

Sheringham Woodfields School

Terms of Reference for the Governing Body

The Governing Body has resolved to conduct all its business as a full governing body, and to work without committees.

The main responsibilities to be managed by the governing body are outlined below:

Items in bold cannot be delegated.

Operational

- **To draw up the Instrument of Government and any amendments thereafter**
- **Elect (or remove) the Chair and Vice Chair.**
- **To appoint (or dismiss) the Clerk to the Governing Body.**
- **To hold at least 6 Governing Body meetings each year.**
- **To appoint and remove Co-opted and any associate members.**
- **To suspend or remove a governor.**
- **To decide which functions of the Governing Body will be delegated and to whom.**
- **To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.**
- **To review the delegation arrangements annually.**
- To recruit new governors as vacancies arise.
- To set up and publish a register of Governors' Business Interests.
- To approve and set up a Governors' Allowances Scheme.
- To regulate the Governing Body procedures where not set out in law, and record accordingly.
- To delegate to the Headteacher the day to day running of the school.
- To arrange a suitable induction process and mentoring for newly appointed or elected governors.
- To audit individual and collective development needs and promote appropriate training.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role (at least 3 Head Teacher Reports per annum).
- To receive reports on safeguarding, bullying, homophobic and racial incidents.

General

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To take an active role in School Self Evaluation identifying success and areas requiring improvement via monitoring.
- To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all **statutory policies** and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve policies on review.
- To be made aware of all adventurous school trips including those which involve an overnight stay away from home.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.
- To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.
- To ensure that the governing body complies with all other legal duties placed upon them.

Budget	<ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To engage in strategic planning. • To agree a 3 year budget. • To analyse and recommend the annual budget. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy. • To make decisions in respect of service agreements and insurance • To ensure the school complies to the SFVS guidelines • To review and take account of any consultations to change the LA Finance Scheme.
Staffing	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments. • To determine the staff complement. • To agree a pay policy and pay discretions. • To annually review the impact of and implementation of the Pay Policy. • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher. • To determine dismissal payments/early retirement. • To ensure the school leadership team is mindful of ensuring positive wellbeing for all staff and actively seek to review and respond to concerns. • To ensure that staff are aware of our Wellbeing Team in school and are made to feel comfortable in asking for help when needed.
Curriculum	<ul style="list-style-type: none"> • Ensure the curriculum is taught to all pupils. • To monitor the curriculum policy. • To establish a charging and remissions policy for activities.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve the Appraisal Policy. • To determine the timing of the Headteacher appraisal review cycle and appoint two governors to act as reviewers alongside an external advisor.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behavior principles on which the school can produce a behavior policy. • To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam • To direct the reinstatement of excluded pupils.
Premises & Insurance	<ul style="list-style-type: none"> • To develop a school buildings strategy that supports the vision of the LA. • To procure and maintain buildings, including a properly funded maintenance plan. • To seek advice from the LA or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability. • To receive annual site report.
Health & Safety	<ul style="list-style-type: none"> • To monitor and review the Health and Safety Policy. • To ensure that Health & Safety regulations are followed and appropriately prioritised. • To receive an annual H&S Inspection Report and agree any actions.
Admissions	<ul style="list-style-type: none"> • To establish an Admissions policy with LA that is adopted by all Norfolk Special Schools.
School Organisation	<ul style="list-style-type: none"> • To publish proposals to change category of school. • To propose to alter or discontinue voluntary, foundation or special school status.
Information for	<ul style="list-style-type: none"> • To ensure that the school keeps parents and prospective parents

Parents	informed by publishing a school prospectus. <ul style="list-style-type: none"> To adopt and review home school agreements. 		
Extended Services	<ul style="list-style-type: none"> To decide to offer additional activities and agree what form these should take. To cease providing extended services provision. 		
Agreed by the Governing Body (Date)	04	12	2019
Review Date	04	12	2020
Quorum: one half of the number of governors in post (rounded up)			