



Code of Conduct and Terms of Reference

General Role of the Governing Body

The Governing Body is the regulatory authority of Woolenwick Junior School.

For full Governing Body meetings the quorum is half the number of serving governors. If a meeting is not quorate, or if Governors leave during the meeting and it loses its quorum, the meeting cannot take further decisions, but it can make recommendations, to be ratified later. The committee shall not meet without the Headteacher or their nominated representative present.

The Governing Body will meet twice a term and otherwise as required.

The Governing Body recognises its strategic role and that it would be impractical to undertake all day-to-day activities. It is, therefore, necessary to delegate a number of its functions to its committees and the Headteacher. These delegations are clearly outlined below or in relevant minutes.

Appraisal/Pay Committee

- Carry out the Headteacher's annual appraisal seeking advice from an external consultant. A summary report will be presented at the next Governors meeting following the appraisal meeting.
- Determine whether sufficient funds are available for pay increments and agree pay rises as recommended by the Headteacher. A summary report will be presented at the next Governors meeting following a pay committee meeting.

Pupil Discipline/Exclusion Committee

- Meet as required.
- Follow the DfE guide in relation to legislation that governs the exclusion of pupils from maintained schools.
- Consider parents representations about an exclusion, when requested and review the Headteacher's exclusion decision following the DfE guide to the legislation that governs the exclusion of pupils from maintained schools.
- Report findings and outcomes to next Governing Body meeting.

Staff Dismissal/Appeal Committee

- Meet as required
- Review staff dismissals following Hertfordshire County Council guidance.
- Attend Appeal hearings following Hertfordshire County Council guidance seeking advice and support from an appropriate HR officer.
- Report findings and outcomes to the next Governing Body meeting.

The Governing Body must review the delegation of functions annually and remains accountable for any decisions taken, including those delegated to committees or individuals.

The Governors understand the corporate nature of the Governing Body.

The Governing Body will keep under review its financial management arrangements and make amendments as necessary, in accordance with the requirements and needs of the school.

The Governing Body recognises the need to ensure compliance with the Financial Memoranda, Financial Reporting and Annual Accounts Requirements and Guidelines on Financial Systems and Controls as issued by Hertfordshire County Council and amended from time to time (including the Financial Standards in Schools).

Where any committee proposes a new policy (or a variation to the existing policy) that affects or may affect the schools finances, it will submit a report to the Full Governing Body at its next meeting.

The Governors will respect the confidential nature of the school's business.

Governors may be disqualified if they have failed to attend meetings for six months, following a resolution proposing disqualification made to the full Governing Body. If Governors know that they will be absent from full Governing Body meetings, they must notify the Clerk to the Governors in advance giving a valid reason. Apologies for absence must be *approved or not approved* at every meeting.

If a Governor misses three consecutive meetings within a three-month period, they shall be contacted in writing. It will be three strikes and out. Mitigating circumstances would be taken into account i.e. long-term illness.

The Governing Body will strive to create a safe and challenging environment, where individuals are encouraged, supported and recognised.

In seeking its goals, the Governing Body will conduct itself in a responsible and confidential manner towards the staff, pupils, parents/guardians and the community.

Agendas and supporting documents will be distributed 7 days before a meeting. Any requests for agenda items need to be made to the Clerk at least 14 days before a meeting.

It is expected that Governors will attend meetings having pre-read associated paper work and will attend meetings prepared to participate, ask questions and appropriately challenge where appropriate.

Governors should attend relevant training, particularly where they have a lead role e.g. Numeracy Governor to ensure they are able to carry out their role effectively.

Responsibilities of the Governing Body

The Governing Body will make executive decisions in accordance with the School's Instrument and Articles of Governance, School and Hertfordshire County Council adopted policies, regulations and the law. The following list encompasses the key responsibilities which include:

Finance

- Set and agree an annual school budget.
- Establish and maintain an up-to-date three year financial plan.
- Review financial reports, virements and expenditure.
- Ensure the school operates within the financial regulations and standards including Audit procedures.
- Monitor the expenditure of all voluntary funds.
- Review appropriate policies within agreed timescales.
- Make decisions in respect of Service Level Agreements.
- To enter into contracts and consider the process award of contracts.

- To make decisions on expenditure following recommendations.
- To consider spending priorities identified in the School Plan.
- Monitor the spending of grants e.g. Pupil Premium.

Premises

- Maintenance and development of the school's premises.
- Oversee arrangements for repairs and maintenance of major items.
- Develop a strategy for buildings maintenance (including budgeting for repairs, etc.)
- Develop and review Asset Management Plans and discuss reports presented in relation to conditions and suitability surveys.
- Oversee arrangements including Health and Safety for the use of the school premises by outside users.
- Carry out Health and Safety inspections and receive reports on health and safety issues.
- Review appropriate policies within agreed timetables.

Personnel

- Appointment of Headteacher. All other posts being delegated to the Headteacher.
- Review the staffing structure on an annual basis.
- Review and approve staff disciplinary/capability/grievance procedures.
- Establish a Pay Policy for categories of staff and be responsible for its administration and review.
- Monitor the school's selection and recruitment process and make recommendations for changes to the Headteacher as appropriate.
- Establish and renew an Appraisal Policy for all staff and receive an overview report annually on the performance of teachers.
- Agree redundancies and oversee the process leading to staff reductions.
- Keep under review staff work life balance, working conditions and well-being including the monitoring of absence.
- Review appropriate policies within agreed timescales.

Curriculum

- Develop and review statutory policies e.g. Collective Worship, Sex Education.
- Consider the school's achievements (including attainment and progress) and set and agree annual performance targets.
- Review annually school session times and dates of terms and holidays.
- Ensure statutory requirements regarding the school's curriculum are in place.
- Develop and review home/school agreements.
- Review the School Prospectus annually.
- Contribute to and monitor the effectiveness of the School Plan.
- Receive and Review external reports in relation to standards/curriculum/school priorities.
- Oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. Literacy, Numeracy.
- Oversee arrangements for educational visits including a named co-ordinator.
- Review curriculum policies within agreed timescales.

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