

**Governing Body of
Pheasey Park Farm Primary School and Children's Centre
Governors Policy
September, 2018**

Roles and Functions

The Governing Body should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

(The School Governance Regulations England 2013).

Pheasey Park Farm Primary School is a Foundation School. This means that the School is run directly by the Governors by whom all Staff are directly employed. The role of the Governors is to manage the School and to maintain the premises. The Governing Body has freedom to deploy resources within the School's budget according to its assessment of educational needs and priorities.

The Full Governing Body is obliged to meet at least once per term, when matters of general importance are discussed and decisions made. Special meetings are also called as necessary.

The Governing Body chooses to delegate much of the day to day running of the School to the Head Teacher and/or Committees. These Committees are empowered to take decisions on behalf of the Full Governing Body but must report regularly through a minuting system.

The following functions are carried out by the Full Governing Body:-

Deciding the content, preparation or variation of instrument of government.
Supporting the strategic direction of the School
Appointing, co-opting or removing governors
Appointing the chair and vice-chair and removing the chair
Deciding the arrangements for full governing body meetings

Regulating governing body proceedings or proceedings of committees
Decisions about delegation to the establishment, constitution, proceedings and review of Committees, including selection panels.
Approving the school prospectus
Publishing proposals for alterations or discontinuance of the school
Publishing proposals for change of category of the school
Determining admission arrangements
Fixing admission numbers and variation of standard numbers
Making admission appeal arrangements
Deciding school session times and dates of school terms and holidays
Approving the first formal school budget plan submitted to the LA for each financial year. This does not include any provisional budget plan, or subsequent revisions
Deciding arrangements for collective worship
Deciding school discipline policies
Adopting and reviewing the home/school agreement
Ensuring that sex education is given in a way that encourages pupils to have due regard to moral considerations and the value of family life
Prohibiting political indoctrination and securing balanced treatment of political issues
Determining and reviewing policies on charges and remissions, and
Making arrangements for staff dismissal appeals

Statutory Duties

The full Governing Body of Pheasey Park Farm Primary School is responsible for approving a written scheme of delegation and Terms of Reference for its financial powers and duties to its Finance Committee and the Head teacher.

The scheme will satisfy the Full Governing Body's ultimate responsibility for ensuring that there are adequate operational controls in place for all the financial processes within the school.

The Scheme of Delegation will be reviewed and approved on an annual basis or whenever significant changes need to be recorded. The approval and presentation will be formally minuted and the documents attached to and certified as the same as the minutes.

Terms of Reference will be agreed and reviewed annually.

The Curriculum

Every learner receives the full statutory curriculum that the school must provide.

The school provides teaching of religious education for all learners in accordance with the agreed syllabus or otherwise and has told parents of the right to withdraw their children.

The school provides a daily act of collective worship for all learners and has told parents of the right to withdraw their children.

The governing body has agreed the content and organisation of its programme of sex and relationships education and has told parents about it and the right to withdraw their children.

Equality and Diversity

The governing body does not discriminate unlawfully against learners, job applicants or staff on the grounds of sexual orientation, race, disability, gender, religion and belief, or age.

The governing body has agreed a written policy on race, disability and gender equality, arrangements to monitor its implementation and assess its impact on staff, learners and parents, and communicates the results of monitoring and assessments of impact to parents/carers and the governing body.

The governing body complies with its general duties under the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended) and Disability Discrimination Act 1995 (as amended) and specific duties in subordinate legislation made under those Acts and the requirements of the statutory codes of practice made under those Acts.

Learners with Learning Difficulties and/or Disabilities

The school meets its requirements in Part IV of the Education Act 1996 and has regard to the Special Educational Needs Code of Practice when meeting learners' special educational needs, makes its policy known to parents/carers and reports annually on the success of its policy.

The school meets the requirements Part 4 of the Disability Discrimination Act 1995 (DDA) and any subsequent requirements and has regard to the (Disability Rights Commission) code of practice for schools (2002). The school informs parents/carers of its accessibility plan and disability equality scheme and reports annually on progress made on these.

Learners' Care and Well-Being

The governing body has procedures of ensuring the provider meets all relevant health and safety legislation.

The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, (and the policy is made available to parents/carers on request). Where the governing body provides school lunches and/or other school food, they ensure that they meet current Department for Education (DfE) standards.

The governing body fulfils the requirements to promote the well-being of pupils at the school.

Safeguarding procedures are robust.

Informing Parents/Guardians

The governing body ensures that all statutory assessments are conducted and results are forwarded to parents/carers and appropriate bodies.

The governing body ensures that each year a report on each learner's educational achievements is forwarded to their parents/carers.

Leadership and Management

The governing body has an appraisal policy and ensures that all teachers, including the Head Teacher, are appraised in accordance with statutory requirements.

The governing body has all relevant complaints and appeals procedures, as set out in the DfE guide to the law for school governors.

The governing body fulfils the requirements to promote community cohesion.

The provider meets the current government requirements regarding safeguarding children and safer recruitment.

Governing Body Delegation to Committee

The governing body must determine the membership and proceedings of any committee. Each committee must have a chair who has been either appointed by the governing body or elected by the committee. The governing body may remove the chair of a committee from office at any time. The governing body must appoint a clerk to each committee. The clerk to a committee (but not the governing body) can be a governor, but not the Head Teacher.

The governing body can delegate any of its statutory functions to a committee, a governor or to the Head Teacher, subject to prescribed restrictions.

The following functions can be delegated to a committee, but not to an individual:

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 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 admissions.

approval/review of policies relevant to the remit of the committee.

The 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.

Review of Committees and Delegation

The 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.

Committee Structure and Terms of Reference

Committee Structure and Link Governors to be agreed annually.

Committee Meetings

The Head Teacher can attend all meetings of any committee established by the governing body but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Head Teacher they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

The legal minimum quorum for committee meetings is three voting governors.

Associate members may be appointed to a committee by the Governing Body and may be given voting rights, however, the number of governors serving on the committee must be greater than the number of those who are not governors.

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing body.

The appointed Clerk will undertake the Clerking of the Committee.

The minutes shall be included as an Agenda item for consideration at the next meeting of the full Governing Body where appropriate.

All decisions made by Committees with delegated powers should be reported to the next full meeting of the Governing Body. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The Chair of the Committee will be appointed at the first Full Governing Body meeting of the academic year.

All Governors are encouraged to attend training regularly & review training needs annually.

Link Visits take place each term for identified Governors with key focus areas.

Committee's will have delegated powers to approve policies as relevant to that committee.

Scheme of Delegation

Items Delegated to an Individual(s)

The Schools Standards and Framework Act 1998 permits a governing body of a school to delegate some of its financial responsibilities to the Headteacher in recognition of the practicalities of running a school. Similarly, the Headteacher may allow some of his responsibilities to be exercised by other members of staff including the School Business Manager.

The Deputy Headteacher is authorised to act under this scheme in absence of the Headteacher.

The Headteacher shall report all decisions taken under delegated powers to the next meeting of the Full Governing Body. (Schools Standards and Framework Act 1998).

School Financial Value Standard

The School Financial Value Standard is completed annually by the Governors of the School led by the Head Teacher and School Business Manager. This annual return ensures compliance with all statutory requirements.

Induction Policy

This Induction Pack and Policy is in place for all newly appointed Governors.

Statement of Internal Control

A Statement of Internal Control is in place demonstrating the School's commitment to best value and audit regulations.

Fair Funding/Financial Procedures/Best Value

The Fair Funding Procedures set out the School's financial management and best value procedures.

Training

Governors undertake all necessary statutory training.

Mrs S Lanni

September, 2018