

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
1. Election and Removal of Chair and Vice-Chair (Regulations 7 & 9)		
<p>The Governing Body must decide the length of office of the Chair and Vice-Chair.</p> <p>A Chair/Vice Chair may resign at any time and a new Chair/Vice Chair elected</p> <p>Election procedures need to be decided by the Governing Body.</p> <p>Any governor who is paid to work at the school may not be Chair or Vice-Chair of the Governing Body.</p> <p>All candidates must withdraw whilst the election process is undertaken and shall not vote (Regulation 14 & Schedule).</p>	<p>Governing bodies may wish to consider retaining the one-year term of office for Chair and Vice-Chair, as it gives flexibility and avoids a possible deterrent effect of a longer term.</p> <p>If the Chair/Vice-Chair resigns mid-term the new Chair/Vice-Chair will be elected for the rest of the remaining term of office remaining.</p> <p>The Clerk should manage the election procedures.</p> <p>Written or oral nominations should be notified to the Clerk before the meeting at which the election will take place.</p> <p>Additional nominations can be received on the day.</p> <p>All nominations can be self-nomination or nominations from colleagues. Elections should be by secret ballot. If only one candidate the ballot should accept/decline candidate.</p> <p>We recommend that in the event of a tie the outcome is decided by either the toss of a coin or drawing lots.</p>	<p>Term of office 1 Year</p> <p>Term of office expires on first Full Governing Body Meeting of Autumn Term</p> <p>This decision must be recorded by the clerk in the minutes</p> <p>Clerk to manage process? Yes</p> <p>Nominations written/oral? ORAL</p> <p>Additional nominations accepted? Yes</p> <p>Secret Ballot will be conducted only in the case of more than one nomination</p>

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
2. Urgent Action (Regulation 8)		
<p>The Chair (or the Vice-Chair if the Chair is absent) may take urgent action in circumstances where a delay may be seriously detrimental to the interests of:</p> <ul style="list-style-type: none"> • the school; • any pupil at the school (or their parent); • any person who works at the school. 	<p>A meeting can be called in less than 7 days in an emergency and therefore 'delay' should be interpreted as anything that cannot wait until such a meeting could be called.</p> <p>Emergency action should only be used in extreme circumstances.</p>	
3. Appointment and Removal of the Clerk to the Governing Body (Regulation 10)		
<p>The Governing Body shall appoint the Clerk to the Governing Body and it can remove a Clerk by resolution. The Clerk to the Governing Body must not be:</p> <ul style="list-style-type: none"> • A governor; • Headteacher of the school. <p>The Clerk to the Governing Body must:</p> <ol style="list-style-type: none"> a) convene meetings by circulating the agenda (Regulation 13); b) attend meetings of the Governing Body and ensure minutes of the proceedings are produced; c) maintain a register of members of the Governing Body and of associate members and report any vacancies to the Governing Body; and d) perform such other tasks as may be determined by the Governing Body from time to time. <p>[In an emergency a governor (not the headteacher) may clerk for that meeting only].</p>	<p>A full job description (JD) for Clerks is available from the Local Authority or from the National Governors' Association.</p> <p>The clerk should receive training and be paid appropriately and in line with the expectations set out in the JD.</p> <p>'Other tasks' might include meeting with the headteacher and Chair to plan a schedule of work or individual meeting agendas. (If this is not in the JD it may require negotiation and extra payment).</p> <p>The Governing Body may need to seek HR advice from their personnel provider .</p>	<p>Name of Clerk: Mrs Alison Jackson</p> <p>The Clerk will receive a Performance Review at 6 and 12 months following appointment and then annually.</p> <p>Refer to agreement with Clerk if additional other tasks have been negotiated</p>

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
4. Meetings and Proceedings of the Governing Body		
<p>Right to attend meetings (Regulation 12)</p> <p>The following persons have a right to attend all meetings of the Governing Body:</p> <ul style="list-style-type: none"> • Headteacher (whether or not that person is a governor); • All governors (unless suspended); • Clerk to the Governing Body; • Associate members of the Governing Body (unless the Governing Body requires them to leave for items relating to an individual member of staff or pupil); • In certain circumstances the Local Authority may also have a right to attend. <p>The Governing Body decides whether to have associate members and who they shall be. The Governing Body can also remove associate members. Associate members have voting rights on committees where they are members.</p> <p>Convening meetings (Regulation 13)</p> <p>There must be at least 3 meetings of the full Governing Body each school year.</p> <p>Meetings of the full Governing Body must be convened by the Clerk.</p> <p>The agenda shall be sent to the governors at least 7 days before the meeting.</p>	<p>Governing bodies are required to be open and transparent and so should allow observers as a matter of principle. Observers are required to remain silent unless specifically invited to speak by the Chair. Observers must leave the meeting for any confidential items. The Governing Body may invite other persons to attend at their discretion.</p> <p>Most schools hold six meetings per year but this depends on the way in which a Governing Body and its committee meetings are organised. Fewer meetings of the full Governing Body may be appropriate if more responsibilities are delegated to committees.</p> <p>Ideally items for the agenda should be notified to the Chair or Clerk two weeks before the meeting.</p> <p>The regulations no longer specify ‘reports and papers’. However we strongly recommend all papers are circulated in advance to make the best use of everyone’s time at the meeting. It is recommended that papers are only tabled at meetings in exceptional circumstances.</p>	<p>Meetings will be open to the public? No</p> <p>The names of associate members and the committee to which they have been appointed must be recorded in the minutes.</p> <p>Number of planned meetings per term</p> <p>Autumn ...2.....</p> <p>Spring ...2.....</p> <p>Summer ...2.....</p> <p>The minimum time before meetings that papers must be made available to all governors is: 7 days</p> <p>Exceptional circumstances that the governing body may accept for the tabling or late circulation of papers are restricted to:</p> <ul style="list-style-type: none"> • an issue that could not be foreseen which requires urgent discussion • serious illness of the paper’s author <p>The maximum acceptable length of a late or tabled paper is: At the meeting</p> <p>If the late or tabled paper must be dealt with before the next scheduled meeting, an extra meeting of the Governing Body will be arranged at a date convenient to the majority of governors.</p>

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

<p>STATUTORY</p>	<p>GOOD PRACTICE GUIDANCE</p>	<p>GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)</p>
<p>Governors failing to attend meetings A governor who without the consent of the Governing Body fails to attend full Governing Body meetings for a period of 6 months is disqualified (refer to The School Governance (Constitution) (England) Regulations 2012: Schedule 4 Paragraph 9).</p>	<p>A record (in the minutes of the meeting) of Governing Body consent or otherwise for absence is essential in order to invoke disqualification.</p> <p>If no apology is received then consent cannot be granted.</p>	<p>Agreement, or otherwise, of absence is a standard item on the Governing Body agenda This decision can be recorded under apologies for absence.</p> <p>If an apology is not received by the Clerk, from the Governor concerned, in advance of the meeting then apologies will not be accepted.</p>
<p>5. Quorum (Regulation 14)</p>		
<p>For full Governing Body meetings the quorum needs to be calculated as 50% of only those governors in post, rounded up to the nearest whole number. Associate members must not be included in the calculation for quorum.</p> <p>Remote participation The Governing Body may approve alternative arrangements for governors to participate or vote at meetings of the Governing Body including but not limited to telephone or video conference.</p>	<p>If the Governing Body is carrying a large number of vacancies resulting in a very low quorum it is recommended that governing bodies try to ensure that attendance is generally above the minimum quorum level.</p> <p>While having the flexibility to agree to remote participation in meetings may be useful in exceptional circumstances, the benefit of having everyone discussing an issue in the same room should not be undermined by too many governors, taking part remotely, too often.</p> <p>Consideration need to be given to the chairing and clerking of the meeting.</p> <p>Hearing the views of other governors in the meeting is necessary to arrive at a considered view. Telephone or video conference enables the remote governor to hear views; but we recommend that written or email voting in advance of</p>	<p>The Clerk will advise the Chair of the current quorum at the start of each meeting.</p> <p>The Governing Body approves in principle remote participation in meetings: Yes</p> <p>This will be by:</p> <ul style="list-style-type: none"> • Telephone link • Video conference • E Mail or written vote in exceptional circumstances <p>Managing remote access:</p> <ul style="list-style-type: none"> • Remote participation will be limited to 1 governor per meeting. • Prior agreement must be sought prior to the meeting from the Chair • Participation by remote access

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
	<p>discussion is not permitted. Practical issues will need to be agreed, such as:</p> <ul style="list-style-type: none"> • What is the maximum number of governors who could participate remotely at a meeting and for it not to adversely affect the meeting? • Do you have the appropriate equipment? • How frequently an individual governor can participate remotely? • How will a governor seek agreement to participate remotely before a meeting? • Will your allowances policy include the payment of telephone calls or other costs incurred by governors? 	<p>should normally be limited 1 governor unless the Governing Body gives their agreement due to the exceptional circumstances of a specific situation.</p> <ul style="list-style-type: none"> • Governors will ensure that no other persons are present or can hear the meeting when they are participating remotely. Unless the Governing Body has given its approval for the observer • Remote participation is not applicable for use by associate members : Yes
6. Voting (Regulation 14)		
All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional (casting) vote. An exception is in the election of the Chair or Vice-Chair – when it is decided by chance, eg tossing a coin.		
7. Minutes and Papers (Regulation 15)		
<p>Minutes should be prepared by the Clerk and signed minutes must be available for public inspection.</p> <p>Excluding confidential items:</p> <ul style="list-style-type: none"> • items which refer to an individual parent, pupil or member of staff • other items the Governing Body deems confidential 	<p>Draft minutes that have been approved by the Chair should be made available as soon as possible after the meeting. These should be marked 'DRAFT'. [Excluding confidential items]</p> <p>Confidentiality should be restricted to a few very sensitive items. The way individual governors vote, and their opinions should be regarded as confidential.</p>	<p>The Governing Body's minutes will be available to the Governing Body</p> <ul style="list-style-type: none"> • Once checked by the Chair and marked 'DRAFT' <p>The Governing Body minutes will be available to the public (excluding Confidential items)</p> <ul style="list-style-type: none"> • Once approved at the next meeting. • They will be accessible by request from the school office. • The school website will advise the

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
		public on accessibility.
8. Restrictions on Participation (Regulation 16 & Schedule 1)		
<p>Governors must complete annually a register detailing pecuniary interests or conflicts of interest and withdraw from the meeting if appropriate.</p> <p>Each governor must declare at the start of any meeting if there is an item on the agenda which poses a potential conflict of interest or where a fair hearing is required and his/her impartiality is in doubt. In such a case, the governor concerned must withdraw from the discussion and may not vote. In the event of a dispute the Governing Body decides whether the individual should withdraw.</p> <p>It is a requirement for Academies and Maintained Schools to publish business interests on the school website</p>	<p>A register of interests must be established and updated annually.</p>	<p>Date for annual update of register: First Full Governors Meeting of Autumn term</p> <p>The register is kept securely in a confidential file by:</p> <ul style="list-style-type: none"> • The Headteacher <p>The register is available on the school website</p>
9. Suspension of Governors (Regulation 17)		
<p>A Governing Body can suspend a member of the Governing Body for a limited number of prescribed reasons for a period not exceeding 6 months (refer to Regulations).</p>	<p>This should be used as a last resort.</p>	<p>Code of Conduct adopted by all governors? Yes Code of Conduct adopted by all Associate members? Yes</p>
10. Delegation to Committees and Individuals (Regulations 18-20)		
<p>The full Governing Body, in accordance with regulations, must annually decide any delegation to committees or individuals.</p> <p>These requirements do not apply to other working groups without delegated powers.</p> <p>The Governing Body shall establish every year such committees as are required in accordance with the regulations.</p> <p>Reporting (Regulation 20) Any governor, headteacher or committee who has been given</p>	<p>Refer to Regulations/Staffing Regulations.</p> <p>It is recommended that all working groups have terms of reference.</p> <p>That committee minutes appear on the</p>	

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
<p>delegated authority to carry out a Governing Body function must report any decisions or actions to the Governing Body.</p> <p>Quorum (Regulation 22) The committee shall decide the quorum which must be at least 3 governors.</p> <p>Chairing (Regulations 22) A Chair shall be appointed annually to each committee by the Governing Body or elected by the committee, as determined by the Governing Body.</p> <p>Associate Members (24) The Governing Body must agree which committees associate members are members of. Where associate members are members of a committee they have voting rights. Associate members may be excluded from any confidential item concerning a member of staff or pupil.</p>	<p>agenda of the Governing Body and are recorded by the Clerk as being 'received and noted'.</p> <p>All governors should be notified of the committee agendas and be able to contribute in writing or by attending with the permission of the committee chair.</p> <p>If the Governing Body takes care in selection of Chairs of committees it helps succession planning by giving selected governors practice at chairing.</p>	<p>All committee meetings open to all governors : No</p> <p>Chair of committees will be chosen by the Committee members</p>
<p>Clerking (Regulation 26) All committees must be clerked but this can be undertaken by a governor who is a member of the committee or an associate member. The headteacher is not permitted to clerk a committee.</p> <p>Seven days notice must be given for all committee meetings and agendas circulated.</p>	<p>Minutes of all committee meetings to be circulated to all governors.</p> <p>Confidential minutes are confidential to those present at the meeting.</p> <p>Delegated decisions taken by committees should be reported to the Governing Body but not re-debated except where a rescission is being considered.</p> <p>It is recommended that the Governing Body appoint and pay a trained Clerk (or</p>	<p>Clerking arrangements will be set out in the committee terms of reference.</p>

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

STATUTORY	GOOD PRACTICE GUIDANCE	GUIDANCE ADOPTED? Y/N OR ALTERNATIVE (PLEASE SPECIFY)
<p>Governors' Allowances (Regulations 27-30) The Governing Body cannot pay allowances unless it has an agreed policy.</p>	<p>receiving training).</p> <p>While we recognise that many governors will be reluctant to claim allowances, it is important to acknowledge that some people may be discouraged from volunteering their time to become governors if they cannot afford the extra expense.</p> <p>An Allowances Policy will define:</p> <ul style="list-style-type: none"> • The circumstances when expenses will be paid • The expenses that will be covered • Amounts and limits on what can be claimed 	<p>The governing body has an Allowances Policy? No</p>



Camestone School

Governing Body Scheme of Delegation

Background

A well organised governing body can spread its workload by setting up committees and delegating tasks to these committees, or in some instances to individuals. Governing bodies are accountable in law for all major decisions about the school and its future. However, this does not mean that they are required to carry out all the work themselves. For example; governing bodies have a responsibility to ensure that their schools have a pay policy, but they would not be expected to draft it themselves. This task can be delegated to a member of the school staff or the governors could use a model policy produced by the local authority. The governors will then discuss and amend/endorse and adopt the policy as necessary. The same principle can be applied to the production of any required policy.

The following principles apply:

The governing body is responsible for the strategic direction of the school

Committees can be given delegated authority to make decisions, monitor, evaluate and review particular plans, policies and targets. The head and staff play the major role in formulating plans, policies and targets to bring to committees or to the governing body for discussion prior to adoption by the full governing body.

The head is responsible for internal organisation, management and control of the school and is accountable to the governing body.

Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation.

Camestone School

Each individual committee to which functions are delegated at Camestone School has a Terms Of Reference that is reviewed annually by the Full Governing Body.

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

The Camestone School Scheme of Delegation should be used alongside the Full Governing Body and Committee Terms of Reference to clarify the decision making powers

This Schedule also shows to which level the Governing Body may legally delegate functions.

KEY

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

Key Function	Tasks	Decision Level			
		1	2	3	4
Budgets	To approve the first formal budget plan each financial year	✓	✓		
	To monitor monthly expenditure.		✓	✓	✓
	To establish a charging and remissions policy	✓	✓		✓
	Miscellaneous financial decisions	✓	✓		✓
	To enter into contracts (GB may wish to agree financial limits)	✓	✓		✓
	To make payments	✓	✓		✓
Staffing	Headteacher appointments (selection panel)	✓			
	Deputy appointments (selection panel)	✓			
	Appoint other teachers	✓	✓		✓
	Appoint non teaching staff	✓	✓		✓
	Agree a pay policy	✓	✓		
	Pay discretions	✓	✓		
	Establishing disciplinary/capability procedures	✓	✓		
	Dismissal of headteacher	✓			

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

	Dismissal of other staff	✓			
	Suspending head	✓			
	Suspending staff (except head)	✓	✓		✓
	Ending suspension (head)	✓			
	Ending suspension (except head)	✓			
	Determining staff complement	✓	✓		
	Determining dismissal payments/ early retirement	✓	✓		
Curriculum	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	✓	✓		✓
	To establish a curriculum policy				✓
	To implement curriculum policy				✓
	To agree or reject and monitor curriculum policy	✓			
	Responsible for standards of teaching	✓			✓
	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓			✓
	Responsibility for individual child's education	✓			✓
	Provision of sex education – to establish and keep up to date a written policy	✓			✓
	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓			✓
	To establish a charging and remissions policy for activities (non NC based)	✓	✓		✓
Performance Management	To formulate a performance management policy	✓	✓		✓
	To establish a performance management policy	✓	✓		
	To implement the performance management policy	✓	✓		✓
	To review annually the performance management policy	✓	✓		
Target Setting	To set and publish targets for pupil achievement	✓			✓
Discipline/Exclusions	To establish a discipline policy	✓			
	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)	✓			
	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)	✓			
Admissions	To consult annually before setting an admissions policy (but in community and controlled schools only)	✓			

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

	where the LA has delegated this power to the governing body)				
	To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)	✓			
Religious Education	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	✓			✓
Collective Worship	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				✓
	Arrangements for collective worship (schools without religious character after consulting GB)				✓
	Arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting head)	✓	✓		
Premises & Insurance	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	✓	✓		
	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	✓	✓		
	Procuring and maintaining buildings, including developing properly funded maintenance plan	✓	✓		
Health & Safety	To institute a health and safety policy (in community and VC schools this would be the LA)	✓			
	To ensure that health and safety regulations are followed	✓	✓		✓
School Organisation	To publish proposals to change category of school	✓			
	To ensure that the school meets for 380 sessions in a school year	✓	✓		✓
	To ensure that school lunch nutritional standards are met where provided by the governing body.	✓			
Information For Parents	To prepare and publish the school prospectus	✓			✓
	To ensure provision of free school meals to those pupils meeting the criteria	✓			✓
	Adoption and review of home-school agreements	✓			✓
	To publish online details of how the school has used Pupil Premium				✓
GB Procedures	To draw up instrument of government and any amendments thereafter	✓			
	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	✓			
	To appoint and dismiss the clerk to the governors	✓			
	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require	✓			

CAMESTONE LOWER SCHOOL GOVERNING BODY - TERMS OF REFERENCE and SCHEME OF DELEGATION

	To appoint and remove community or sponsor governors.	✓			
	To set up a Register of Governors' Business Interests	✓			
	To approve and set up a Governors Expenses Scheme	✓			
	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	✓			
	To consider whether or not to exercise delegation of functions to individuals or committees	✓			
	To regulate the GB procedures (where not set out in law)	✓			
Federations	To consider forming a federation or joining an existing federation	✓			
	To consider requests from other schools to join the federation	✓			
	To leave a federation	✓			
Extended Schools	To decide to offer additional activities and to what form these should take	✓			
	To put into place the additional services provided	✓	✓		✓
	To ensure delivery of services provided	✓	✓		✓
	To cease providing extended school provision	✓			

*Although these tasks are open to delegation under the Education (School Government) (Terms of Reference) (England) Regulations 2000, the expectation would be that these decisions would be undertaken by the full Governing Body.