

**GOVERNING BODY OF LAURENCE JACKSON SCHOOL**  
**SCHEDULE OF ARRANGEMENTS FOR DELEGATED RESPONSIBILITIES**

**As at 23<sup>rd</sup> March 2017:**

**TERMS OF REFERENCE**

<b>GOVERNING BODY COMMITTEE STRUCTURE AND TERMS OF REFERENCE</b>		
<b>FULL GOVERNING BODY</b>		
<b>STEERING GROUP</b> Strategic and Co-ordinating Role Alan Ankers (Chair), Kevin Shakesheff (Vice Chair), Headteacher & 2 Committee Chairs		
<b>PERSONAL DEVELOPMENT &amp; WELL BEING COMMITTEE</b>	<b>FINANCE &amp; RESOURCES COMMITTEE</b>	<b>SCHOOL IMPROVEMENT COMMITTEE</b>
SMSC Termly Attendance / Punctuality Report Behaviour Safeguarding/E-Safety Equality & Diversity Marketing of the School Transition School Website Review all school surveys Alternative Provision	Financial Review Budgets Monitoring Staffing PSBP Community Hub Health & Safety Pupil Premium Expenditure Evaluation and impact Evaluation of SEND funding Review SFVS Annual Assessment	Attainment/Progress Options Pathways Teaching & Learning 'Diminishing the gap' DAC Intervention Link Governor Timetable / Reports External Performance Reviews Staff CPD
<b>Members :</b> M Betterton (Chair) A Ankers – (Vice Chair) L Dixon Headteacher G Firth C Giles P Worthy G Bastin D Walton D Smith D Medd	<b>Members:</b> K Shakesheff (Chair) A Ankers – (Vice Chair) C Monson Headteacher M Betterton T Smith E Vasas-Turnbull	<b>Members:</b> G Batty (Chair) Paul Worthy – (Vice Chair) L Dixon C Monson M Betterton A Ankers Headteacher C Giles G Firth T Smith G Bastin E Vasas-Turnbull D Smith D Walton
A Murray- to be appointed to the Personal Development & Well Being Committee and School Improvement Committee once formally appointed as Local Authority governor.		
<b>SLT Members in attendance:</b> B Wheatman, M King & J Downs	<b>SLT Members in attendance:</b> B Wheatman 1	<b>SLT Members in attendance:</b> S Carter, B Wheatman, C Page & J Allen
<b>Policies Committee</b> <b>Members:</b> Mr A Ankers, Mr C Monson & Mrs G Firth <b>SLT Member in attendance:</b> Mrs M King		

## **STEERING GROUP**

The membership of this Group is the Chair of Governors, the Vice-Chair, the Chairs of each of the Committees and the Head Teacher. This Group may require the presence of members of the Management Team, as required, to provide factual information. In the absence of the Chairs of the Committees, the Vice Chair of a Committee may be nominated as an alternate member.

The Group is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting. The Group is to report to each meeting of the full governing body. The Group clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions. The Group has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. These key governors fulfil a strategic and co-ordinating role and the Group's terms of reference are detailed below.

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and Individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to School
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher
- To undertake tasks delegated to them by the Governing Body

## **PERSONAL DEVELOPMENT & WELL BEING COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Head teacher. The quorum for each meeting shall be 3 governors. The committee is to meet termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting. The committee is to report to each meeting of the full governing body. The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions. The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Committee will approve policies in accordance with the School's Policy Review Schedule.

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- Ensuring the health, safety and well-being of staff and students
- Promoting community cohesion and inclusive practice relating to race, gender and disability equality
- Overcoming barriers to learning
- Parental and community liaison
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

#### **To accept full delegated responsibility for the discharge of the following duties:**

- To agree annual attendance targets and monitor progress towards achieving these
- To systematically gather the views of stakeholders and report on these, in order that outcomes are effectively used to inform planning
- To monitor and evaluate:
  - The impact of the school's punctuality, attendance and behaviour policies
  - The quality of the school's provision for personal development and well-being
  - The effectiveness of care, guidance and support for learners
  - The extent to which students feel safe
  - The extent to which students adopt healthy lifestyles
  - The extent to which students contribute to the school and wider community
  - The extent to which students develop workplace and other skills that will contribute to their future economic well-being
  - The extent of students' spiritual, moral, social and cultural development

## **FINANCE & RESOURCES COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Head teacher. The quorum for each meeting shall be 3 governors. The committee is to meet termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting. The committee is to report to each meeting of the full governing body. The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions. The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Committee will approve policies in accordance with the School's Policy Review Schedule

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- Monitoring and evaluating the budget allocated to the school to achieve value for money
- Reviewing staff pay and conditions
- Agreeing procedures for staff conduct and discipline
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

#### **To accept full delegated responsibilities for the discharge of the following duties:**

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Head Teacher
- Ensure that the principles of 'best value' are adhered to
- Review and monitor the PSBP Project Agreement in accordance with the Governing Body Agreement
- Review, agree and monitor Service Level Agreements
- Recommend an appropriate staffing structure to the full governing body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the financial effectiveness of partnerships in securing improved pupil outcomes

#### **To provide guidance to the full governing body for the following, which cannot be delegated:**

- Approval of the annual budget

- Appointment of Head Teacher, and Deputy head teacher
- Approval of the staffing structure for the school

## **SCHOOL IMPROVEMENT COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Head teacher. The quorum for each meeting shall be 3 governors. The committee is to meet termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting. The committee is to report to each meeting of the full governing body. The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions. The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation. The Committee will approve policies in accordance with the School's Policy Review Schedule

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- Monitoring and evaluating rates of progress and standards of achievement by pupils, including any underachieving groups
- Ensuring that the curriculum is balanced, broadly based, meets the needs of all students and complies with statutory requirements
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

#### **To accept full delegated responsibilities for the discharge of the following duties:**

- Monitor and evaluate:
  - The effectiveness of leadership and management
  - The impact of quality of teaching on rates of pupil progress and standards of achievement
  - The impact of continuing professional development on improving staff performance
  - The effectiveness of provision for children with special educational needs and DAC
  - The quality of the curriculum in securing high standards of achievement
  - The impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (eg SEND, gender, free school meals, pupil premium, children in care etc)
  - The effectiveness of the School Improvement Plan
  - The effectiveness of partnerships in securing improved pupil outcomes
- Identify and celebrate pupil achievements

**To provide guidance to the full governing body for the following, which cannot be delegated:**

- Setting realistic and sufficiently challenging statutory end of key stage targets
- The school's Improvement Plan

### **PAY REVIEW COMMITTEE**

Membership of the Committee will be as follows:

Mr C Monson (& Performance Management)

Chair (& Performance Management)

Mr K Shakesheff

Dr M Betterton

Mrs L Dixon (reserve)

In attendance in an advisory capacity: Headteacher

Quorum will be three governors for pay review and two (and no more than three to attend) for performance management.

### **TERMS OF REFERENCE**

- to implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- to make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme
- to undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements, after the Head Teacher's performance management review
- to provide each member of staff with a written statement confirming his/her salary with effect from 1<sup>st</sup> September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee
- to undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher
- to report all decisions on pay to the Governing Body.
- to ensure that procedures required by The (School Government) Regulations are complied with, especially with regard to agenda and minutes.
- to ensure that detailed records are kept of all matters and minutes relating to pay.
- to review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.
- to be accountable for decisions taken on matters of pay
- to undertake the performance review of the Head Teacher and agree objectives for the year;

- to monitor objectives during the year;
- to review objectives at the end of the year, producing a written statement on the Head Teacher's performance;
- to set a timescale for planning meetings with an external adviser and the review meeting itself;
- to ensure that any school documentation required by the external adviser is supplied;
- To monitor and review policy statements relating to performance management, pay and leadership and management.

**In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.**

### **POLICY REVIEW COMMITTEE**

Membership of the Committee will be as follows:

Chair, Mr C Monson, Mrs G Firth

Quorum is all three governors.

Remit: To review and approve all School Policies.

### **COMPLAINTS COMMITTEE**

Membership of the Committee and quorum will be three governors selected by the Chair, not paid to work at the School and not previously involved with the complaint.

### **TERMS OF REFERENCE**

To hear complaints in accordance with the Governing Body's Complaints Procedure.

### **STUDENT DISCIPLINE COMMITTEE**

Membership of the Committee and quorum will be three governors selected by the Chair, not paid to work at the School and not previously involved with the student.

### **TERMS OF REFERENCE**

To determine matters relating to pupil exclusions.

## **STAFF DISMISSAL / REDUNDANCY PROCEDURES**

In November 2004, the Governing Body delegated to the Headteacher powers to terminate employment in relation to redundancy and premature retirement matters (in consultation with, and with support from, the Chair and Vice-Chair), including:

- to consider the need for staff reduction and if necessary set criteria for nomination of a post to be made redundant
- to liaise with and consult the teachers' associations
- to consider the nomination of a member of staff for dismissal in relation to over-established posts
- to consider representations made on behalf of a member of staff who is proposed for dismissal and to determine whether that member of staff is to be dismissed

Further delegated powers were given to the Headteacher in March 2007 to make initial decisions on the dismissal of staff as part of disciplinary or capability procedures.

### **STAFF HEARING COMMITTEE**

#### **Membership:**

3 governors to be selected from the membership of the full governing body by the Chair of Governors, with the exception of any governors paid to work at the school.

**Quorum:** 3

### **TERMS OF REFERENCE**

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine an appropriate course of action, which may include dismissal.
- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the SLT
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process)



## **STAFF APPEALS COMMITTEE**

### Membership:

3 governors to be selected from the membership of the full governing body by the Chair of Governors, with the exception of any governors paid to work at the school.

Quorum: 3

### **TERMS OF REFERENCE**

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures
- Appeals against pay decisions, in accordance with the school's Pay Policy
- Appeals under performance management procedures, including any appeal from the Head Teacher. (Performance management appeals are dealt with under the grievance procedure)

### **LINK GOVERNOR RESPONSIBILITIES:**

Dr M Betterton	Achievement & Progress Attainment, with support from Tim Smith
Dr M Betterton	SEND & Child Protection/Safeguarding Nominated Safeguarding Governor
Mr A Ankers	Student Experience/Rewards Teaching & Learning with support from Gill Firth
Mr A Ankers	PSBP
Miss C Giles	PE/Sport with support from Mr G Batty
Mr C Monson	ICT/DT
Mrs L Dixon	MFL/Media/ Drama Behaviour & Safety with support from Claire Giles (tbc)
Mr G Bastin	Engineering with support from Mr P Worthy
Dr M Betterton	Science
Mr G Batty	Maths
Mr K Shakesheff	Staff Welfare (tbc with Chair) & Partnerships MFL
Mr E Vasas-Turnbull	Music with support from Mr G Bastin
Mr A Ankers	Leadership & Management
Mr E Vasas-Turnbull	English

### **Link Governors' Visit Protocol**

Prior to arranging a visit to the school, the Link Governor should contact the Chair of Governors to discuss the focus for the visit. The Chair of Governors is responsible for arranging the visit with the Headteacher so that a formal programme can be produced by the SLT representative.

Once the formal programme has been agreed, the Link Governor should contact the SLT representative, who will facilitate the visit.

Charlotte Page	High quality Teaching & Learning/English/Maths/Science
Belinda Wheatman	Pastoral/DT
Sharron Carter	Raising Attainment
Jodie Good/Matty Bayston	KS3/KS4 Pastoral
Mary King	SEND/Safeguarding
Marc Tyzack	Sports College

### **GOVERNORS TRAINED IN SAFER RECRUITMENT:**

Mr T Gavin, Mrs L Dixon, Mr A Ankers

