

## 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.**

<b>Operational</b>	<ul style="list-style-type: none"><li>• <b>To draw up the Instrument of Government and any amendments thereafter</b></li><li>• <b>Elect (or remove) the Chair and Vice Chair.</b></li><li>• <b>To appoint (or dismiss) the Clerk to the Governing Body.</b></li><li>• <b>To hold at least 6 Governing Body meetings each year.</b></li><li>• <b>To appoint and remove Co-opted and any associate members.</b></li><li>• <b>To suspend or remove a governor.</b></li><li>• <b>To decide which functions of the Governing Body will be delegated and to whom.</b></li><li>• <b>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.</b></li><li>• <b>To review the delegation arrangements annually.</b></li><li>• To recruit new governors as vacancies arise.</li><li>• To set up and publish a register of Governors' Business Interests.</li><li>• To approve and set up a Governors' Allowances Scheme.</li><li>• To regulate the Governing Body procedures where not set out in law, and record accordingly.</li><li>• To delegate to the Headteacher the day to day running of the school.</li><li>• To arrange a suitable induction process and mentoring for newly appointed or elected governors.</li><li>• To audit individual and collective development needs and promote appropriate training.</li><li>• 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).</li><li>• To receive reports on safeguarding, bullying, homophobic and racial incidents.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li><li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement via monitoring.</li><li>• To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body.</li><li>• To review regularly how the school is regarded by pupils and parents.</li><li>• To ensure the school has in place all <b>statutory policies</b> and to keep these under regular review, consulting with representative stakeholders as appropriate.</li><li>• To approve policies on review.</li><li>• To be made aware of all school trips involving an overnight stay away from home.</li><li>• 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.</li><li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li><li>• To ensure that the governing body complies with all other legal duties</li></ul>

	placed upon them.
<b>Budget</b>	<ul style="list-style-type: none"> <li>• To approve the first formal budget plan each year.</li> <li>• To engage in strategic planning.</li> <li>• To agree a 3 year budget.</li> <li>• To analyse and recommend the annual budget.</li> <li>• To annually review and approve the Finance Policy and recommend levels of delegation.</li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To ensure the school complies to the SFVS guidelines</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Headteacher and Deputy Headteacher appointments.</li> <li>• To determine the staff complement.</li> <li>• To agree a pay policy and pay discretions.</li> <li>• To annually review the impact of and implementation of the Pay Policy.</li> <li>• To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances.</li> <li>• To dismiss the Headteacher.</li> <li>• To end the suspension of staff or Headteacher.</li> <li>• To determine dismissal payments/early retirement.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure the curriculum is taught to all pupils.</li> <li>• To monitor the curriculum policy.</li> <li>• To establish a charging and remissions policy for activities.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish and review and approve the Appraisal Policy.</li> <li>• To determine the timing of the Headteacher appraisal review cycle and appoint two governors to act as reviewers alongside an external advisor.</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To establish a statement of behavior principles on which the school can produce a behavior policy.</li> <li>• 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</li> <li>• To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>• To develop a school buildings strategy that supports the vision of the LA.</li> <li>• To procure and maintain buildings, including a properly funded maintenance plan.</li> <li>• To seek advice from the LA or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability.</li> <li>• To receive annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• To monitor and review the Health and Safety Policy.</li> <li>• To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> <li>• To receive an annual H&amp;S Inspection Report and agree any actions.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To establish an Admissions policy with LA that is adopted by all Norfolk Special Schools.</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• Provide an act of daily collection worship</li> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>• To publish proposals to change category of school.</li> <li>• To propose to alter or discontinue voluntary, foundation or special school status.</li> </ul>

<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus.</li> <li>• To adopt and review home school agreements.</li> </ul>		
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>• To decide to offer additional activities and agree what form these should take.</li> <li>• To cease providing extended services provision.</li> </ul>		
<b>Agreed by the Governing Body (Date)</b>	<b>18</b>	<b>01</b>	<b>2017</b>
<b>Review Date</b>			
<b>Quorum: one half of the number of governors in post (rounded up)</b>			