

SCHEME OF DELEGATION FOR THE GOVERNING BODY OF TWO MOORS PRIMARY SCHOOL

Structure of the Governing Body.

2 Foundation Governors

1 Headteacher (ex officio)

5 Co-opted Governors

3 Parent Governors

1 Staff Governor

1 Local Authority Governor

Committee Details

Resources:

Chris Berry
Brendon Dutton – Headteacher
Emma Howard
Paul Hunt
Jason Lejeune
Nicky Skeggs

Teaching and Learning:

Brendon Dutton – Headteacher
Abbie Gilbert
Paul Hunt
Kelly Ingledew
Hayley Latchem
Janet Norris

Details of Chair of the Full Governing Body and Committees:

Paul Hunt – Chair of the Governing Body

Emma Howard – Chair of the Resources Committee

Hayley Latchem – Chair of the Teaching & Learning Committee

Remit of the Governing Body.

Effective governance is based on six key features:

- Strategic Leadership
- Accountability
- People
- Structures
- Compliance
- Evaluation

Strategic Leadership

This is the Governing Body's first core function. It involves setting the organisation's overall strategic framework including its vision and strategic priorities. It also includes responsibility for setting and modelling its culture, values and ethos.

The following sections are included within the strategic leadership:

- Setting direction
- Culture, value and ethos
- Decision making
- Parental engagement and community leadership
- Accountability – **one of the Governing Body's other two core functions**
- Creating accountability for educational performance
- Rigorous analysis of data
- Sources of education data
- School visits
- Creating accountability for financial performance – **the third core function of the Governing Body**

People

The membership of the Governing Body should focus on skills and the primary consideration in appointment decisions should be acquiring the skills and experience the Governing Body needs to be effective.

The Governing Body should develop a skills-based set of recruitment criteria and such criteria can also be used to inform elections and ongoing self-evaluation and training. Required skills should be identified and everyone on the Governing Body needs a strong commitment to the role and to improving outcomes for children.

The Governing Body should keep its constitution and its impact on effectiveness under review and fill vacancies as soon as possible to prevent it impacting on the Governing Body's effectiveness.

A Code of Conduct should be maintained and communicated to all prospective appointees to set clear expectations of their role and behaviour.

The Governing Body should be mindful that in exercising all its functions, it must act with integrity, objectivity and honesty and in the best interests of the school, be open about the decisions made and the actions taken and be prepared to explain its decisions to interested parties.

Everyone involved in governance should be aware of and accept 'The 7 principles of public life' – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All Governors are required to have an enhanced Criminal Records Certificate from the DBS (Disclosure and Barring Service).

As a maintained school, there is a facility to be able to suspend someone from the Governing Body for a fixed period of time, up to six months at a time, for example acting in a way that is contrary to the Governing Body's ethos and for bringing or being likely to bring the organisation, the Governing Body or their role into disrepute.

When making appointments and in particular Parent and Staff Governor Elections, clear expectations and credentials of the prospective candidates should be set out in published recruitment literature.

With regard to training, and as part of induction and continuous development, everyone involved in governance, especially those new to their role or Governors with specific responsibilities is encouraged.

The Chair, with support from the Vice Chair, is responsible for ensuring the effective functioning of the Governing Body. The Chair must not exercise as an individual any of the functions of the Governing Body except where this has been sanctioned by the Governing Body or in specific circumstances permitted in regulations. The Chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

Succession planning arrangements should be in place so that any change in the Chair does not impede the Governing Body's effectiveness.

High quality professional clerking is crucial to the effective functioning of the Governing Body and the Governing Body should set demanding standards for the service they expect from their professional Clerk.

The Governing Body is legally responsible for the conduct of its school.

By law, employers must give employees who serve on a maintained school Governing Body 'reasonable time off' to carry out their duties.

There is no legal power for schools, Local Authorities or the government to pay individuals on a maintained school Governing Body for their governance duties.

Certain Governors' details are to be published on the school's website and via the DfE's national database of governors.

Structure

The structure of the Governing Body is given at the beginning of this document.

Compliance

The Equality Act applies to all schools as providers of education to the pupils in their care, as providers of a service or public function and where applicable, in their role as employers. The Governing Body is responsible for compliance with the public sector equality duties of the Act and the specific education sections (part 4) for school pupils.

The Governing Body should ensure their school complies with all aspects of discrimination law.

As a Maintained School Governing Body, it should reassure itself that:

- Enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements; and
- The relevant assessment arrangements are implemented.

Statutory legal requirements require schools to provide the following:

- Cultural education
- Music, art, design, drama. Dance is a statutory element of the PE programmes of study
- Relationships and Sex Education
- Physical Education and Sport
- Religious Education
- Collective Worship

The Governing Body has legal duties in relation to pupils with SEND (Special Educational Needs and Disabilities) and the Governing Body must ensure there is a qualified teacher designated as a SENDCo for the school.

The Governing Body is required to appoint a designated teacher to promote the educational achievement of Looked after Children who are on the school roll.

The Governing Body should be familiar with the assessment of pupils' attainment.

In addition to responsibilities under employment law, the Governing Body also has responsibilities under the Equality Act 2010.

Every maintained school must have a Headteacher. The Governing Body must ensure that a performance management appraisal is carried out annually.

When making appointments, the Governing Body must be satisfied that mechanisms are in place within the school to check that any person employed to teach has the required teaching qualifications, has successfully completed any statutory induction

required and is not prohibited by the Secretary of State from carrying out teaching work.

The Governing Body must be satisfied that the induction of a ECT (Early Career Teacher), formally NQT (Newly Qualified Teacher), is being supported.

The Governing Body must adopt and take full responsibility for maintaining, updating and implementing a robust and considered Pay Policy.

The Governing Body must approve disciplinary and grievance procedures for staff.

The Governing Body should ensure that pupil premium funding is being spent on improving attainment for eligible pupils. The use of the funding must be shown on the school website.

The Governing Body should ensure that effective safeguarding policies and procedures are in place and in addition ensure the Child Protection / Safeguarding Policy reflects different gender issues.

With regard to allegations against teachers and other staff, the Governing Body should ensure the school provides effective support for anyone facing an allegation.

With regard to good behaviour and discipline among pupils, the Governing Body should ensure the school has the relevant Policies in place to promote this.

With regard to excluding Pupils, there are key responsibilities on the Governing Body in relation to reviewing the Headteacher's exclusion decisions, which must be for disciplinary reasons and all exclusions must be done in line with legal requirements.

The Governing Body must reassure itself that Admission and Attendance Registers are kept in accordance with regulations.

The Governing Body has a responsibility to ensure that first aid provision of adequate and appropriate equipment, facilities and qualified first aid personnel is in place.

The Governing Body should be aware who owns the land and buildings from which the school operates and control the occupation and use of premises during and outside school hours.

Certain information has to be provided to parents of pupils or prospective pupils, Local Authorities and Primary Care Trusts on request which must be published in a single document free of charge.

A written Report of all children's achievement must be provided to parents. The information to be included in the annual report to parents is set out in legislation.

The Governing Body must publish the information specified in the School Information Regulations and the Governing Body must reassure itself that the school continues

to meet any legislative requirements in developing specific policies and communicating them to parents.

In addition, the Governing Body must publish up to date details of their governance arrangements on the school website; also, whole-school results from Key Stages 2.

The Governing Body should reassure itself that a written home-school agreement is in place and that pupil's information is available.

With regard to the Freedom of Information Act 2000, the Governing Body is responsible for making sure the school complies with requests under the Act within 20 working days of receipt (not including school holidays).

With regard to complaints, the Governing Body has a duty to consider complaints about the school and any community facilities or services it provides.

With regard to whistleblowing, the Governing Body needs to ensure that staff and everyone serving on the Governing Body alike are aware of to whom they can report their concerns and the way in which such concerns will be managed.

Evaluation

Evaluation should be regularly carried by the Governing Body for its own effectiveness and regular audits of skills possessed by members should be undertaken.

Reviewed Oct 2023