

Governing Board Terms of Reference & Code of Conduct



Full Governing Board

Guidance: Items in Italics are statutory and cannot be amended.

1 Introduction

- 1.1 The Regulations on Governing Board procedures give Governing Boards greater flexibility to determine their own working arrangements whilst maintaining some essential safeguards. This document provides a clear definition of the arrangements that have been agreed by the Governing Board of Carr Green Primary School by identifying how the business of the Governing Board should be conducted. The agreed Procedures aim to provide clarity, thereby avoiding confusion and delay for the head teacher, all governors and the clerk to the Governing Board and to ensure that the Governing Board fulfils its legal obligations.

2 Context

- 2.1 *These Procedures should be used in conjunction with the school's Instrument of Government; relevant Statutory Instruments, the head teacher's Contract and Conditions of Employment, general advice issued by the DfE and, where appropriate, the policies of the local authority.*
- 2.2 The Procedures identify how the business of the Governing Board will be conducted, and these should be read in conjunction with the adopted Code of Conduct for School Governors (see page 9), which identifies the broad principles by which individual members of the Governing Board will operate.

3 Composition of the Governing Board

- 3.1 *The composition of the Governing Board will be decided in accordance with the School Governance (Constitution) (England) Regulations 2003.*
- 3.2 *The Governing Board can review the composition of the Governing Board at any time, and will adhere to the procedures contained in the above Regulations when doing so.*
- 3.3 *The Governing Board reserves the right to remove any co-opted or appointed parent governor, in accordance with the above Regulations.*

4 Election of Chair and Vice Chair

- 4.1 The chair of governors will be elected for a 2 year term of office.
- 4.2 The vice chair of governors will be elected for a 2 year term of office.
- 4.3 At the Autumn term meeting every 2 years the Governing Board will elect from among its number the chair and vice chair of governors.
- 4.4 The procedure for nominating any governor wishing to stand for election to the position of either chair or vice chair will be managed by the Clerk who will also provide information on deadlines for nominations. Governors may self-nominate.
- 4.5 Voting for either position will be by a show of hands. Should there be more than one candidate for either position, the nominees will be asked to leave the room to allow any discussion to take place. In the event of a tie, the outcome will be determined by tossing a coin.

- 4.6 *The clerk to the Governing Board will conduct the election of the chair of governors, after which time the conduct of all Governing Board meetings will be under the control of the chair of governors or, in his or her absence, the vice chair of governors.*
- 4.7 *If both the chair and vice chair are absent from a meeting or have resigned, the governing board will elect from its number a chair for that meeting.*
- 4.8 *The Governing Board may remove either the chair or vice chair of governors from office, in accordance with the procedures outlined in the School Governance (Procedures) (England) Regulations 2003.*
- 4.9 *Any person employed to work at the school is ineligible to stand and be elected to either position of chair or vice chair.*
- 4.10 *Should the Chair resign during a term of office, the Vice Chair will take over as Chair until the end of that term of office.*

5 Clerk to the Governing Board

- 5.1 *The Governing Board shall appoint a clerk to the Governing Board, who must not be a governor at the school, an associate member of the Governing Board or the head teacher of the school.*
- 5.2 *The process for appointing a clerk to the Governing Board will be delegated to the head teacher and Chair of Governors together, for ratification at a full Governing Board meeting.*
- 5.3 *If the clerk to the Governing Board fails to attend a meeting, the Governing Board reserves the right to appoint a governor to act as clerk for the purposes of that meeting.*

6 Calendar of Meetings

- 6.1 *The Governing Board will meet at least three times per school year, and as a minimum will meet at least once per term.*
- 6.2 *The Governing Board will plan its meetings, including those of committees, on an annual basis at the first meeting of the academic year where practical.*

7 Timing of Meetings

- 7.1 *Meetings will start at times that are acceptable to the full Governing Board and will be limited to 2 hours duration.*
- 7.2 *Where business has not been completed within the time stated in paragraph 7.1 above those present at a meeting may resolve to extend the meeting for a given time in order to deal with specified business.*

8 Convening Meetings

- 8.1 *The clerk will convene all meetings, and must comply with any direction given by the Governing Board and the chair, so long as this is not inconsistent with a previous direction given by the Governing Board.*
- 8.2 *Any three members of the Governing Board may requisition a meeting by giving written notice to the clerk that includes a summary of the business to be discussed. The clerk must call such a meeting as soon as practicable and there must be 7 clear days notice, unless the meeting is called by the chair.*

9 Notice of Meetings

- 9.1 *Written notice of meetings, a copy of the agenda and any other supporting papers will be placed in the governors secure area of the website or sent by the clerk to all governors, the head teacher if not a governor so that they may be received seven clear days before the meeting.*
- 9.2 *Where the chair determines that there are matters demanding urgent consideration, the written notice of the meeting, the agenda and supporting papers may be sent within a shorter time.*
- 9.3 *Non-receipt of notice of a meeting by a governor will not invalidate the meeting.*

10 Agenda

- 10.1 Agenda will be organised by the clerk in consultation with the chair and the head teacher together.
- 10.2 Individual governors, or groups of governors, may place items on the agenda by requesting the chair to do so.
- 10.3 *Papers that inform agenda items will be placed in the governor secure area of the website or sent to governors with the agenda. Only in exceptional circumstances will the Governing Board accept for consideration papers tabled at the meeting.*
- 10.4 It is expected that Governors will read meeting papers ahead of the meetings. If a governor is unable to attend a meeting their comments regarding agenda items/papers can be made known to the clerk.

11 Quorum

- 11.1 *For meetings of the full Governing Board the quorum will be one-half, rounded up, of the membership of the Governing Board when complete.*
- 11.2 *A meeting cannot be held if it is inquorate and, therefore, decisions may not be made.*
- 11.3 *If during the course of a meeting it becomes inquorate it will be discontinued.*
- 11.4 *A meeting may be discontinued at any time by resolution of the Governing Board.*
- 11.5 When a meeting becomes inquorate or is discontinued any items remaining on the agenda will be placed on the agenda of the next termly meeting or, should the items require more immediate attention, be delegated to a committee(s) with appropriate delegated powers.

12 Attendance

- 12.1 *A record will be kept of all persons attending a meeting of the Governing Board or any of its committees.*
- 12.2 The time of arrival or departure of any member joining after the start or leaving before the end of a meeting will be recorded in the minutes.
- 12.3 *Where a governor has not attended a meeting, without the consent of the Governing Board, for a period of six months, beginning with the date of the first meeting he or she failed to*

attend, he or she will be disqualified from continuing as a governor and will be removed from office.

13 Any Other Urgent Business

- 13.1 Immediately after Apologies for Absence, members should inform the meeting of any item they wish to raise under Any Other Urgent Business.
- 13.2 The meeting will decide whether any item so identified may be raised under Any Other Urgent Business, whether it should be deferred to a subsequent meeting or delegated to an appropriate committee for consideration, or whether it should be heard at all.

14 Minutes and Papers of Meetings

- 14.1 *The Minutes of meetings will be drawn up and signed by the chair at the next meeting.*
- 14.2 A dissenting view will be recorded in the Minutes of the meeting, if that is the wish of one or more members present.
- 14.3 A copy of the draft minutes will be checked for accuracy by the chair and head teacher.
- 14.4 *The Minutes of a meeting will be considered for approval or amendment at the next meeting.* Action will be taken on the basis of decisions and need not await the approval of Minutes at the next meeting.
- 14.5 *Those matters, which must by law remain confidential, or which the Governing Board decides shall be confidential, will be deleted from the minutes made available to the public.*
- 14.6 *The agenda for every meeting, the approved minutes of every such meeting and any papers considered at any such meeting, except for those that have been deemed by the governing board to be confidential, will be made available for public inspection at reasonable times by arrangement with the clerk to governors and the head teacher.*

15 Correspondence

- 15.1 All incoming correspondence, excluding any concerning a complaint or which cannot be shared with other Governing Board members, is for the attention of the whole Governing Board. The chair of governors/head teacher/clerk to the Governing Board will ensure that significant items will be presented to each meeting of the Governing Board, including any upon which the chair has already taken urgent action, so that the need for, and nature of, any action required by the Governing Board can be decided or confirmed.
- 15.2 The Governing Board, or appropriate committee, will determine by resolution who should write letters on behalf of the Governing Board.

16 Information and Advice

- 16.1 *The headteacher has a statutory duty to keep the Governing Board fully informed, and will provide information and respond to any questions at each meeting of the full Governing Board.*
- 16.2 Where important information required by the Governing Board is given orally, it will be recorded in the Minutes in appropriate detail.
- 16.3 Where information is required by the Governing Board but is not readily available, reasonable time will be given for its production.
- 16.5 Where expertise is needed but not available within the Governing Board, the Governing Board may consider appointing an appropriate associate member(s).

17 Discussion and Debate

- 17.1 The chair will consult the Governing Board on matters raised where they appear to be not relevant to the agenda or for which due notice has not been given.
- 17.2 The chair will ensure that all governors enjoy equality of opportunity to express their views.
- 17.3 Recommendations received from committees with non-delegated powers will be recorded in the written Minutes
- 17.4 The Governing Board will receive, but not debate save for exceptional circumstances, decisions, which it has delegated to a committee or to an individual. Decisions will be recorded in the Minutes.

18 Decision Making

- 18.1 *Members of the Governing Board recognise that all decisions must be made by a full meeting of the Governing Board unless a committee or an individual has been delegated to deal with a specific issue.*
- 18.2 *The chair, or in his or her absence the vice chair, has authority to take urgent action between meetings where a delay in exercising a particular function would be likely to be seriously detrimental to the interests of the school; any pupil at the school, or his or her parent; or a person who works at the school. In this situation, "a delay" means that a meeting of the Governing Board or an appropriate committee could not be called in sufficient time to deal with the matter without it being seriously detrimental to those listed above.*
- 18.3 *Where urgent action has been taken by the chair or vice chair, the facts will be reported to the next meeting of the Governing Board.*
- 18.4 Any decisions taken by the Governing Board will be made after full discussion and, where possible, by consensus of opinion. Disagreements will be resolved by a show of hands and the result determined by a simple majority of votes cast, except where Regulations determine that a secret ballot must be used. In certain circumstances the Governing Board may decide that a secret ballot will be required.
- 18.5 *If there is a tied vote at the end of a discussion, the chair may vote a second time to determine the issue.*
- 18.6 A decision of the Governing Board or committee with delegated powers is binding upon all its members.
- 18.7 Decisions of a Governing Board may only be amended or rescinded at a subsequent meeting of the Governing Board when the proposal to amend or rescind appears as a separate agenda item.
- 18.8 Public statements will be made only by those delegated to make them.

19 Access to Meetings of the Governing Board

- 19.1 *Those persons entitled to attend a meeting of the Governing Board are any of its members, the head teacher whether or not a member of the Governing Board and the clerk.*
- 19.2 When the head teacher is absent his or her place will be taken by the deputy head teacher.
- 19.3 The Governing Board will decide who, other than those listed in 19.1 above, will be entitled

to attend Governing Board meetings.

- 19.4 The deputy headteacher will be invited to attend appropriate meetings as part of his or her professional development should he or she not already be serving on the board.
- 19.5 The Governing Board will decide which of its meetings, if any, will be open to members of the public. If a meeting is to be opened to the public, reasonable notice will be given.

20 Pecuniary and Personal Interest

- 20.1 *The Governing Board will maintain a Register of Pecuniary Interest of its members.*
- 20.2 *During the course of a Governing Board meeting, members will draw attention as appropriate to their declared pecuniary or personal interests. Any such governor will be required to withdraw from the meeting where he or she has a direct or indirect pecuniary interest in any matter that is being considered at the meeting.*
- 20.3 *Any person employed to work at the school, other than the head teacher, will withdraw from any meeting where the pay or performance appraisal of any person employed to work at the school is being considered. The head teacher will only withdraw where his or her own pay or performance appraisal is being considered.*
- 20.4 *Where there may be a conflict between the interests of a relevant person and the interests of the Governing Board, or a fair hearing is required and there is a reasonable doubt about a relevant person's ability to act impartially in a particular matter, the Governing Board may determine whether that person should withdraw from the meeting.*

21 Delegation of Functions

- 21.1 *The Governing Board stresses that no action may be taken by an individual governor unless authority to do so has been delegated formally by resolution of the full Governing Board, subject to paragraph 18.2 above.*
- 21.2 The Governing Board will determine the extent to which it will delegate its functions to a committee or an individual but will not delegate decision making on those matters listed in the School Governance (Procedures) (England) Regulations 2003 that cannot legally be delegated.
- 21.3 In order to make the most effective use of time and resources, and in some cases to ensure absolute propriety, the Governing Board will, where it is proper and appropriate to do so:
- 21.3.1 delegate work to committees with the power to make decisions on behalf of the Governing Board;
 - 21.3.2 establish committees with non-delegated powers to provide information and/or recommendations to the Governing Board;
 - 21.3.3 delegate work to individual members of the Governing Board and/or the head teacher.

22 Committees

- 22.1 *Committees with delegated powers will have authority to make decisions on behalf of the Governing Board. When establishing committees with or without delegated powers the Governing Board will:*
- 22.1.1 *determine the constitution, membership and the method of appointing the chair of each committee;*

- 22.1.2 *establish written terms of reference;*
 - 22.1.3 *Appoint a clerk for all committees, with or without delegated powers;*
 - 22.1.4 *Allow committees to determine their own timetables within given limits;*
 - 22.1.5 *determine procedures for reporting back;*
 - 22.1.6 *review the need for, the constitution and membership of, and the written terms of reference for, all such committees on an annual basis at the autumn term meeting.*
- 22.2 *Written notice of meetings, a copy of the agenda and any other supporting papers will be sent by the clerk to all members of the committee and the head teacher if not a governor so that they may be received seven clear days before the meeting, provided that where the chair of the committee determines that there are matters demanding urgent consideration, the written notice of the meeting, the agenda and supporting papers may be sent within a shorter time.*
- 22.3 *The quorum for all committees with delegated powers will be three governors, or more if determined by that committee.*
- 22.4 *The Governing Board may appoint associate members to committees and may give voting rights on any matter other than those listed in the School Governance (Procedures) (England) Regulations 2003.*
- 22.5 *The head teacher has the right to attend any meeting of a committee subject to the statutory rules laid down in respect of exclusions, staff disciplinary and other matters.*
- 22.6 *In order to provide the head teacher with an appropriate work/life balance, the head teacher may nominate a suitable member of the school leadership team to attend one or more meetings of appropriate committees on his or her behalf.*
- 22.7 *A draft copy of the Minutes of a committee meeting will be approved by the chair of the committee and will be presented to the next Governing Board meeting for information.*

23 Governors with Specific Responsibilities

- 23.1 *The Governing Board will consider delegating specific responsibilities, with or without delegated powers, to individual governors and/or the head teacher.*
- 23.2 *In delegating such responsibilities the Governing Board will consider national expectations and identified good practice and will agree written terms of reference, where appropriate, which clarify the expected role and the nature of any delegated powers.*
- 23.3 *The Governing Board will review their delegation arrangements and any written terms of reference on an annual basis at the autumn term meeting.*
- 23.4 *Governors with specific responsibilities should report annually to the full Governing Board or at any time deemed necessary to update them on urgent matters.*

24 Review

- 24.1 *Amendments to these Procedures may be made only by the Governing Board at any of its meetings subject to this being an item on the agenda of any such meeting.*
- 24.2 *Regardless of paragraph 24.1 above the Governing Board will review the content of these Procedures every two years or sooner, should the need arise.*

25 Distribution

- 25.1 *One copy of these Procedures will be presented to each member of the Governing Board, new governors when they join, the head teacher, if not a governor, and the clerk. One copy will be filed as part of the record of the meeting at which they are agreed or amended.*

Code of Conduct for School Governing Boards

This code sets out the expectations on and commitment required from school governors and trustees in order for the governing board to properly carry out its work within the school and the community. It can be amended to include specific reference to the ethos of the particular school. 'School' includes academies, and it applies to all level of school governance.

The governing board has the following core strategic functions:

Establishing the strategic direction, by:

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the board we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the headteacher.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- We will actively support and challenge the headteacher.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We accept that the minimum time commitment for being a member of the Governing Board is in the region of 40 hrs/pa, equating to approximately an hour a week (term time).
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the governing board and agreed with the headteacher.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training
- We accept that in the interests of open government, our names, terms of office, roles on the Governing Board, category of governor and the body responsible for appointing us will be published on the school's website.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in his/her role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Personnel Committee

Membership: The committee shall consist of six governors including the Head (or Acting Head), Chair or Vice-Chair.

Voting: All members of the committee shall be eligible to vote.

Quorum: The quorum shall be any three members, including the Chair or Vice-Chair or Chair of the Personnel Committee and the Head or Acting Head

Meetings: The committee shall meet at least once a term and as required.

Minutes: Minutes of all meetings are confidential and should be circulated to the committee members within 10 working days and a copy sent for information to the full Governing Board in time for their next meeting. The minutes will be approved at the next Personnel committee meeting.

Terms of Reference:

1. To contribute to the School Improvement Plan regarding all personnel matters.
2. To review annually in the Summer Term, and as required, the staffing structure (including ancillary staff), succession planning (for staff and the Governing Board) and make recommendations to the Governing Board.
To authorise the filling of all vacancies taking into account the recommendations of the Headteacher.
To liaise as necessary with the Resources Committee when staffing changes include increased costs.
3. To monitor the quality of teaching and conduct the annual salary review of the teachers and the Deputy Headteacher in line with:
 - o The relevant School Teachers’ Pay and Conditions Document
 - o All other statutory and contractual obligations
 - o The Pay and Appraisal Policies of the Governing Board
 - o To conduct the annual salary review of the Headteacher taking into account the recommendation of the Headteacher Appraisal Panel.
4. To review the school’s pay policy in accordance with current legislation as appropriate and make recommendation to the Governing Board as to any revision.
5. To monitor the implementation of the Governing Board’s Appraisal Policy and ensure that it is reviewed annually.
6. To review and recommend for adoption the procedures for dealing with staff discipline and grievance, and ensure staff are informed of them.
7. To recommend to the Governing Board the appointment to Headteacher and Deputy Headteacher.
8. Work with the Headteacher to shortlist and appoint the School Business Manager
9. The Headteacher and Leadership Team shall have delegated responsibility to appoint all other staff but may call on members of the Personnel committee to assist with the recruitment process when necessary.
10. To monitor the implementation of the Governing Board’s capability procedures to deal with any incompetent staff.
11. To review the work/life balance of the Headteacher at each meeting.

Resources Committee (covers Finance, Buildings & Health & Safety)

Membership: The committee shall consist of six governors including the Head, Chair or Vice-Chair and the governor with responsibility for health and safety.

Voting: All members of the committee shall be eligible to vote.

Quorum: The quorum shall be any three members including the Chair, Vice-Chair or Chair of Resources and the Head or Acting Head.

Meetings: The committee shall meet at least once a term and as required.

Minutes: Minutes of all meetings should be circulated to the committee members within 10 working days and a copy sent for information to the full Governing Board in time for their next meeting. The minutes will be approved at the next Resources Committee meeting.

Terms of Reference for Finance:

Non-delegated functions

1. To prepare the school's annual budget for approval by the full Governing Board. That budget should:-
 - a. Allocate funds in such a way as to best fulfil the School Improvement Plan including being mindful of long term resourcing needs.
 - b. Conform to the requirements laid down by Local and Central Government.
2. To advise the Governing Board as early as practicable if there are substantial problems in implementing the approved budget.

Delegated functions

1. Members of the Resources Committee will be the Trustees of the registered charity, Carr Green School Fund.
2. To monitor all the school's income and expenditure
3. To consider any service level agreements to be entered into by the school
4. To consider requests by the Headteacher for expenditure over £5000 (other than authorised salaries and utility costs), subject to an upper limit of £10,000. Up to this level, approval can be sought by the most efficient means possible, including electronic mail. For over £10,000 approval will need to be given by the full Governing Board.
5. To ensure the audit of non-public funds (e.g. School Fund and PTA) for presentation to the Governing Board.
6. To receive, and where appropriate, respond to period audit reports of public funds.
7. To conform to the requirements laid down by Calderdale's Local Management Scheme and Consistent Financial Reporting.
8. To liaise closely with the Personnel committee regarding staffing costs.

Headteacher Role

Non-delegated functions

1. To advise the Resources committee at the earliest possible moment, if there are substantial problems in implementing the approved budget.

Delegated Functions

1. To implement the agreed budget of the Governing Board and manage it on a daily basis, being mindful that any item of expenditure over £5000 on capitation, furniture and repairs will need approval of the Resources Committee. Similarly any viring of over £5000 will need prior approval by the Committee.
2. The Headteacher to advise the Resources Committee at the earliest possible moment if there are substantial problems in implementing the approved budget. Similarly the

Resources Committee to advise the Governing Board as early as practicable if there are substantial problems in implementing the approved budget.

Terms of Reference for Buildings, Health & Safety:

Non-delegated functions

1. To inspect the school buildings and grounds on a regular basis, (minimum once per year), making recommendations for repairs, maintenance, improvement and security to the finance committee and Governing Board.
2. To review (annually) and oversee the implementation of the school's Health & Safety Policy and have regard for the recommendations of Calderdale's Health and Safety department and the requirements of the Health and Safety Executive based at Leeds.
3. To review annually the school's lettings and charges policy and make recommendations.
4. To contribute to the school's asset management plan, asbestos management plan and accessibility plan (incorporated in the school improvement plan).

Delegated functions

1. To oversee the monitoring of maintenance and repair work.
2. To approve the costs and arrangements for maintenance, repairs, building cleaning and improvements as agreed in the School Improvement Plan and within the budget allocation.

Standards Group

Membership: The Standards Group shall consist of the Chair, Vice-chair, a parent governor and the Headteacher.

Meetings: Meeting 1 – Summer Term 2 to review unvalidated Key Stage data, monitoring report, Pupil Report and agree draft School Improvement Priorities. Meeting 2 - December to discuss the ASP release and Autumn monitoring and SRE curriculum. Meeting 3 – April for Spring monitoring and Curriculum.

Terms of Reference:

1. To ensure that the curriculum is balanced and broadly based and this is implemented giving consideration to any disapplication for pupil(s).
2. To monitor the implementation of the curriculum and make recommendations to the Governing Board with regard to any changes submitted by the Headteacher.
3. To monitor the implementation of the Governing Board's Sex and Relationships Education Policy and ensure that copies of the policy are available to parents.
4. To discuss data for the whole school, cohort, class (including for appraisal purposes) and significant groups (Special Educational Need and/or Disability and 'Disadvantaged') in terms of strengths and weaknesses.
5. To agree the School's Self Evaluation judgements.
6. To agree the School Improvement Priorities.

7. To assist the Headteacher in the production of data reports for the Governing Board.
8. To report back to the full Governing Board at their meetings for their ratification.

Discipline Committee

Membership: The Pupil Discipline Committee shall consist of five governors. The Head will not be a member of the Pupil Discipline Committee.

Quorum: Quorum shall be three governors.

Terms of Reference:

1. Where the committee is required (following an appeal by a parent/carer) to be notified by the Head of any exclusion, they must meet to:-
 - a) Consider the circumstances in which the pupil was excluded;
 - b) Consider any representations about the exclusion made by the parent and by the LA;
 - c) In cases where reinstatement is a practical option, consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated.
2. To review certain exclusions within the specified time-limits.
 - a) For permanent exclusions and fixed term exclusions of more than 15 school days in any one term (cumulative or on one occasion), the committee must meet no earlier than the 6th school day and no later than the 15th school day after receiving notice of exclusion.
 - b) For fixed period exclusions of more than 5 school days in any one term up to and including 15 school days, they must meet no earlier than the 6th school day and no later than the 50th school day.
 - c) The minimum time-limit does not apply to any exclusion which would result in the pupils losing an opportunity to take a public examination. In such cases the committee should try to meet before the date of the examination and if this is not practical the Chair of the Discipline Committee can review the exclusion.
3. If the committee decide that a pupil should be reinstated, they must give the appropriate direction to the Head and inform the parent and LA of their decision.
4. In the case of a permanent exclusion, they must notify the parent in writing of their decision and the reasons for it. Their letter must also advise the parent:
 - a) of his or her right to appeal against their decision;
 - b) whom to contact;
 - c) the last day for lodging an appeal;
 - d) and that the notice of appeal should set out the grounds of appeal.

Inclusion Governor

Terms of Reference:

1. Develop and maintain a working and supportive relationship with the Inclusion Manager.
2. Develop an understanding of SEND provision in school.
3. Liaise with the Inclusion Manager to review and monitor the effectiveness of the SEND policy, procedures and resourcing.
4. Report annually to the full Governing Board.
5. Attend relevant Governor SEND training.

Safeguarding Governor

Terms of Reference:

1. Be familiar with LA guidance and policy relating to Safeguarding and Child Protection and associated issues, and to attend training for nominated Safeguarding and Child Protection governors. To ensure that the Governing Board puts in place a suitable Safeguarding and Child Protection Policy and associated procedures.
2. Champion safeguarding and child protection issues within the school.
3. Encourage other members of the Governing Board to develop their understanding of the Governing Board's responsibilities with regard to Child Protection and assist them to perform their functions in respect of Safeguarding Children and Young People.
4. Remedy any deficiencies in the school's safeguarding practices which may be brought to Governors' attention by a member of school staff, a parent, an officer of the LA or from any other source.
5. Meet regularly (at least once a term) with the senior member of the school's leadership team who has lead responsibility for Child Protection issues (CPLT), in order to monitor the effectiveness of the Governing Board's Safeguarding and Child Protection policy.
6. Ensure that the Governing Board receives an annual written report on the implementation of the school's safeguarding and child protection policy and procedures including:
 - o Arrangements for ensuring that the school's safeguarding and child protection policy is communicated to, and implemented by, all staff.
 - o Ensuring that the designated member of staff with lead responsibility for Child Protection (Child Protection Liaison Teacher, CPLT) is part of the school's leadership team, and has sufficient time and resources at his /her disposal to carry out his / her duties effectively.
 - o Ensuring that a deputy designated person (CPLT) is identified
 - o Ensuring that the CPLT and his / her deputy receive training every two years
 - o Training in Child Protection undertaken by ALL staff, including Lunch Time Supervisors, clerical staff and other ancillary staff, every three years. This includes governors and other volunteers.
 - o Arrangements are in place for the inclusion of child protection procedures in an induction programme for all people working in the school, no matter for how long, nor the status of that individual.
 - o Arrangements to ensure safe recruitment procedures and appropriate checks on new staff and volunteers.
 - o The number of students currently on the Child Protection register
 - o How Safeguarding and Child Protection issues are addressed through the curriculum.
 - o The provision of information to the LA about how the Governing Board's duties in respect of Safeguarding and Child Protection have been discharged.

Health & Safety Governor

Terms of Reference:

1. Be familiar with the requirements of the Health & Safety At Work, etc. Act 1974, and any other relevant legislation and codes of practice, in particular the Management of Health and Safety At Work Regulations 1992 (SI 1992 No 2051).
2. Ensure there is an effective and enforceable health and safety policy throughout the school, which is reviewed and where necessary amended bi-annually.
3. Identify and evaluate all risks relating to accidents, health and school-sponsored activities.
4. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to pupils, staff and others.
5. Meet with the site Manager prior to each Resources Committee and report any significant issues to this committee.
6. In consultation with the Site Manager, ensure risk assessments are in place to allow the prompt identification of potential hazards, and carry out periodic reviews (at least annually) and safety audits on the findings of the risk assessment.

Training Liaison Governor

Terms of Reference:

1. Provide information and advice to all governors regarding their training.
2. Ensure governor training and development needs are reviewed on a regular basis and that the skills and experience of the GB are periodically assessed.
3. Ensure all new Governors have an effective induction programme.
4. Liaise with governors on the quality and effectiveness of training they have received.
5. Obtain training records from the LAs Governor Support Admin Officer in respect of the training undertaken via the Traded Service Package.
6. Ensure governors seek prior permission to attend training which is outside the traded service and therefore likely to incur an additional cost.
7. Ensure ALL governor training records are updated in the governor secure area of the website at the end of each school year (ie. both Traded Service and other)
8. Report to the GB annually on the use of the Traded Service and whether we are achieving value for money.
9. Make a recommendation regarding the continued use of the current provider or suggest an alternative