



# **POLICY FOR THE DELEGATION OF THE FINANCIAL POWERS AND DUTIES OF THE GOVERNING BODY**

Approved by the Governing Body on

12<sup>th</sup> October 2016

Review Date

October 2017

(Version 1 2016)

## Introduction

The Governing Body is a “corporate body” and as such it has a legal identity separate from that of its members. Governors must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about and prepared to explain their decisions and actions.

The Governing Body's 3 Key Roles:

- 1) Ensuring clarity of vision, ethos and strategic direction;
- 2) Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- 3) Overseeing the financial performance of the school and making sure its money is well spent.

The Governing Body of Lainesmead Primary School has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement.

The Governing Body delegates the day to day running of the school to the Headteacher, in accordance with the school's policies. The Headteacher is the 'lead professional' responsible for the internal organisation, management and control of the school. She advises on and implements the Governing Body's strategic framework.

The Governing Body has a statutory requirement not to discriminate unlawfully against learners, job applicants or staff on grounds of sex, race, disability, gender etc.

Many of the Governing Body's responsibilities can be delegated to committees or individuals. To ensure sound financial control, this policy statement specifies the decisions of the full Governing Body with regard to which financial functions it chooses to delegate to a committee and which to an individual. Where responsibility has been delegated, all decisions and actions taken will be reported back to the full Governing Body and properly recorded.

Governors do not incur any personal liability in respect of anything done honestly, reasonably and in good faith in exercising their power to spend a school's budget share, or delegating that power to the Headteacher. Where the Headteacher delegates tasks to other members of staff, the Headteacher remains accountable to the Governing Body.

The full Governing Body will review this policy annually. All governors sign up to the code of conduct which is also reviewed annually.

## **Roles and Responsibilities of the Governing Body**

Appendix F at the end of this guidance explains the responsibilities the law places on Governing Bodies and Headteachers respectively. Having legal responsibilities does not prevent Governors from delegating (where the law allows).

### **Main duties some of which may be delegated to committees.**

- To agree policies, targets and priorities and review them regularly
- To celebrate the school's successes
- To ensure that the school implements the National Curriculum
- To approve the school's budget annually, review regularly and achieve Best Value
- To have significant input into the School Development Plan and monitor its application
- To challenge & hold the school leaders to account on school performance

### **Other duties**

- To elect a Chair and Vice-Chair
- To appoint Co-opted Governors
- To carry out performance management of the Headteacher
- To approve the Annual Safeguarding report and ensure it is sent to the Local Authority
- To have in place an instrument of government

The Governing Body must appoint a clerk to the Governing Body, who is not a Governor, to provide advice on procedures and to issue minutes of the full Governing Body and Committee meetings.

The Governing Body chair and vice-chair will be elected at the first meeting of the Full Governing Body after the summer break.

Any 3 members of the governing body can request an additional meeting at any time by submitting a request to the clerk.

The Governing Body has agreed that virtual attendance and voting will not be permitted for Full Governing body or committee meetings.

### **Quorum**

A meeting of the full Governing Body is quorate when half of the current membership of the governing body who have voting rights are present. Our Governing Body is made up of the Headteacher and Deputy Head, 5 Parents, 2 Teachers, 1 member of the non-teaching staff, 6 Co-opted Governors and a clerk. The Business Manager is co-opted onto the finance committee; other members of staff are invited to attend meetings to share their expertise in a variety of ways, as required. The governor term of office is 4 years.

For committee meetings, the quorum is a minimum number of 3 governors who are members of the committee.

Any decision must be determined by a majority of votes of those governors present unless they declared a conflict of interest. In the case of a tied vote, the Chair will have the casting vote. The Governing Body has agreed that Associate Governors do not have voting rights.

Governing Body meetings are not open to the public. Copies of Full Governing Body minutes (excluding confidential items) are published on the school website.

Declarations of interest are recorded at the beginning of each meeting.

## Committee structure

The Governing Body's activities are divided into the following areas:

- Area 1 – Curriculum  
The committee will concentrate on analysing pupil performance data and reviewing findings from the subject focus days. The meetings will include a large staff involvement in the form of presentations on different curriculum areas.
- Area 2 – Staffing and Finance (including Pay Panel)  
The committee is responsible for financial monitoring including ensuring that the school's expenditure conforms to Best Value principles. Other areas of involvement include Health and Safety, management of our premises and staffing issues. The non-staff members of this committee will also form the Pay Panel

The Governing Body fully supports the school's policy of spending this year's budget on this year's children.

Responsibility for all appointments outside the Leadership Team is delegated to the Headteacher. However, the Headteacher invites a member of the Governing Body to participate in interviews for teaching and teaching assistant posts

- Area 3 – Performance Management  
In consultation with the Headteacher and with the help of the School Improvement Advisor (SIA), a committee of 3 Governors will:
  - Annually set performance targets for the Headteacher
  - Review performance against these target
  - Make recommendations regarding pay reward to the Pay Panel
- Area 4 – Appeals Panel  
A committee will be formed as required to hear complaints from either members of staff, parents or members of the local community, which the Headteacher cannot resolve alone.
- Specific areas covered by Link Governors (who are usually non-staff governors)
  - Health & Safety (Sharon Compton)
  - SEN, Child Protection and Looked After Children (Aaron Thornton)
  - PPG (Sarah Newton)
  - Governor section of staff induction program (Sarah Newton)
  - EYFS (Ali Cotton)
  - Numeracy (Emma Diprose)
  - Literacy (Norma McKemey)
  - Governor Induction/Buddy (Ali Cotton)
  - E-safety/ICT committee (Norma McKemey)
  - Science (post currently vacant)

### General rules for the operation of Committees

- Each committee has terms of reference which are reviewed annually
- The chair is responsible for convening meetings and submitting reports to the full Governing Body. The chair may be a member of staff
- At least seven days' notice should be given of any meeting
- Agendas and other briefing material should be sent out seven days in advance
- The chair, Headteacher (or Deputy Head) and clerk will agree the content of the draft minutes as soon as possible after the meeting. Copies of the minutes should be distributed to all members of the governing body plus any additional meeting attendees
- Minutes must record the names of all present, any declaration of interest and any apologies to ensure the legality of the proceedings
- Reports from the Committees will be a standing agenda item for the full Governing Body
- Policies will be sent to the relevant committee members for review and discussed at the termly Chairs meeting
- Committees may invite interested people to attend the meetings but they cannot vote
- Committee meetings shall not be open to the public

- Any Governor shall have the right to attend any committee meeting (except staff dismissal appeals) but with the exception of the Chair of Governors, will not have the power to vote

#### Conflict of Interest

- Anyone with a declaration of interest in a matter under discussion must declare it at the start of the meeting and withdraw from that part of the meeting. The clerk will record the declaration or a nil declaration as appropriate.
- Any employee of the school other than the Headteacher must withdraw from a meeting which considers the pay or appraisal of other employees
- The Headteacher must withdraw from any meeting which considers his or her own pay or performance appraisal.
- A member of staff cannot be present at a meeting when the appointment of their successor is considered, nor vote on their appointment.
- If there is a disagreement about whether a person is required to withdraw, it is for the other members of the committee to make the decision.

#### **Full Governing Body Policy Responsibilities**

1. Parental Complaints
2. Governor Visits to School
3. Governor Expenses
4. Procedure for dealing with violence against staff
5. Policies relating to pupils with SEN
6. Habitual and Vexatious Complaints

#### **Role of Chair, Vice Chair, Clerk and SEND link governor**

Job descriptions are attached to this document (Appendix B, C, D & E)

The following responsibilities are delegated to the Chair (and Vice chair in the Chair's absence)

- To conduct confidential investigations into parental or staff complaints (including any allegations against the Headteacher) and report back to the Full Governing Body on the outcome.

## Appendix A – Committee terms of reference

### **TERMS OF REFERENCE and MEMBERSHIP FOR CURRICULUM Committee**

Membership At least 5 governors including the Headteacher or Deputy plus Inclusion Manager where required

Meetings One meeting per term and others as necessary

#### **Terms of reference**

1. Fulfil the role of critical friend to the Headteacher and Governing Body on all matters relating to the curriculum within the school
2. Challenge & hold the school leaders to account for the school performance
3. Review monitor, review and follow-up on actions resulting from the subject focus days
4. Review the transition of pupils into Early Years, to Year 1 and to secondary schools
5. Ensure the school fully meets the learning, development and welfare requirements of the EY foundation stage
6. Monitor and review the school's data dashboard including school targets
7. Monitor and review the homework provision
8. Analyse notes of visit from visiting advisors and monitor implementation of their recommendations
9. Monitor staffing levels to meet curriculum requirements
10. Monitor and review impact of interventions

**Policy Responsibilities:** All curriculum policies & those relating to school inclusion and PSHE

1. Anti-bullying and Harassment
2. Behaviour (Pupils)
3. Child Protection
4. Disability Equality Scheme
5. Foundation 2
6. SRE
7. Teaching and Learning
8. School self review
9. Supporting pupils with medical needs

## **TERMS OF REFERENCE and MEMBERSHIP FOR STAFFING and FINANCE COMMITTEE (includes Staff Pay Panel)**

### Membership:

At least five governors including the Headteacher and/or the Business Manager. Where possible, the Health and Safety Link Governor should be present when health and safety issues are to be discussed.

The committee should include 3 non-staff members who will form the Staff Pay Panel.

Meetings: One meeting per term and others as necessary

### **Finance Terms of Reference**

1. Monitor, review and provide guidance to the Headteacher and the Governing Body on all matters relating to the budget and finance within the terms of the Finance Standards and Practises Document
2. Challenge & hold the school leaders to account for the financial performance of the school
3. Review financial policy for long and medium term planning as well as changes in resourcing and the SDP
4. Consider the draft annual budget drawn up by the Headteacher (and delegated to the School Business Manager) and make recommendations to the Full Governing Body
5. Monitor the income and expenditure of all public funds and report the financial situation to the Governing Body each term
6. Agree the level of delegation to the Headteacher for the day to day financial management of the school and to be responsible for the level of expenditure up to the limit agreed with the Governing Body
7. Receive and respond to audit reports
8. Enter into contracts following the recommendations of the Finance Standards and Practises Document, to set up a tendering committee when necessary
9. Approve and review all financial procedures
10. Ensure that specifications for the work required are drawn up as advised by the Governing Body or Headteacher. Seek at least three quotes and select the quote which offers best value for projects over £5000. (delegated to the Business Manager)
11. Provide support and guidance on all matters relating to the school premises, security and health & safety
12. To ensure that buildings and the working environment of the school are maintained to as high a standard as possible
13. Ensure that the school is covered by adequate buildings insurance and personal liability. (Delegated to the Business Manager)
14. Ensure that ongoing inspections of the premises are carried out with particular reference to Health & Safety and to ensure that a Health & Safety policy is drawn up with consideration of the LA's own policies on Health & Safety (delegated to the Business Manager)
15. Produce a rolling programme of planned maintenance, repairs and improvements for inclusion in the SIP. The Disability Discrimination Act must be taken into consideration. (delegated to the Business Manager)
16. Ensure detailed specifications for works are drawn up including Health & Safety requirements for contractors (delegated to Business Manager)
17. Monitor and report on school security and Health & Safety. (Health & Safety is a standing item on the committee's agenda)
18. Ensure Risk Assessments are made before educational visits. Adopt LEA policy on educational visits (delegated to the Business Manager)
19. Approve and monitor the purchase of services and contracts
20. Monitor lettings, after school and breakfast clubs and other income generating activities
21. Review Governor and Finance staff skills on an annual basis.
22. Review school publications (eg prospectus and website)
23. Monitor Healthy Schools

### **Staffing Terms of Reference**

1. Oversee, where appropriate, all matters concerning staff including appointments, appeals against dismissals, redundancy, conditions of service, leave of absence, staff discipline and grievances
2. Ensure that staff members are consulted on matters which concern them
3. Review and recommend for adoption by the Governing Body, the procedures for dealing with dismissals, discipline and grievances

4. Draft and review, in consultation with staff, the criteria to be used in selecting for compulsory redundancy and to recommend them to Governing Body
5. Review policies relating to staff, including the Pay Policies annually
6. To ensure that appointments and other procedures follow the requirements of legislation such as the Equal Opportunities Act, the Disability Discrimination Act, and the Race Relations Act etc
7. Review the staffing structure annually or when a vacancy arises
8. Receive confirmation from the Headteacher that all staff performance reviews have been completed – teaching staff by the end of October and Support staff by the end of March
9. Ensure that Staff Governors leave the meeting when confidential staffing issues are discussed
10. Ensure T&L is improving as a result of performance management and professional development
11. Any employee of the school other than the HT must withdraw from a meeting which considers the pay or appraisal of other employees of the school.
12. The HT must withdraw from any meeting which considers his or her own pay or performance appraisal.
13. The clerk (or person acting as clerk) may continue to act as such unless his or her own pay or disciplinary action against him or her is under consideration.
14. A member of staff cannot be present at a meeting when the appointment of their successor is considered, nor vote on their appointment.

#### **Delegations:**

1. Consideration of requests for leave of absence of more than three days is delegated to the committee chair
2. The Finance Committee has the delegated authority to agree expenditure of over £15,000
3. The Headteacher has delegated authority to make payments up to £5,000. The Headteacher may make payments up to £15,000 with reference to either the chair of finance or the chair of the Governing Body. In accordance with the Business Charge Card Policy the Headteacher is authorised to use the card up to a limit of £5,000 in any one transaction and the School Business Manager is authorised up to a limit of £1,000
4. The Headteacher also has the delegated responsibility for virement of up to £10,000. Virements over this amount are only to be made after reference to the Finance Committee.
5. The Headteacher has the delegated authority to write off debts (in accordance with the Bad Debt policy) up to the value of £500. Those exceeding £500 will be referred to the Finance Committee (or the Governing Body – whichever meets sooner) for approval
6. The Headteacher has the delegated authority to dispose of redundant/surplus assets where the value is less than £1000. (Please refer to Disposal of Assets Policy)
7. The Headteacher has the delegated authority to hold petty cash up to the value of £200 with a limit of £40 for cash reimbursement
8. The committee has delegated authority to the Business Manager to prepare specifications and accept suitable tenders of behalf of the Governing Body

#### **Policy Responsibilities:**

1. Acceptable Behaviour (Staff)
2. Activities Charging
3. Admissions
4. Confidentiality
5. Data Protection
6. Debit Card
7. Disposal of Assets
8. Educational Visits
9. Equality policy (Staff)
10. Health and Safety
11. Leave of Absence (Staff)
12. Lettings
13. Performance Management (Teachers)
14. Pupil Premium
15. School Meal Provision
16. Website
17. Wellbeing and Attendance (staff)
18. Whistleblowing

**Pay Panel Terms of Reference:**

1. To achieve the aims of the whole school pay policy in a fair and equal manner
2. To apply the criteria set by the whole school pay policy in determining the pay in each member of staff at the annual review
3. To observe all statutory and contractual obligations
4. To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion
5. To keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised
6. To work with the Headteacher in ensuring that the Governing Body complies with the appraisal regulations

**Delegation:**

The Governing Body delegates to the Staff Pay Panel implementation of the pay policy and the authority to make awards of discretionary pay increases, which the panel judges to be warranted and which have been allowed for in the budget.

## **TERMS OF REFERENCE and MEMBERSHIP FOR HEADTEACHER PERFORMANCE MANAGEMENT PANEL**

**Membership:** Three governors, appointed by the Governing Body, who are not employees of the school

**Quorum:** Two governors, the Headteacher and the School Improvement Advisor (term 2 meeting only)

**Meetings:** The annual review in Term 1 or 2 and at least one other monitoring meeting in Term 5 or 6

### **Terms of Reference:**

1. The School Improvement Partner will arrange a date for the Headteacher appraisal meeting to suit all participants

1. To plan the review meeting in advance

2. To prepare objectives with the guidance of the school improvement partner

3. To provide a written record of the meeting and objectives for the agreement of the Headteacher within ten days of the meeting, and when agreed the Chair of Governors will hold a copy for at least 6 years

4. Make recommendations regarding the Headteacher's pay award to the Staff Pay Panel

**Delegations:** The Performance Management Panel have delegated authority from the Governing Body to

- Set the Headteacher's objectives
- Monitor progress towards them
- Confirm any salary increase
- Maintain the confidentiality of this information

## **TERMS OF REFERENCE and MEMBERSHIP FOR APPEALS PANEL**

Membership: Any three or five eligible governors, the Headteacher and employees of the school CANNOT be members

Quorum: Three or five governors

Meetings: The committee shall meet as required. The LA shall be informed and consulted as required when it is necessary to convene a meeting

### **Terms of Reference:**

To consider and decide on any appeals against the decision of the Headteacher to dismiss

### PUPIL DISCIPLINE COMMITTEE covered by Personnel Panel – raised as required

This committee is established to review the Headteacher's exclusion decisions on permanent or fixed term exclusions of more than 15 days in any one term. It can also meet if there is concern about the number of temporary exclusions of a particular pupil or if the pupil may miss public examinations.

Membership: 3 or 5 members of the Governing Body who have no previous knowledge or know personally, the parents or pupils involved. Neither the Headteacher nor a non-governor may be a member of this committee.

Quorum: Not less than 3 governors

Meetings: When notified by the Headteacher

## Appendix B – Chair of Governors Job description

### Summary

The chair delegates roles and ensures other governors are fully involved. Ensuring the governing body work as a team and all governors contribute towards corporate decisions.

The chair leads the governing body who:

- **have a strategic role** - help to set and maintain the broad framework within which the Head teacher and the staff should run the school.
- **act as a critical friend** - provide the head teacher with support and offer advice and information but not uncritically. The governing body it is there to monitor and evaluate the schools effectiveness and governors should therefore be prepared to ask challenging questions.
- **ensure accountability** - the governing body is accountable to all stakeholders on the school's overall performance.

### Key Roles

- To make sure that the governing body's affairs are conducted in accordance with the law.
- To report any urgent action taken on behalf of the governing body, making sure it is fully explained.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles.
- To ensure that the governing body acts as a sounding board to the head teacher and provides strategic direction.
- To carry out any duties delegated by the governing body, be seen in school regularly, attend school functions or make sure another governor represents them, work with the LA, be accessible to other governors, staff and parents and meet governors from other schools.
- To use time effectively by planning the years cycle of meetings and a timetable for action.
- To make it clear that all governors must accept collective responsibility for decisions taken at governors' meetings.
- Construct and agree the agenda for meetings, together with the clerk, taking account of the recommendations of the head teacher and requests from other governors and keep good order in meetings.
- Ensure governors' participation in and between meetings.
- Ensure all decisions are understood and that necessary action is taken.
- Ensure governors receive all relevant information and materials.
- Check that decisions taken by the governing body are enacted.
- Ensure that governors know and follow the rules and codes of conduct ensuring democracy.
- Listen and be a critical friend to the head teacher.
- Report decisions of the governing body to parents, staff and other regularly.
- Co-ordinate the governing body role in OFSTED Inspections and LA reviews.
- Audit and monitor the work of the governing body.
- Attend LA briefings.
- Involve the vice-chair so that he/she is in a position to act if you are not available.
- Appoint and Performance manage the clerk to Governors

### Key skills:

- Leadership
- Management of effective meetings
- Organisation
- Impartiality
- Delegation skills
- Good time management
- Excellent people skills
- Effective communication

## **Appendix C – Vice Chair of Governors Job description**

### **Summary**

To work closely with the chair of governors. Supporting the chair in ensuring other governors are fully involved and the governing body work as a team and all governors contribute towards corporate decisions.

### **Key Roles**

- To deputise for the chair in their absence.
- To take on responsibilities delegated to them by the chair.
- To liaise on a regular basis with the chair and head teacher to ensure the vice chair is fully informed.
- To establish and foster an effective relationship with the head teacher based on trust and mutual respect for each other's roles.
- To be seen in school regularly, attend school functions or make sure another governor represents them, work with the LA, be accessible to other governors, staff and parents and meet governors from other schools.
- Ensure governors' participation in and between meetings.
- Attend LA briefings where appropriate in the absence of the chair.

### **Key skills:**

- Leadership
- Management of effective meetings
- Organisation
- Impartiality
- Delegation skills
- Good time management.
- Excellent people skills
- Effective communication

## Appendix D – Clerk to Governors Job description

### Key Accountabilities:

1. Advise the Governing Body on governance legislation and procedural issues in accordance with the School Governor Guide to the Law and other statutory and good practice guidance. Advise on the scheme of delegation and terms of reference of the Governing Body and its Committees. Advise the governing body on procedural and legal issues and on where to obtain advice/information on legal/policy issues to ensure the governing body meets its statutory duties.  
e.g. the clerk may need to recommend that governors seek advice from an HR adviser of the Local authority on legal matters relating to staffing or health and safety issues before making decisions where they feel governors are at risk of working outside of the legal framework. A specific example might be to ensure governors have attended safer recruitment training before serving on an appointment panel or to ensure that governors follow their policies and/or seek professional advice with respect to staff redundancy.
2. Prepare, with the chair and head teacher, a purposeful agenda for each full governing body meeting, ensuring other governors are informed of deadlines for supporting papers/minutes and distribute the agenda and supporting papers at least seven days before the meeting. Check with the chair on any actions that he or she has taken between meetings and which need to be reported back to the governors, including any follow up work.
3. Prepare, with the governing body, a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for the meetings of the governing body and its committees.
4. Take notes of each full governing body meeting and produce subsequent minutes to record the attendance and non-attendance of governors, details of any decisions taken and responsibility for agreed actions. Provide guidance on the procedural and constitutional matters and ensure they are conducted in accordance with statutory requirements
5. Send draft minutes to the chair for approval within 10 days of the meetings and forward a copy to the Headteacher as a courtesy if agreed by the Board of Governors. When the chair's approval is received, distribute draft minutes to all governors, governor support team and other relevant authorities. Ensure a signed copy of the approved minutes is kept for reference and is available for public inspection. Deal with confidential minutes in the approved manner.
6. Receive, record and distribute incoming correspondence on behalf of the governing body. Ensure that guidance on new legislation provided by the local authority is disseminated to appropriate governors and used to inform governing body meetings.
7. Ensure that statutory/legally required policies are in place and that records are maintained of all school policies and other school documents approved by the Governing Body. Advise the governing body of the dates on which policies are due to be reviewed.
8. Maintain an accurate record of membership of the Governing Body, including dates of appointment, categories of governor and term of office. Ensure that all governors have an up to date copy and are aware of the expiry date of their term of office.
9. Maintain copies of terms of reference and scheme of delegation for the Governing Body, membership of committees and working parties. Ensure a register of Governing Body pecuniary interests is maintained and reviewed at least annually, and is on every agenda and drawn to governors' attention at all full governing body meetings
10. Advise governor support team of any changes to governing body membership and liaise with governor support team and other relevant bodies over the appointment of governors
11. Advise the governing body of governor vacancies and on actions that might be taken to fill the vacancies including working with the head teacher to conduct elections to fill staff and parent vacancies. Liaise with Governor Services and other bodies as required.
12. Manage the appointment and election of all governors, in accordance with the guidance in the Guide to the Law and the Local Authority's recommended good practice.

13. Maintain relevant filing for the Governing Body including a complete set of approved minutes of all Governing Body and Committee meetings (where appropriate) and all other associated paperwork.
14. In agreement with the governing body provide clerking support to statutory committees and other committees with delegated powers.
15. Ensure that all governors, including new governors and reappointed governors, complete a self-declaration form and submit forms to the relevant authority to ensure relevant safety checks can be made.
16. Co-ordinate compliance of the governing body with relevant regulatory, statutory and administrative requirements e.g. FMSiS etc, advising on responsibilities and liaising with the school office as required.
17. Develop and manage effective administrative arrangements with the Governing Body, school and LA as appropriate.
18. Co-ordinate the induction process for new governors. Provide all new governors with a school based induction pack, (contents as determined by the governing body), a copy of the Guide to the Law for School Governors and other relevant information as determined by the school induction policy. Offer support and advise on statutory and best practice requirements as required, highlighting relevant training opportunities.
19. Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation effecting school governance.
20. Keep abreast of developments in school governance including legal developments by attendance at training events, via the Governance Newsletter and other relevant materials in order to provide pro-active support to the Governing Body.
21. Encourage and promote governor training for governors, accessed through Governor Support and book services required on behalf of the governing body. Keep accurate and up to date training records
22. Chair the governing body meeting during the election of the chair
23. (The clerk is required to work irregular and unsociable hours. They will be required to attend meetings in the evening and daytime)

### **Knowledge & Experience:**

Clerk to Governing Body Award – NVQ level 3 – or equivalent

- good knowledge of administrative work
- able to communicate effectively via telephone, in writing and in person and develop effective working relationships
- effective personal organisational and time management skills
- able to manage conflicting work pressures and organise priorities
- experience of maintaining and developing information technology systems
- competent user of word processing, electronic communications, spreadsheet and database applications
- a good working knowledge of the legal framework relating to governance of schools and current developments in education
- CRB clearance

### **Decision Making:**

**Determining content and structure of governing body meeting agendas** to ensure focused effective meetings

**Determining whether items of correspondence should be distributed to other members of the governing body and if so who** to ensure all relevant information is disseminated to appropriate individuals

**Determining whether the governing body is acting within a legal framework** to ensure governors are meeting statutory duties and compliant with the law

#### Contacts and Relationships within the Council

- Verbal and written communication with members of the governor support team regarding governing body membership and appointment of governors, clarification of policy/legal issues and booking training courses.

#### Contacts and Relationships outside the Council

- Verbal and written communication with relevant bodies, e.g. diocese relating to the appointment of governors

#### **Creativity & Innovation:**

The post holder is empowered and expected to identify service improvements within all areas of their work, in consultation with their governing body, to ensure efficient working practices.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

## **Appendix E – SEND link Governor Job description**

### **Summary**

The purpose of the SEND Link Governor is to champion the issue of special educational needs within the work of the governing body and to have specific oversight of the school's arrangements and provision for meeting special educational needs.

### **Key Roles**

- Understand how the responsibilities for SEND provision are shared within the school
- Meet the SEND Coordinator (SENCO) on a regular basis to gain information about the provision made for pupils with special educational needs and to monitor the implementation of the SEND policy
- Discuss with SENCO the outcomes of the school's monitoring and evaluation of the provision made for pupils with special educational needs
- Observe at first-hand what happens in school both inside and outside the classroom to ensure that SEND pupils are actively involved in all aspects of school life
- Keep informed about developments in the area of special educational needs, nationally, locally and within the school.
- Be familiar with the SEND policy and involved in its review and development
- Agree with the governing body, the head teacher and the SENCO the information which should be included on Governor reports
- Ensure that the SEND policy is linked to the School Improvement Plan and the budget setting process
- Help ensure that funds are allocated each year within the school budget specifically to cater for SEND pupils and to support the implementation of the SEND policy
- Encourage the governing body to ensure that all school policies are consistent with the aims of the SEND policy.
- Discuss the outcome of school visits with the SENDCO and the head teacher
- Report on a regular basis to the full governing body
- Assist in producing information for inclusion in the governing body's Annual Report to Parents about the effectiveness and implementation of the school's SEND policy

### **Key skills:**

- Leadership
- Management of effective meetings
- Organisation
- Impartiality
- Delegation skills
- Good time management
- Excellent people skills
- Effective communication

## **Appendix F – Role of the Staff Governor**

- Foster governors' understanding of the work of the school
- Enable teachers to understand the work of the GB
- Monitor implementation of relevant policies
- Contribute to the long term strategic developments of the school

## **Appendix G – Delegation planner, attached in separate document**