectiveness:</p> <ul style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest 		
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction:</p> <ul style="list-style-type: none"> (1) Review Sex & Relationships Policy (2) Review Learning & Teaching Policy (3) Review Collective Worship Policy (4) Review RE Policy (5) Review Home School Agreements (6) Safeguarding update 	<p>Annual 3 years 3 years 3 years 3 years</p>	<p>Sum 18 Sum18 Sum18 Sum18 Sum18</p>
<p>CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:</p> <ul style="list-style-type: none"> (1) Report to parents on the policy for children with SEN (2) Attendance of pupils (3) Pupil exclusions for the year (4) Monitor progress towards targets set in Autumn Term & reviewed in Spring Term (5) Review education visits and impact from previous term 		
<p>CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:</p>		

As needed this committee may be called to hold admissions hearings, complaints investigations, pupil exclusions etc....



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Specific Policies and other documents that Governing Bodies and Proprietors are required to have by law, also identified duties termly review program:

Resources Committee

AUTUMN TERM 2017		
Policy, document, duty	Frequency	Next due:
<p>Organisational efficiency and effectiveness:</p> <ul style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Set objectives for the Board of Governors linked to the SDP (3) Governors allowances (schemes for paying) review (4) Instrument of Government (review to take to FGB) 	Annual 3 years	Aut 17 Aut 17
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction:</p> <ul style="list-style-type: none"> (1) Policy & procedure relating to managing poor work performance for school based support staff (2) Emergency Plan (3) Termly report on any testing carried out (4) Risk Assessments, Hazard Register and Risk Register reviewed (5) Safeguarding Update 	Adopted from borough	When released by borough
<p>CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:</p>		
<p>CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:</p> <ul style="list-style-type: none"> (1) Pay Policy, (2) Appraisal & Capability (Performance Management) Policy (3) Ensure every teacher has an appraisal and salary review. This will then be taken to the FGB (4) Review the published details of the use of pupil premium and its impact on pupils. (5) Review the published details of the use of the sports premium and its impact on pupils. (6) Check audited accounts for school fund, school devolved capital accounts (7) Sign virements if necessary (8) Receive budget monitoring results (9) Benchmarking (10) Consideration of Financial Regulations and Scheme of Delegation (then taken to FGB) (11) Review Charging and Remissions Policy (12) Review Lettings Policy (13) Asset Management Plan (AMP) Complete asset management plan and school capacity review (14) Inspection of grounds to: Review and inform AMP (15) Inspection of grounds to: Review and inform site security and AMP (16) Data Protection – registration is annual, but is reviewed every two years. (17) Health and Safety report update (18) Monitor cleaning, grounds maintenance etc (19) Freedom of Information (further information is on the Information Commissioner's Office website) 	Annual " " " " " Termly termly Annual Annual Annual Every 3 yr Annual Annual Annual Every 2 yr Annual Termly Every 5 yr	Aut 17



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SPRING TERM 2018		
Policy, document, duty	Frequency	Next due:
Organisational efficiency and effectiveness: (3) Welcome, Minutes of last meeting, Declaration of Interest		
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: (1) Safeguarding Update: Review statement of procedure for dealing with allegations of abuse against staff (LADO) (2) School Travel Plan	Annual	Spr 18
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:		
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: (1) Complete the SFVS and send to the LA by 31 st March. (2) Start drafting budget (3) Receive budget monitoring reports (4) Make purchasing decisions for services from external providers where appropriate (5) Receive Internal Audit health check (6) Review of banking arrangements (7) Sign virements if necessary (8) Review Finance Policy (9) Review staff structure (10) Monitor cleaning, grounds maintenance etc (11) Review Health & Safety Policy (12) Review Insurance Cover both buildings and personal liability (13) Receive Report of H&S Audits (14) Termly report on any testing carried out (15) Fire Safety Risk Assessment reviewed	Annual " Termly Annual Annual Annual Termly Annual Annual Termly 3 Years Annual 3 years Termly Annual	Spr 18
SUMMER TERM 2018		
Policy, document, duty	Frequency	Next due:
Organisational efficiency and effectiveness: (4) Welcome, Minutes of last meeting, Declaration of Interest (5) Agree dates for governor visits to school for committee based activities/events.	Annual	Sum18
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: (1) Safeguarding update (2) Inspection of grounds and monitoring of Asbestos	Termly Annual	
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:		
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent: (1) Agree and approve the budget – and the three year profile (2) Review the statement of internal control – then take to FGB (3) Sign virements if necessary (4) Termly report on budget	Annual Annual Termly Termly	Sum 18



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(5) Inventory Check (6) Monitor cleaning, grounds maintenance etc (7) Premises Management Documents: Collate all findings from the year to ensure that the school premises that require safe management and maintenance have been reviewed and actions taken: Fire safety, asbestos, statutory testing	Annual Termly Annual	
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As needed this committee may be called to hold complaints investigations, staff grievances, staff dismissal, appeals, staff disciplinary, capability of staff etc....

The central record of recruitment and vetting checks will be carried out by the Safeguarding Governor.

Head Teacher Performance Management Panel

AUTUMN TERM 2017		
Policy, document, duty	Frequency	Next due:
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: (1) Review Head Teacher performance and pay	Annual	Autumn 2017
SPRING TERM 2018		
Policy, document, duty	Frequency	Next due:
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils: : (1) Monitor performance management of the Head Teacher.	Annual	Spring 2018



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Full Governing Board Meetings

AUTUMN TERM	
Policy, document, duty	As per term unless stated
Organisational efficiency and effectiveness: <ol style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Review roles and responsibilities of individual governors (3) Update register of pecuniary interests and business interests (4) Review GB Code of Conduct (5) Review of Terms of reference 	Annual and when a term of office comes to an end
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: <ol style="list-style-type: none"> (1) Review progress of the SDP (2) Feedback on Governors' visits. 	
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:	
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:	
SPRING TERM	
Policy, document, duty	As per term unless stated
Organisational efficiency and effectiveness: <ol style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Monitor GB performance, through self-appraisals (3) Review impact of Equality Objectives and update equality information 	
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction: <ol style="list-style-type: none"> (1) Review progress of the SDP (2) Feedback on Governors' visits. 	
CORE FUNCTION 2: Holding the Head Teacher to account for the educational performance of the school and its pupils:	
CORE FUNCTION 3: Overseeing the financial performance of the school and ensuring its money is well spent:	
SUMMER TERM	
Policy, document, duty	As per term unless stated
Organisational efficiency and effectiveness: <ol style="list-style-type: none"> (1) Welcome, Minutes of last meeting, Declaration of Interest (2) Agree calendar of meetings for next academic year. (3) Approve residential trips for the next academic year. (4) Agree CPD/non-pupil days (for next academic year and draft for two years) (5) Conduct self-review of the GB effectiveness (6) Prepare and publish an annual statement taking account of the outcomes of the self-review and including: (7) The governance arrangements that are in place, including the remit of any committees; 	



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(8) The attendance record of individual governors at board and committee meetings; (9) An assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen	
<u>CORE FUNCTION 1:</u> Ensuring clarity of vision, ethos and strategic direction: (1) Review progress of the SDP (2) Feedback on Governors' visits.	
<u>CORE FUNCTION 2:</u> Holding the Head Teacher to account for the educational performance of the school and its pupils: (1) Receive Child Protection / Safeguarding Report. (2) Appoint Governors to conduct HT Performance Review including an external adviser.	
<u>CORE FUNCTION 3:</u> Overseeing the financial performance of the school and ensuring its money is well spent:	

Brought to Full Board of Governors Autumn 2017:

_____ **Chair of Governors**