

GOVERNING BODY of HAZELWOOD SCHOOLS

ORGANISATIONAL ARRANGEMENTS 2023-24

The Governing Body is responsible for the tasks detailed in this document and has the authority to delegate some of these to a Committee or an individual, including the Headteacher. Once completed this document will negate the need for exhaustive terms of reference for each of your committees. It should be reviewed and approved by the GB annually.

COMMITTEE PROCEDURES

Quorum - for each Committee will be 3 Governors.

Meetings - to meet as often as is necessary to fulfill its responsibilities and at least once a term. Usually LTS 5/6 times a year; Resources – 5/6 times a year.

Notification – there will be formal notification with an agenda and minutes circulated at least 7 days in advance.

Attendance - any Governor to be able to attend meetings of any Committee (except where confidential issues are discussed) subject to non-members having no right to vote.

Chair & Clerk - each Committee to elect a Chair and appoint a Clerk on an annual basis.

Voting - where necessary, the Chair shall have a casting vote in reaching decisions.

Urgent Decisions - in the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of Governors in consultation with the Chair of the Committee will take appropriate action on behalf of the Committee. The decision taken and the reasons for urgency will be explained fully at the next meeting of the Governing Body.

Chairs of Committee Group (Strategic Group)

Aims: to co-ordinate the work of the other committees and to receive and consider referred items from other committees, the LA or the full GB and make major contributions to the strategic work of the Schools.

Membership: GB Chair and Vice-Chair; Chairs or representatives from the other **TWO** committees and Headteacher.

Quorum: three, which must include at least two Governors who are not members of the leadership team

TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Agreeing Aims and Vision of Schools	✓					Governors should review these on a regular basis
Parental Engagement and Community Leadership	✓					Governing Bodies should ensure that they are regularly communicating with parents and carers and that parental engagement informs strategic decision making.
Consider & agree the School Development Plan	✓					
Monitor the implementation of the School Development Plan	✓					Updates included in the Headteacher's termly report
SEF – To consider & validate the Schools' judgements	✓	✓			Head to complete and GB to review	With reference to the Ofsted Framework School Inspection Handbook, Section 5 Descriptors

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		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Complaint against the School & curriculum establish Policy & implement	✓	Stage 1 and 2	Complaints Panel			The Law requires that procedure is published.
"Getting Information about Schools" site Governance Information – to update as required		✓				Site includes a governance section & schools are strongly encouraged to update site through existing access channels within schools.
To agree a single Equalities Policy/Scheme and Action Plan and review regularly To ensure equality objectives are published, including how they will be achieved	✓					Governing bodies should make sure that their school complies with all aspects of discrimination law. The Equality Act's general and specific public sector equality duties mean that schools must: have due regard to the need to eliminate discrimination; advance equality of opportunity and foster good relations between people of all characteristics (those who share a protected characteristic ³⁶ , and those who do not); and publish equality objectives and information demonstrating how they are doing this.
School's Website– ensure required information is available on the Website.		✓				Schools must publish specified information on a website – The School Information (England)(Amendment) Regulations 2012 as amended 2018 What maintained schools must publish online - GOV.UK (www.gov.uk)
Appoint a professional Clerk to the Governing Body and Committees	✓	✓				Governors, and Headteachers cannot be appointed as a Clerk to GB
Ensure Governors apply for DBS checks within 21 days of appointment/election		✓				Governing Body to agree arrangements – may wish to include in School's Policy
Agree Virtual Participation Protocol	✓					To be used in emergency situations when face to face meetings are not possible
<ul style="list-style-type: none"> • Establish Committees • Agree membership of Committees including Associate Members • Appoint/elect Chairs to the Committees • Agree Committee terms of reference • Appoint a Clerk for each Committee with <u>delegated functions</u> 	✓ Cannot be delegated ✓ ✓		✓ ✓			<ul style="list-style-type: none"> • Including: Pupil Discipline, Staff Dismissal, Performance Management Panel, Admissions (for VA) • No restrictions on who can be chair

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		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Appoint Governors to working parties to link with specific areas of school focus	✓		✓			
Audit of Governance	✓			Chair	It is recommended that each Governing Body should carry out a regular audit	
Agree programme of meetings for the year		✓			Strategic Group for consultation	
To agree any collaboration arrangements with other Governing Bodies or formal Federation	✓					Two or more governing bodies can arrange for any of their functions to be carried out jointly or to be delegated to a joint committee.
Annual governance statement	✓			Chair	It is good practice for a Governing Body to publish an annual governance statement to explain how it has fulfilled its responsibilities, particularly in relation to its core functions	
Agree targets for the year and/or an annual work plan	✓		✓	Chair and Vice-Chairs	GB and Cmtes to set own targets	
Establish a Code of Conduct for Governors, including a Visiting Policy	✓				DfE recommends that Governing Bodies maintain a Code of Conduct which sets out the ethos of professionalism and high expectations of the governor role.	
Community Schools – comment on the LA's Admissions Policy	✓					
Extended Schools Initiative - to consider offering activities out of teaching hours to benefit pupils and the community		✓			PE Co-Ordinator and SBM to review and report.	
School Session Times	✓					
Establish Induction programme for new Governors		✓		Chair		
Freedom of Information (FOI) <ul style="list-style-type: none"> • To ensure that the School complies with the FOI Act • To agree the FOI Publication Scheme & access Policy 		✓				The Governing Body should delegate day to day responsibility for FOI to the Headteacher

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Ensure School is compliant with new General Data Protection Regulations		✓		Consider appointing governor with responsibility for GDPR Ash Venn (VC)	Including <ul style="list-style-type: none"> • produce Data Protection Policy and Privacy Notice (if required) • appoint a Data Protection Officer • ensure staff are trained
Governor Appointments	✓				<ul style="list-style-type: none"> • GBs can now determine the length of the term of office for an elected or appointed Governor.
To establish the selection criteria to inform each governor appointment	✓				
Agree any organisational changes, including converting to Academy status	✓				
Ensure Governors apply for DBS checks within 21 days of appointment/election		✓ SBM			Governing Body to agree arrangements – may wish to include in School's Policy

**GOVERNING BODY of HAZELWOOD SCHOOLS
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STANDARDS, TARGETS & CURRICULUM						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Ensure relevant assessment arrangements are implemented underpinned by the Education Inspection Framework Monitor and evaluate <ul style="list-style-type: none"> • the impact of quality of teaching on rates of pupil progress and standards of achievement; • the rates of progress and standards of achievement by pupils, including any underachieving groups; • the provision for all groups of vulnerable children and to evaluate their progress and achievement 		✓	LTS		Noted the new statutory EYFS framework	
Monitoring implementation of National Curriculum			LTS		GBs should reassure themselves that enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements	
Ensure that the curriculum is balanced and broadly based			LTS			Governors have a key role in monitoring the overall effectiveness of the curriculum & knowing how it contributes to raising standards in the schools
To monitor the RSE Policy		✓	LTS			
Agree arrangements for Collective Worship			LTS			HT & GB have responsibility for ensuring that all pupils take part in a daily act of collective worship
Ensure that Religious Education requirements are met		✓	LTS			Maintained schools without a religious character should follow the new LA curriculum from Sept 2023

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STANDARDS, TARGETS & CURRICULUM						
Ensure statutory policies are in place and monitor School Policies	✓	✓	✓			
Monitor racial & bullying and any safeguarding incidents	✓					Included in HT termly report
Promote the cultural development of pupils through spiritual, moral, cultural, mental and physical development educational requirements			LTS			
PE and Sport Premium funding – consider its use and publish information on the website			LTS/RESOURCES			Ensure publish on websites the amount of PE and sport premium received; how it has been spent (or will be spent); what impact has seen on pupils' PE and sport participation and attainment and how the improvements will be sustainable in the future.
Pupil Premium – to monitor the effective use and impact of pupil premium funding - ensure Pupil Premium Strategy published on website annually			LTS/RESOURCES			Governing bodies should ensure Pupil Premium funding is spent on improving attainment of eligible pupils Template Strategy Statements available from DfE
Catch Up/Recovery Premium			LTS/RESOURCES			School should publish details of the catch up / recovery premium received in 2022-23 and how it will be spent and how the effect of this expenditure on the outcomes for pupils will be assessed

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PUPILS						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Pupil Exclusion Hearings – review the HT decision to exclude a pupil where appropriate				Chair & Vice-Chairs		Recommend establishing Pupil Discipline Committee – This must have a minimum of 3 members
Ensure pupils receive full-time education from the 6 th day of an exclusion		✓		Chair & Vice-Chairs		
Monitor Pupil Exclusion and suspension data	✓					Headteachers must publish the number of exclusions and suspensions, the reasons for and the length of each exclusion
Agree Home School Agreement and review regularly	✓	✓	LTS			From 1 January 2016 the requirement for governing bodies of maintained schools and academy schools to adopt Home School Agreements and associated parental declarations was repealed. If schools choose, they can have voluntary home school agreements.
Monitor Pupil Attendance and Persistent Absence	✓					Normally available in HT report but needs scrutiny of specific groups
Pupil Well Being The Education and Inspections Act 2006 places a duty on Governing Bodies of maintained schools to promote well-being.	✓					The guidance ‘Counselling in schools: a blueprint for the future’ provides advice for school leaders on setting up or improving counselling services in primary and secondary schools. It also explains how counselling fits into a whole school approach to mental health and wellbeing
Governing Bodies of maintained schools, must produce a written statement of general principles which the head teacher must have regard to when setting out the school’s behaviour policy	✓	✓			Covered by aims and vision statement	Should be published on-line The GB should give clear guidance on which the HT can base the behaviour policy. In particular <ul style="list-style-type: none"> • extent of staff powers to screen & search pupils • power to discipline beyond the school gate • pastoral care of school staff accused of misconduct • use of multi-agency assessment in certain cases

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PUPILS						
<p>Ensure that there are policies in place designed to promote good behavior & discipline. Agree and review Discipline/Behaviour Policy, including</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Misuse of Drugs Policy • The schools' approach to the use of reasonable force. • Offensive Weapons Protocol 	✓					Behaviour management to include diversity and inclusion strategies
<p>SEND</p> <ul style="list-style-type: none"> • agree & monitor implementation of SEND Policy; • receive termly reports from the Headteacher; • designate a member of staff as having responsibility for coordinating the provision for pupils with SEN • report each year to parents on their policy for pupils with SEN • ensure the SEN Information Report is available on the School's Website • ensure that special needs defined in a pupil's Statement or Education Health and Care Plan are met 		✓	LTS & SEND Governors	SEND Governors		Must ensure that SEND Co-Ordinator is a qualified teacher
<p>Promoting British Values Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism"</p>	✓	✓		SEND Governors		<ul style="list-style-type: none"> • to have due regard to the PREVENT duty including assessing risk of children being drawn into terrorism, working in partnership with the local Safeguarding Children's Board • ensuring that all staff have had access to PREVENT training • reviewing IT Policies and providing safe environment on line.

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PUPILS						
Child Protection - agree Child Protection Policy; - review annually - monitor implementation of policy/procedures, including Single Central Register	✓	✓		Safeguarding Governor		- You may wish to consider appointing a nominated child protection governor - Need to ensure that the policy includes procedures to minimise the risk of peer on peer abuse and how allegations of child on child abuse will be recorded, investigated and dealt with
Keeping Children Safe in Education Statutory Guidance (KCSIE) - read and review annually - must regularly monitor the Single Central Record – can be delegated to the Safeguarding Governor	✓			Safeguarding Governor		Duty on Governing Bodies to ensure that all staff in their school or college read at least Part 1 of the guidance. All governors should receive appropriate safeguarding and child protection training. The board must make sure that they comply with their duties under legislation and make sure that the school's policies, procedures and training are effective and comply with KCSIE legislation. Is the school meeting the filtering and monitoring standards?
Pupil Records • Ensure records are kept according to regulations • Ensure that parents & others have required access		✓			Govs for SLT appointments Govs involved as required with other appts	
Nutritional Standards – ensure lunches provided meet national nutritional standards		✓				
Ensure pupils receive free school meals where appropriate		✓				All maintained schools and academies that have a legal duty to provide a free school meal for children in reception, year 1 and year 2.
Agree procedures for administering drugs and medicines and produce a written policy for dealing with children with medical needs			RESOURCES			Model policy available from SEN Services
School Uniform – to agree whether	✓					Schools should give priority to the cost

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there should be a uniform or other rule relating to appearance						of a uniform & ensure that it is affordable & does not act as a barrier to parents when choosing a school
Children Looked After						the Governing Body must ensure:
– appoint a designated person to promote educational achievement of CLA	✓	✓	LTS	Safeguarding Governor		<ul style="list-style-type: none"> • the designated teacher undertakes appropriate training • it considers an annual report from the designated teacher and acts on any issues raised
– to ensure the School supports the educational attainment of CLA	✓	✓	LTS			

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PERSONNEL ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
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Agree the composition of the staffing establishment	✓		RESOURCES			On-going task, oversight could be delegated to a Committee
Appointment of Headteacher & Deputy Headteacher	✓ Final Decision Cannot be delegated		Appointment Panel			Governing Body must make final decision at a formal meeting of the Governing Body but should establish a Panel to undertake the appointment process.
Appointment of Staff		✓	Appointment Panel			GB need to specify level of Governor involvement & delegation to the Headteacher
Early Careers Framework			RESOURCES			Statutory induction will change from Sept 2021 as part of the ECF so governors will need to ensure compliance
Headteacher Work/Life Balance - to regularly review			✓	Chair/Vice-Chairs		Wellbeing Governor
Monitor Headteacher and Staff Well being	✓					Governing Bodies should have regard to the principles and recommendations in the Making Data Work report and Workload reduction toolkit, which provides support for schools and boards to review and streamline policies and processes to cut unnecessary workload To consider the adoption of a well-being Policy
Staff Code of Conduct						To ensure that the adoption of the Staff Code of Conduct
Authority to establish acting or temporary appointments		✓			HT & Deputies appointed by GB. Other staff by HT.	

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Pay Policy <ul style="list-style-type: none"> Agree and regularly review the Pay Policy Agree points/allowances in line with Pay Policy Consider any appeal submitted by member of staff in relation to a decision regarding salary 		✓	Reviewed by Chairs Group			
Performance Management/Appraisal <ul style="list-style-type: none"> review Policy annually ensure that the Policy is being implemented effectively and fairly 	✓	✓ ✓	RESOURCES	Chair		Governing Body to ratify
Undertake <ul style="list-style-type: none"> Headteacher's Performance Review; review & determine Head's salary backdated to September 			Performance Management Panel Chairs Group		<ul style="list-style-type: none"> A statutory Panel of 2 or 3 governors. An external adviser will help with the review. Consider recommendation of PM Panel The HT appraisal is recommended to be scheduled in the summer term 	
Threshold Applications		✓		Chair		GB is required to delegate the receipt and assessment of applications to the headteacher
Agree, review & implement Grievance Procedures		✓	RESOURCES		This cannot be delegated to a cmte which has an Associate Member who is a member of staff/ pupil	Need an initial and appeal panels Governors on appeal panels should attend relevant training
Agree, review & implement Disciplinary/Capability Procedures		✓	RESOURCES		Establish Appeal Panel if required This cannot be delegated to a cmte which has an Associate Member who is a member of staff/ pupil	Staffing Regulations recommend that the Governing Body delegate to the Headteacher decisions on all initial staff Disciplinary /capability decisions, up to and including dismissal. The Governing Body would only become involved at the appeal stage
Agree and review as necessary a staff Whistle-Blowing Policy			RESOURCES		The Governing Body should agree one or more members of the school's staff and of the governing body to whom staff can report concerns. It was agreed that: Staff to HT, to Chair re HT	
Allegations against staff & volunteers – to ensure that effective support is provided for anyone facing an allegation		✓			GB should make sure that a senior member of leadership team is designated to take lead responsibility for dealing with safeguarding issues.	
Safer recruitment – to ensure that safer recruitment procedures are applied		✓		Chair & Child Protection/Safeguarding Governor	Consider online searches such as social networking sites	

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FINANCIAL & RESOURCE ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Governors' Allowance Scheme – establish and implement	✓					The Governing Body should decide whether they will pay expenses and if so develop a policy
Register of Governors' Business Interests			RESOURCES			Should be updated annually and kept at the School The Governing Body is under a duty from 1 September 2015 to publish on the School's Website their register of Business Interests, including governorship in other educational establishments, and set out any relationships between Governors and any members of Staff (see also Governance Handbook) & attendance at meetings
Agree School Budget, ensuring that it is in line with School Plan	✓ 3-year expenditure plan to be approved		RESOURCES			Cannot be delegated to an individual The LA Scheme for Financing Schools' states that the school's formal three year expenditure plan must be approved by the governing body.
Undertake regular & required monitoring of the Budget	✓		RESOURCES			Governor with finance expertise should build a relationship and act as a link between the Governing Body and SBM/Office Manager/Finance Officer. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan. To receive at least termly budget monitoring reports from the headteacher.
Best Value ensure expenditure reflects principles of best practice			RESOURCES			
Consider renewal of Service Level Agreements			RESOURCES			Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council's Contract Procedure Rules
Monitor value and quality of contracts			RESOURCES			Taking into consideration principles of Best Value

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Lettings – review and agree the Letting Policy and income scales			RESOURCES			on an annual basis ensure that any hirer of sch1 premises adheres to the guidance in Keeping Children Safe in Out-of-School Settings
Debt Policy - review regularly			RESOURCES			on an annual basis
Risk Assessment of Cyber Security			RESOURCES			Review risks and take necessary action
Agree and review School Charging and Remissions Policy regularly			RESOURCES		Sets charges and remissions for School activities	– it must meet requirements as detailed under sections 449-462 of the education act 1996
Waivers of Contract Procedure Rules	✓		✓ See note		Ensure the GB ratifies any waivers approved by the Resources Cmte. This can be agreed by a Cmte but is dependent on the spending limits set out in the School's Scheme of Delegation.	
Schools Financial Value Standard – to consider and complete online an annual basis			RESOURCES		Audit Services recommend that the SFVS is completed by a working group/Committee and referred to the Governing Body for ratification Governors should attend training sessions.	
Consider renewal of contracts		✓	RESOURCES			Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council's Contract Procedure Rules
To consider Schools' Scheme of Financial Delegation – on an annual basis			RESOURCES			Including confirmation that the School adheres to the LA's Finance Manual and procedures
Annual School Audit Report			RESOURCES		Receive and review to ensure compliance	
Agree Schools' Scheme of Financial Delegation – on an annual basis	✓					
Private School Account – to consider and agree an annual Statement of Account			RESOURCES		An Annual Statement of Account in the form of a receipts and payments account, showing the financial position of the account, must be produced and certified by approved auditors. The certified statement must be received and approved by the Governing Body on an annual basis.	

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SITE ISSUES						
TASK	DO NOT DELEGATE	THE GOVERNING BODY DECIDES TO DELEGATE THEIR TASK TO:			COMMENTS	GUIDANCE
		HEAD	COMMITTEE	INDIVIDUAL GOVERNOR		
Health and Safety Policy Community Schools – adhere to the LA’s Policy		✓				
Health and Safety Inspections – undertake regularly & ensure necessary remedial action carried out - ensure annual risk assessments carried out to ensure fire precautions are in place		✓		H&S Governor		This could be delegated to an individual or a Committee
Health and Safety Yearly/annual Audit		✓		H&S Governor		Advice available from Education Health and Safety Service
Appoint Health and Safety Governor			RESOURCES			
Produce & monitor Premises Development Plan		✓	RESOURCES			
Monitor physical upkeep of the School & ensure necessary repairs, maintenance, decoration etc are met		✓	RESOURCES			May wish to set up rolling programme of works in discussion with the Resources Committee All orders for works must be in accordance with the Council’s Contract Procedure Rules
Monitor the security of the School Site		✓	RESOURCES			
Agree contracts for premises work		✓	RESOURCES			Taking into consideration <ul style="list-style-type: none"> • principles of Best Value • agreed budget • Council’s Contract Procedure Rules
Ensure that the School environment is conducive to learning		✓				