



**Sir Roger Manwood's School**

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# **Sir Roger Manwood's School**

## **Governance and Terms of Reference for**

### **2017-18**

**Approved by the Governing Body on 12 September 2017**

**To be reviewed in September 2018**

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## **A. Introduction**

1. This document has been written to set out how The Sir Roger Manwood's School is governed and includes terms of reference for the full governing body, governor committees and individual governors with delegated responsibilities.

## **B. The Academy Trust**

2. The Academy Trust (Company No. 07539918) was incorporated on 23 February 2011 as a company limited by guarantee with no share capital and having charitable status. The Trust:
  - owns the land and premises on and within which the school operates
  - employs staff in the school
  - sets the admissions policy in compliance with the School Admission Code 2012
3. The governing documents of the Academy are the Funding Agreement, the Memorandum of Association and the Articles of Association. These documents are published on the school website.
4. The Members of the Academy Trust comprise:
  - the signatories to the Memorandum
  - the Chair of Governors
  - the Vice Chair of Governors
  - the Headteacher
  - any additional person the Members may agree unanimously in writing to appoint
5. The current Members are:
  - Canon Mark Roberts (signatory to the Memorandum)
  - David Fuller (signatory to the Memorandum)
  - Ros Daniels (Chair of Governors)
  - Rebecca Jackson (Vice Chair of Governors)
  - Tony Mills (Chair of Finance Committee)
  - Lee Hunter (Headteacher)
6. The Members must hold an Annual General Meeting (AGM) each year during which they receive the audited accounts for the previous financial year and appoint the auditors.
7. The Directors (that is, the Governors who are not Members) are invited to attend if they so wish but they have no voting rights on matters under consideration.
8. The Academy Trust is supported by a Company Secretary whose role is to:
  - Maintain the Company Register
  - Inform Companies House of Director appointments and resignations
  - Submit the Annual Return to Companies House
9. The School Business Manager is the Company Secretary.

10. The AGM of the Members is convened and minuted by the Clerk to Governors.

### **C. The Governing Body**

11. The role of the Governing Body is to set strategic direction, to hold the Senior Leadership Team (SLT) to account for improving performance and to ensure money is well spent.

12. The Governors are Directors of the Academy for the purposes of the Companies Act 2006 and Trustees for the purposes of charity legislation.

13. The Governing Body comprises Community, Foundation, Parent and Staff Governors.

Foundation Governors nominate other Governors to be a Foundation Governor if any of their number resign, and their appointment is subject to ratification by the relevant Foundation body. They do not have a term of office.

Community Governors are appointed by the Governing Body. Each Governor serves for a period of four years.

Parent Governors are elected by the Parents. Each Governor serves for a period of four years.

Staff Governors are elected by the Staff. Each Governor serves for a period of four years.

14. The size and composition of the Governing Body is set out in the Articles of Association. A list of current Governors and their term of office is set out in Appendix 1

15. The Headteacher, an ex officio member of the Governing Body with full voting rights, is responsible for the day to day management of the school.

16. The Governing Body exercises its oversight of strategic direction through the Full Governing Body (FGB) and Committees which report to the FGB.

17. The guiding principle which underpins the relationship between the FGB and the Committees is that the former concentrates on the broader strategic issues whilst the latter concentrate on their specific remit with the maximum level of delegated authority deemed appropriate to enable them to provide speedy and appropriate direction, agreement or guidance to the Headteacher and the SLT. There is a presumption that if proposals on issues within its terms of reference are accepted by a committee its decisions will be reported to the FGB for information purposes only. A general scheme of delegation has been agreed and is set out in Appendix 2. Any matter not explicitly delegated remains the responsibility of the FGB.

18. The role of the FGB is set out in more detail in Appendix 3. All Governors, Members and Directors, sit on the FGB.

### **D. Committees**

19. There are currently four standing Committees and their role, including any delegated authority to take decisions, and membership are set out in the relevant appendices. They are:

- Boarding

- Finance & Premises
  - Pay & Personnel
  - Headteacher’s Performance Review and Pay Committee
20. Those members of staff, by designated post, who attend FGB and the Committees to provide support and guidance are listed in each appendix.
21. Whilst each Committee is responsible for a specific activity all share the following characteristics:
- receive reports from the Headteacher, members of SLT and/or the School Business Manager, about matters relating to any issues listed in their Terms of Reference
  - ensure effective and robust self-evaluation
  - consider recommendations from relevant external reviews, for example audit, health and safety adviser, OFSTED or anyone commissioned to support school improvement, agree the actions and report or make recommendations to GB as required. They subsequently monitor and evaluate regularly the implementation of any plan agreed
  - take appropriate action on any other relevant matter referred to them by the FGB.
22. The processes and procedures in place that govern the way the FGB and Committees operate are set out in the Procedural Guidance for Governing Body Committees (Appendix 9).
23. Meeting dates for the current academic year are set out in Appendix 10. Special meetings may be called on occasion to deal with an urgent or detailed issue.
24. In addition, one Committee, the Appeals Committee, is constituted when required and its role, including any delegated authority to take decisions, is set out in the relevant Appendices.
25. The FGB may, on occasion, convene a Working Group to help assess major issues where it is minded to approve a course of action, but where one or more detailed issues needs to be worked through before a final decision can be made. The Chair of a Working Group will report their findings to the FGB.

## **E. Governors with an Individual Role**

26. Certain Governors have an individual role and, in some cases are delegated to act on behalf of the GB with a requirement to report back either directly to the GB or via a relevant Committee. These Governors are nominated and either elected or appointed to the role by the GB.
27. Their roles are set out below in detail in the appendices.
28. The Chair of the Governing Body:
- ensures the business of the Governing Body is conducted properly, in accordance with legal requirements and the Articles of Association
  - ensures that GB meetings are run effectively, focusing on priorities and making the best use of time available and to ensure that all Governors have an equal opportunity to participate in discussion and decision making

- establishes and fosters an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board for the Head Teacher and provides strategic direction.
29. The Governors shall elect a Chair and a Vice Chair from among their number. A Governor who is employed by the Academy shall not be eligible for election as Chair or Vice Chair. The Chair is elected for a term of two years, as is the Vice Chair. The Vice Chair becomes the Chair at the end of their two-year term of office.
30. There is no restriction on how often a sitting Chair can be re-elected.
31. Chairs can resign by writing to the Clerk at any time. The election for filling a vacancy for Chair caused by such a resignation must take place at the beginning of the next meeting of the Governing Body.
32. There is provision for the Governing Body to remove the Chair from office. The Clerk will be able to offer advice on the procedures.
- 33. The Vice Chair of the Governing Body** deputises for the Chair (for the avoidance of doubt the Vice-Chair has no other specific role). The position of Vice-Chair is not a permanent position but is rotated on a two-year basis.
34. The **Chair of a Committee** shall:
- operate as portfolio holder for the affairs of his/her Committee at the FGB and on such other occasions where this may be necessary
  - ensure the business of the Committee is conducted properly in accordance with legal requirements (including any requirements set out in the Articles of Association)
  - ensure that 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.
35. The position of **Responsible Officer (RO)** is taken by an external company which acts in an independent audit capacity. The role of the Responsible Officer is set out in the relevant appendix. The external RO sends reports of the findings from their visits to the School Business Manager, who submits the report to the Governing Body.
36. There are also individual Governors with responsibility for some key functions of the Governing Body and their role is set out in the relevant Appendix:
- Special Educational Needs
  - Safeguarding
  - Health and Safety

### **37. Clerk to the Governing Body**

38. The Governing Body is supported by the Clerk to the Governing Body whose role is to:

- work effectively with the Chair of Governors, the other Governors and Headteacher to support the Governing Body
- advise the Governing Body on legal and procedural matters, duties and powers
- convene meetings of the Governing Body
- draft agenda in liaison with the Chair of Governors and the Head Teacher
- collate and circulate reports in advance of Governing Body meetings
- attend meetings of the Governing Body and ensure minutes are taken
- maintain a register of Members of the Governing Body and report vacancies and upcoming end of terms to the Chair of Governors
- maintain the register of Business Interest Declarations and ensure that it is uploaded to the School website
- give and receive notices in accordance with relevant regulations
- perform such other functions as may be determined by the Governing Body from time to time.

39. Committees are clerked by the Governors themselves, not the Clerk to Governors:

**Appendix 1: Governing Body membership as at 1 September 2017**

## Governing Body Schedule (2017-2018)

| <b>MEMBERS</b> <i>(as per Memorandum of Association)</i>                               | <b>Term of Office</b> | <b>Roles</b>            | <b>Business Interests</b>                                     | <b>Notes</b>                                         |
|----------------------------------------------------------------------------------------|-----------------------|-------------------------|---------------------------------------------------------------|------------------------------------------------------|
| Mark Roberts                                                                           | 22 Feb 2011           |                         | Rector, Parish Church of St Clement's                         | FD. Governor since 1 Sep 1991                        |
| David Fuller                                                                           | 22 Feb 2011           |                         | Director, F.A. Fuller & Sons<br>Director, Southern Farmers    | Jointly Member/Governor<br>Governor since 1 Sep 2003 |
| Ros Daniels                                                                            | *1 Sept 2017          | <b>Chair of GB</b>      | Company Secretary, Jexcel Group Ltd<br>Trustee, Manwood Trust | Member by virtue of office                           |
| Rebecca Jackson                                                                        | *1 Sept 2017          | <b>Vice-Chair of GB</b> |                                                               | Member by virtue of office                           |
| *Commencement as a Member – per section 12 (c) and (d) of SMRS Articles of Association |                       |                         |                                                               |                                                      |

| <b>GOVERNORS</b>                                                       |                       |  |                                                         |                               |
|------------------------------------------------------------------------|-----------------------|--|---------------------------------------------------------|-------------------------------|
| <b>Foundation (FD)</b> <i>(5 according to Articles of Association)</i> |                       |  |                                                         |                               |
| Joanna Rosso (Cinque Port)                                             | 24 Sep 15 – 23 Sep 19 |  | Director & Company Secretary - Property Management Firm |                               |
| Lindsay Gorringe (Gonville & Caius College, Cambridge)                 | 1 Sep 15 – 31 Aug 19  |  | None declared                                           | FD. Governor since 1 Sep 1994 |
| Anthony (Tony) Kilbee (Cinque Port)                                    | 1 Sep 15 – 31 Aug 19  |  | None declared                                           | FD. Governor since 1 Sep 1988 |

|                                            |                       |  |          |                         |
|--------------------------------------------|-----------------------|--|----------|-------------------------|
| Mark Roberts AKC (Diocese of Canterbury)   | 1 Sep 15 – 31 Aug 19  |  | As above | Jointly Member/Governor |
| Christine Everard (Lincoln College Oxford) | 24 Mar 17 – 23 Mar 21 |  |          | Governor since Mar 2007 |

|                                                           |                       |                    |                                                               |                                                      |
|-----------------------------------------------------------|-----------------------|--------------------|---------------------------------------------------------------|------------------------------------------------------|
| <b>Community</b> (4 according to Articles of Association) |                       |                    |                                                               |                                                      |
| Colin Ewen                                                | 24 Sep 14 – 24 Sep 18 |                    |                                                               |                                                      |
| Ros Daniels                                               | 21 Sep 16 – 20 Sep 20 | <b>Chair of GB</b> | Company Secretary, Jexcel Group Ltd<br>Trustee, Manwood Trust |                                                      |
| David Fuller                                              | 22 Feb 11             |                    | As above                                                      | Jointly Member/Governor<br>Governor since 1 Sep 2003 |
| Andrew Rush                                               | 24 May 17 – 23 May 21 |                    |                                                               |                                                      |

|                                                                  |                       |                         |  |  |
|------------------------------------------------------------------|-----------------------|-------------------------|--|--|
| <b>Parent Governors</b> (7 according to Articles of Association) |                       |                         |  |  |
| Gunda Hoffmann                                                   | 23 Oct 14 – 22 Oct 18 |                         |  |  |
| Rebecca Jackson                                                  | 23 Oct 14 – 22 Oct 18 | <b>Vice Chair of GB</b> |  |  |

|                                                                 |                       |  |               |  |
|-----------------------------------------------------------------|-----------------------|--|---------------|--|
| <b>Staff Governors</b> (2 according to Articles of Association) |                       |  |               |  |
| Joanna C Poole                                                  | 25 Jan 17 – 25 Jan 21 |  | Teacher, SRMS |  |
| Vacancy                                                         |                       |  |               |  |

|                                                           |                       |  |               |  |
|-----------------------------------------------------------|-----------------------|--|---------------|--|
| <b>Co-opted Governors</b> (up to 3 according to Articles) |                       |  |               |  |
| Anthony (Tony) Mills                                      | 25 Jan 17 – 25 Jan 21 |  | None declared |  |
| Peter Wilson                                              | 24 May 17 – 24 May 21 |  | None declared |  |
| Anthony (Tony) Nagle                                      | 12 Jul 17 – 12 Jul 21 |  |               |  |

|                                 |          |  |                                                                          |  |
|---------------------------------|----------|--|--------------------------------------------------------------------------|--|
| <b>Headteacher (ex-officio)</b> |          |  |                                                                          |  |
| Lee J Hunter                    | 1 Sep 13 |  | Honorary President, Old Manwoodian Association<br>Trustee, Manwood Trust |  |

## Appendix 2: GB Scheme of Delegation

Note: any matter not explicitly delegated remains the responsibility of the FGB

| Governing Body responsibility <sup>1</sup>                                               |     | Committee authority            |                     |
|------------------------------------------------------------------------------------------|-----|--------------------------------|---------------------|
|                                                                                          |     | Determine/ approve             | Scrutiny/ recommend |
| Delegated?                                                                               |     |                                |                     |
| <b>Strategic direction of the school:</b>                                                |     |                                |                     |
| 1. Set values, aims and objectives for the school                                        | NO  |                                |                     |
| 2. Agree policy framework for achieving aims & objectives                                | NO  |                                | Boarding and P&P    |
| 3. Set statutory targets                                                                 | YES | All                            |                     |
| 4. Agree the School Development Plan (SDP)                                               | NO  |                                |                     |
| 5. Approve budget                                                                        | NO  |                                | F&P                 |
| 6. Approve staffing structure                                                            | NO  |                                | P&P                 |
| <b>Challenge and support</b>                                                             |     |                                |                     |
| 7. Implementation & effectiveness of policy framework                                    | YES | All                            |                     |
| 8. Progress towards targets                                                              | YES | All                            |                     |
| 9. Implementation & effectiveness of the SDP                                             | YES | All                            |                     |
| 10. Budget performance                                                                   | YES | F&P                            |                     |
| 11. Effectiveness of staffing structure                                                  | YES | P&P                            |                     |
| <b>Ensuring accountability</b>                                                           |     |                                |                     |
| 12. Ensure school self-evaluation                                                        | YES | All                            |                     |
| 13. Respond to external assessments as necessary                                         | NO  |                                |                     |
| 14. Hold Head Teacher to account for school performance                                  | YES | All                            |                     |
| 15. Ensuring parents and pupils are involved, consulted & informed as appropriate        | NO  |                                |                     |
| 16. Make information available to the school community                                   | NO  |                                |                     |
| 17. Appoint Headteacher                                                                  | NO  |                                |                     |
| 18. Performance management of Head Teacher                                               | YES | HT PM Review and Pay Committee |                     |
| <b>Governance matters</b>                                                                |     |                                |                     |
| 19. Appoint, suspend, remove Governor                                                    | NO  |                                |                     |
| 20. Appoint, suspend, remove Head Teacher                                                | NO  |                                |                     |
| 21. Appoint, suspend, remove Clerk                                                       | NO  |                                |                     |
| 22. Establish delegation arrangements, including Committees and their Terms of Reference | NO  |                                |                     |
| 23. Review delegation arrangements annually                                              | NO  |                                |                     |
| 24. Approve the draft audited accounts                                                   | YES | F&P                            |                     |

<sup>1</sup> Derived largely from National Governors Association: The role of the governing body - <http://www.nga.org.uk/Resources/Policies/Governance.aspx>

### **Appendix 3: Governing Body Terms of Reference**

The role of the Governing body is to set the school's strategic direction, to hold school leaders to account for the school's performance and to ensure money is well spent.

#### **Terms of Reference**

- To agree Constitutional matters including procedures where the Governing Body has discretion
- To appoint Community Governors
- To oversee elections for Parent and Staff Governors, with responsibility delegated to the Clerk and Headteacher for their actual running
- To suspend a Governor
- To hold at least 4 Governing Body meetings a year
- To appoint or remove the Chair and Vice Chair
- To appoint or remove the Clerk to the Governing Body
- To establish the Committees of the Governing Body and their Terms of Reference
- To decide which functions of the Governing Body will be delegated to Committees, groups and individuals and to review this general scheme of delegation annually
- To review Committee procedures annually
- To receive reports from any individual or Committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To approve the Budget for the forthcoming financial year
- To appoint a working group, where appropriate, to look at depth at an issue of strategic importance

#### **Admissions**

- To review annually the Determined Admissions Arrangements (DAA) and if changes are proposed those changes will be explained at an GB meeting prior to the draft arrangements going out for the statutory 6-week consultation. If no responses are received from the consultation the draft arrangements will become the DAAs. If, however responses are received they will be presented to the GB in order to finalise and approve the arrangements before the statutory date of 28 February
- To determine within the current Admissions Code and the Determined Admission Arrangements whether any child should be admitted to the school

#### **Curriculum, Teaching and Learning and Student Welfare**

- To consider policies concerning pupil performance, the school curriculum and student welfare and wellbeing
- To consider proposed improvements to the curriculum and to monitor the success of any changes implemented
- To monitor and evaluate the quality of teaching and learning
- To ensure that the school meets the general and specific equality duties in relation to teaching and learning, curriculum, achievement and progress
- To oversee arrangements so that individual governors take a lead in SEN and Safeguarding and those governors to undertake regular visits to the school with a focus on their area

## Policies

The GB will review and approve the policies in the table below.

|                                                                  |
|------------------------------------------------------------------|
| <b>Statutory policies</b>                                        |
| Accessibility Policy and Plan                                    |
| Admissions Policy                                                |
| Behaviour Policy                                                 |
| Best Value Policy                                                |
| Charging and Remissions Policy                                   |
| Complaints Policy                                                |
| Data Protection                                                  |
| Designated Teacher for Children In Care, CiC                     |
| Exclusion of Pupils Policy                                       |
| Fraud and Anti-Corruption Policy                                 |
| Freedom of Information Publication Scheme                        |
| Gifts and Hospitality Policy                                     |
| Health and Safety Policy                                         |
| Premises Management Policy                                       |
| Risk Register                                                    |
| Safeguarding and Child Protection Policy                         |
| Sex Education Policy                                             |
| Special Educational Needs Policy                                 |
|                                                                  |
| <b>Other policies</b>                                            |
| Assessment and Marking Policy                                    |
| Asset Management Plan                                            |
| Attendance Policy                                                |
| Critical Incident Policy                                         |
| Curriculum Policy                                                |
| Drugs and Alcohol Policy                                         |
| Educational Visits Charging Policy                               |
| Financial Delegation Scheme                                      |
| Gifted and Talented Pupils Policy                                |
| Homework Policy                                                  |
| ICT Acceptable Use Policy (separate ones for staff and students) |
| Lettings Policy                                                  |
| Medicines Administration Policy                                  |
| Purchasing Policy                                                |
| School Minibus Policy                                            |
| School Uniform Policy                                            |
| Statement of Internal Control                                    |
| Teaching and Learning Policy                                     |

**Governing Body for the academic year 2017-18:** A full list of governors is set out in Appendix 1

|                                         |                                                                                                                                                                                          |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chair of the Governing Body</b>      | As per Appendix 1                                                                                                                                                                        |
| <b>Vice Chair of the Governing Body</b> | As per Appendix 1                                                                                                                                                                        |
| <b>Key Management Personnel</b>         | Ms C Kernick – Deputy Headteacher<br>Mr M Rivers – Assistant Headteacher (Student Progress)<br>Mr D Thomas – Assistant Headteacher (Pastoral)<br>Mrs P Bunnell – School Business Manager |
| <b>Clerk to the Governing Body</b>      | Mr D Laird                                                                                                                                                                               |
| <b>Quorum</b>                           | One third (rounded up to a whole number) of the total number of Governors holding office.                                                                                                |

## **Appendix 4: Procedural Guidance for Governing Body Committees**

This document has been drafted in accordance with the Articles of Association of Sir Roger Manwood's School, The Governors Guide to the Law produced by the Department for Education and the DfE's Governance Handbook (Jan 2017) and Competency Framework for Governance (Jan 2017).

1. At least half of governors must be present at the Governing Body meeting which decides on the membership and powers of Governing Body committees. If there are vacancies then the quorum is half of the number of appointed governors. Procedures for meetings of the Governing Body are set out in the Articles of Association.
2. The minimum number of governors required to sit on a committee is three.
3. The quorum of each committee is two thirds of the number of governors on the committee.
4. Non-governor members of committees are not allowed to propose or second motions, nor can they vote.
5. Every member of a committee must be given at least seven clear days written notice of the date of the meeting with a copy of the agenda for that meeting.
6. The names of everyone present at a committee meeting must be recorded in the minutes by the clerk of the committee, including those of non-governor participants and observers.
7. Committees must make sure that copies of the agenda, approved draft minutes, signed minutes and any report, document or other paper considered at a meeting (not including confidential items or items relating to a named pupil or member of staff) are made available at the school for anyone to read on request.
8. Unless otherwise agreed, meetings shall commence at 4pm and shall be concluded by 6pm, but certainly no later than 7pm.
9. Decisions of the committees are taken by a majority of the members present voting on a proposal. If there is an equal number of votes for and against a proposal, the Chair has a second or casting vote. The outcome of a vote will be recorded in the minutes as either being passed/not passed unanimously or by majority. Any governor may ask by exception for his or her opinion to be recorded in the minutes.
10. A meeting must not be held if it is not quorate, and it must terminate as such time as it ceases to be quorate. If it ceases to be quorate, or if the committee resolves to terminate a meeting before all items on the agenda have been dealt with, a further meeting should be called as soon as possible.
11. Committee meetings are not open to the public (including staff, students and parents) by right. The committee can decide whether anyone who is not a governor, other than the Headteacher or clerk, may attend a meeting. Visitors should be asked to leave if confidential items are discussed, unless the committee has asked them to take part in a specific discussion.
12. How individual governors vote, and opinions by governors involving a named person which are in any way sensitive or critical, should be regarded as confidential. The committee will decide if an item of discussion is confidential. The minutes of any parts of a meeting that are confidential should be kept separate and not made available for inspection with the rest. Governors should respect the confidentiality of items of business which the committee decide are confidential.
13. As at Full Governing Body meetings, once a decision has been taken, all governors must support it under collective responsibility.
14. No-one should be involved in a decision where his or her personal interests may conflict with those of the Governing Body. Under finance regulations, all schools must keep a register of any business interests of

the governors and the Headteacher. Governors should declare any personal conflict of interest as soon as a matter in which they have an interest is raised. There are certain circumstances where people who would usually be entitled to attend Governing Body or committee meetings (that is, governors, members of committees, the Headteacher or any person acting as clerk) have to leave a meeting.

15. Governors should not vote in connection with their own appointment to, or removal from, a committee.
16. There are circumstances where committee members are required to withdraw and not vote where a fair hearing must be given and there is reasonable doubt about that person's ability to act impartially. For example, where the committee are discussing disciplinary action against a pupil or teacher, no-one who was involved in the events leading up to the discussion, or who could be biased, should be allowed to take part in that discussion. However, the committee may call such a person to give evidence. Governors may express interests and views in relation to general administrative matters, as opposed to cases where they are determining the rights of individuals.
17. Other circumstances include:
  - Teachers need not withdraw because of a pecuniary interest which is no greater than that of the other teachers at the school
  - Non-teaching staff need not withdraw because of a pecuniary interest unless they have a personal interest which is greater than that of other non-teaching members of staff
  - Any employee of the school other than the head must withdraw from a meeting which considers the pay or appraisal of other employees of the school
  - The Headteacher must withdraw from any meeting which considers their own pay or performance appraisal
  - A person who is a governor of two schools is not required to withdraw from discussion of issues involving a conflict of interest between those schools
  - If there is disagreement about whether a person is required to withdraw, it is for the other members of the committee to make the decision. This provision does not allow the withdrawal requirements to be waived by the other committee members.
18. The Headteacher has the right to attend all committee meetings except where specifically excluded.
19. The establishment, terms of reference and membership of any committee of the governors shall be reviewed at least once a year, normally at the September Governing Body meeting.

## Appendix 5: Boarding Committee Terms Of Reference

The Boarding Committee monitors the school's provision for its boarders, with a focus on compliance with the National Minimum Standards for residential accommodation, the cost effectiveness of the boarding operation and the monitoring of boarders' and boarding staff's welfare

### Meetings

- To meet at least 3 times each year, once per term
- To scrutinise any matter sent to the Committee by the Governing Body on an ad hoc basis as well as those listed below

### Boarders' academic progress and welfare

- To monitor the wellbeing of boarders
- To undertake monitoring visits to the boarding houses and to provide written reports of all such visits to the Committee
- To monitor the effect of any premises issues on the boarders and staff, and boarding operation generally
- To monitor the catering provision to boarders

### Finance

- To monitor boarding numbers and the impact of marketing arrangements for boarding
- To ensure that all spend in boarding provides Value for Money in terms of improving the boarders' experience
- To evaluate and monitor boarding expenditure
- To monitor and understand the overall financial data for the boarding element of the school, and to provide reports to the Governing Body on the financial viability of the boarding operation
- To review annually any outstanding debts from boarders and the arrangements for their collection

### Premises

- To ensure there is an adequate level of insurance and liability in place as regards boarding and boarders
- To monitor the implementation of the maintenance and refurbishment plan, Asset Register and Visitor Logs for the boarding houses

### Documents

- To prepare and review policies, development plans and recruitment relating to boarding
- To prepare for, and be the lead governors for, external audits of boarding e.g. Ofsted boarding inspections, and to ensure reports are published as required
- To monitor the Action Plan resulting from an Ofsted Boarding inspection
- To benchmark boarding against similar schools

### Health and Safety

- To receive and follow up on Health & Safety reports from the Boarding Manager, School Business Manager or external H&S adviser (as appropriate) where they impact on boarders, boarding staff and boarding facilities
- Governors on the Boarding Committee, when undertaking visits to the boarding houses, to report back to the Committee on any issues related to H&S

### Training

- To undertake any necessary training (in or out of school) required to enable effective monitoring of the boarding operation

|                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documents</b>                                                                                                                                     |
|                                                                                                                                                      |
| <b>Statutory documents</b>                                                                                                                           |
| National Minimum Standards for residential schools                                                                                                   |
| All contents of the Boarding Handbook, including the School's Boarding Principles and Practice, and all policies and procedures relating to boarding |
|                                                                                                                                                      |
| <b>Other documents</b>                                                                                                                               |
| Boarding Self-Evaluation document                                                                                                                    |

**Boarding Committee:**

|                               |                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governors</b>              | Chair: Ms L Gorringe<br>Vice Chair: Revd Canon M Roberts<br>Mrs C Everard<br>Mr A Kilbee<br>Mr L Hunter (Headteacher)<br>Mr A Rush |
| <b>Clerk to the Committee</b> | Mrs N Young (Boarding Manager)                                                                                                     |
| <b>Other</b>                  | Ms C Kernick (Deputy Headteacher)<br>Mrs P Bunnell (School Business Manager)                                                       |
| <b>Quorum</b>                 | Two thirds of the Governors on the Committee                                                                                       |

## Appendix 6: Finance and Premises Committee (F&P) Terms of Reference

The Finance and Premises Committee monitors the school's finances ensuring that the school operates within the required financial regulations, responds to any issues arising from an audit of the school's accounts and ensures value for money. It also oversees contracts entered into by the school with third parties.

- to establish and maintain an up to date 3-year financial plan (including capital expenditure projects: forecast cash flows and sensitivities; and an overall review of solvency)
- to ensure that the school operates within the Financial Regulations of the Education Funding Agency (and relevant successor bodies), the Companies Act and the Charities' Commission
- to make decisions, in consultation with the Head Teacher, in respect of service agreements and tender awards in excess of the Head Teacher's delegated authority (currently set at £60k)
- to review all reports issued by the Responsible Officer and the Auditors based on their reviews on internal controls and ensure appropriate follow up action has been implemented by the Head Teacher
- to determine whether sufficient funds are available to pay increments and/or bonuses and new staff as recommended by the Head Teacher (or the Head Teacher Performance Management Group in the case of the Head Teacher personally)
- to regularly review and update policies as per the table below
- in consultation with the Head Teacher and School Business Manager, to draft the first formal budget plan of the financial year for recommendation by the GB
- to receive and consider regular budget position statements (including virement decisions) and cash flow forecasts and to report significant anomalies from the anticipated position with any recommended corrective measures to the GB
- to review and approve draft annual financial statements prepared by the school's auditors
- to review and approve the draft annual Representation Letter for the Auditors
- to monitor the school's medium term IT strategy with a particular focus on its operating and capital cost implications
- to monitor Risk Management of all financial issues and in particular to ensure that the school maintains adequate insurance cover at all times
- to keep under review the scheme of delegation in financial matters including the level of delegation to the Head Teacher for the day to day financial management of the school and to present to GB any recommendations for change
- to consider the Academy's indicative funding, notified annually by the DfE and to assess its implications for the Academy, in consultation with the Head Teacher, in advance of the financial year, drawing any matters of significance to the FGB
- to monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including implementation of bank account arrangements and, where appropriate, to make recommendations for improvement
- to prepare a financial statement to form part of the annual report of the FGB to parents
- to establish and keep under review a Site Development Strategy in furtherance of the School's Development Plan
- to prepare and keep under review an Asset Management Plan
- to establish and keep under review a three year rolling programme for repairs and maintenance of the school premises within the agreed premises related budget
- to establish and keep under review an Accessibility Plan
- to oversee premises related funding bids
- to prepare and keep under review a Health and Safety Policy for the school and the use of school premises by outside users. The policy shall include a management plan in relation to any recorded evidence of asbestos
- to ensure that adequate premises related insurance is in place
- to establish and keep under review a Critical Incident Policy and procedures
- to oversee the premises and infrastructure including repairs, maintenance and planned capital works and ICT network provision

- to oversee the setting up and running of capital projects
- to oversee the operation of all contracts on site relating to buildings and premises and ICT network provision
- to oversee the site and ICT development plans of the school
- to review proposals for the development of the school's infrastructure (including ICT network provision, computing equipment and ICT services)
- risk management oversight, including Health and Safety related policies
- to oversee any other matters relating to premises, ICT network provision and Health and Safety
- to receive reports from the Health and Safety Advisor and to monitor any recommendations contained in them

**Health and Safety**

- to prepare and keep under review a Health and Safety Policy and the use of school premises by outside users. The policy shall include a management plan in relation to any recorded evidence of asbestos
- to receive reports from the Health and Safety Advisor and to monitor any recommendations contained in them

**Policies**

The Committee will review and approve the policies in the table below.

|                                              |
|----------------------------------------------|
| <b>Statutory policies</b>                    |
| Accessibility Policy and Plan (statutory)    |
| Best Value Policy (statutory)                |
| Charging Policy (statutory)                  |
| Data Protection (statutory)                  |
| Fraud and anti-corruption Policy (statutory) |
| Gifts and Hospitality Policy (statutory)     |
| Health and Safety (statutory)                |
| Premises Management (statutory)              |
| Risk Register (statutory)                    |
|                                              |
| <b>Other policies</b>                        |
| Asset Management Plan                        |
| Critical Incident Policy                     |
| Educational Visits Charging Policy           |
| Financial Delegation Scheme                  |
| ICT Acceptable Use Policy                    |
| Lettings Policy                              |
| Purchasing Policy                            |
| School Minibus Policy                        |
| Statement of Internal Control                |

**Finance and Premises Committee:**

|                  |                                                                                                                                  |
|------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Governors</b> | Chair: Mr A Mills<br>Vice Chair: vacant<br>Mr D Fuller<br>Mrs G Hoffmann<br>Mr L Hunter (Headteacher)<br>Mr A Nagle<br>Mr A Rush |
|------------------|----------------------------------------------------------------------------------------------------------------------------------|

|                               |                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|                               | Mr P Wilson                                                                                                                        |
| <b>Clerk to the Committee</b> | Chair of the Committee                                                                                                             |
| <b>Other</b>                  | Mrs E J Allen (observer)<br>Mr C Walker (observer)<br>Mrs P Bunnell (School Business Manager)<br>Ms C Kernick (Deputy Headteacher) |
| <b>Quorum</b>                 | Two thirds of the number of Governors on the Committee                                                                             |

## Appendix 7: Pay and Personnel Committee Terms of Reference

The Pay & Personnel Committee monitors the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that consultations are held where applicable and legal requirements fulfilled.

### Meetings

- To meet at least 3 times each year, once per term

### Documents

- To establish, review and monitor an Appraisal Policy for all staff
- To establish and review a Pay Policy for all categories of staff
- To establish and review the application and administration of suspension and dismissal policies for all staff
- To review and approve all relevant policies and procedures relating to personnel, including grievance, discipline, redundancy, restructure, capability, appraisal, performance management, sickness absence, whistle blowing, pay and conditions, and staff social media policies

### Performance Management and Pay Awards

- To conduct the annual review of pay progression and salaries of all staff
- To hear and determine appeals against decisions on pay grades and pay awards
- To ensure that the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures
- To ensure the school complies with the general and specific equality duties in relation to staff
- To oversee and monitor the application and administration of the Pay Policy
- To consult the School Business Manager and governors with responsibility for financial matters on the financial viability of personnel-related expenditure

### Staffing

- To review and oversee appointment procedures for all staff
- To review the overall staffing structure in consultation with the Headteacher
- To review and oversee the process relating to staff reductions or restructures, unless that is delegated to a specific committee or working party
- To review and monitor the arrangements for Teaching and Learning Responsibility points
- To consider the Headteacher's recommendations for discretionary payments and allowances to staff subject to their being costed
- To keep under review staff work/life balance, working conditions, and well-being
- To monitor staff absences

### Health and Safety

- to monitor Health and Safety as pertaining to staff welfare and wellbeing

### Training

- To undertake any necessary training (in or out of school) required

### General

- Any matter sent to the Committee by the Governing Body on an ad hoc basis

### Disqualification

Anybody employed by the school, other than the Headteacher and Deputy Headteacher

|  |                                                                                                                                                                                                                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | (and School Business Manager for Support Staff issues), must not be present when discussions and/or decisions are being held about specific staff. Similarly, the Headteacher, Deputy Headteacher and School Business Manager should not be present when discussions and /or decisions are held about their own pay. |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Policies

The Committee will review and approve the policies in the table below.

|                                                                   |
|-------------------------------------------------------------------|
| <b>Policies</b>                                                   |
| <b>Statutory policies</b>                                         |
| Appraisal Policy                                                  |
| Allegations of Abuse Against Staff                                |
| Capability Procedure                                              |
| Disciplinary Procedure                                            |
| Grievance Procedure (contained in the Fairness At Work Policy)    |
| Publication of Equality Information and Objectives                |
|                                                                   |
| <b>Other policies</b>                                             |
| Pay Policy                                                        |
| Redundancy and Restructure Policy                                 |
| Staff Acceptable Use of ICT Policy                                |
| Staff Code of Conduct                                             |
| Staff Leave of Absence Policy                                     |
| Staff Performance Management Policy                               |
| Staff Special Leave Policy                                        |
| Staff Social Media Policy                                         |
| Whistle Blowing Policy (contained in the Fairness At Work Policy) |

## Pay and Personnel Committee:

|                               |                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governors</b>              | Chair: Mrs G Hoffmann<br>Vice Chair: vacancy<br>Ms R Daniels<br>Dr C Ewen<br>Mr L Hunter (Head Teacher)<br>Mr A Kilbee<br>Ms J Rosso |
| <b>Clerk to the Committee</b> | Chair of the Committee                                                                                                               |
| <b>Other</b>                  | Mrs K Bell (observer)<br>Ms C Kernick (Deputy Headteacher)<br>Mrs P Bunnell (School Business Manager)                                |
| <b>Quorum</b>                 | Two thirds of the Governors on the Committee                                                                                         |

## Appendix 8: Appeals Committee Terms Of Reference

Appeals relating to school admissions are heard via the KCC Admission Appeals Service and they train the Clerk and panel members, and respond to any challenges to the appeal panel's decision. They also ensure that all members of a panel are independent of the school.

A Governors' Appeal Committee will consider any appeal relating to the procedures as outlined in the policies for Complaints, Capability, Disciplinary, Grievance, Pay, Exclusions and Internal Assessment. A committee, once constituted, is also able to consider any other matters relating to appeals in general if requested to do so by the Governing Body.

Members of any Appeals Committee that is constituted are required to be conversant with the policies appropriate to the appeal being heard e.g. the Complaints Policy, Capability Policy, Disciplinary Policy, Grievance Policy, Pay Policy, Internal Assessment Policy, Exclusions Policy

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Composition of the Committee</b> | With the exception of appeals against dismissal which must be heard by three Governors, the Committee should contain between one and three Governors depending on the circumstances of the case and the Policy being followed. In all cases except an appeal against dismissal, the Chair of Governors or the Chair of the Pay & Personnel Committee shall decide whether an appeal should be heard by one, two or three Governors.<br>In certain instances, there should be at least one person on the Appeal Committee in addition to Governors who is independent of the school. |
| <b>Eligible Governors</b>           | Governors will be invited by the Chair of Governors or the Chair of the Pay & Personnel Committee to establish the Appeals Committee on an "as required" basis. If sitting on an Appeal Committee a governor cannot have been involved in the issue under discussion and scrutiny at any previous stage so as to preserve the independent nature of the appeal                                                                                                                                                                                                                      |
| <b>Disqualification</b>             | The Headteacher cannot sit as a member of any Appeals Committee because they will have been involved in the process at an earlier stage.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Chair of the Committee</b>       | To be appointed when convened                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Clerk to the Committee</b>       | To be appointed when convened                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Appendix 9: Headteacher's Performance Review and Pay Committee Terms Of Reference

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| To monitor the performance of the Head Teacher and to recommend advancement on the pay scale in relation to performance, where applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• To review achievements and performance in the preceding year and set priorities for the year ahead</li> <li>• To monitor the performance of the Headteacher through the year</li> <li>• To make recommendations in respect of pay awards</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                              |
| <p>The Performance Monitoring process will take place as follows.</p> <p>Before December 31st: A meeting to review the previous year and to agree priorities for the coming year. The Head Teacher will prepare a report for the External Adviser about the previous year's targets. The Head teacher and External Adviser will then meet to discuss the report and to discuss priorities for the coming year. The External Adviser will then meet with the Committee. After their discussions, the External Adviser will then write up the review of the previous year and set agreed targets for the year ahead.</p> <p>June: The Headteacher will prepare a mid-year report about progress being made against the targets set for the year. The External Adviser will then meet with the Head Teacher to discuss progress and then meet with the Committee. The External Adviser will then prepare a mid-year report for the Committee.</p> <p>Before December 31<sup>st</sup>: back to the beginning of the process.</p> <p>The Chair of the Committee will inform the Governing Body of the outcome.</p> |                                                                                                                                              |
| <b>Disqualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | The Chair of Governors must not sit on this Committee as they have to hear any appeal made by the Headteacher against the pay recommendation |

### Headteacher's Performance Review and Pay Committee:

|                               |                                                    |
|-------------------------------|----------------------------------------------------|
| <b>Governors</b>              | Chair: Ms J Rosso<br>Mrs G Hoffmann<br>Mr A Kilbee |
| <b>Clerk to the Committee</b> | Chair of the Committee                             |
| <b>Others</b>                 | Mr D Anderson (External Adviser)                   |
| <b>Quorum</b>                 | Two thirds of the Governors on the Committee       |

## Appendix 10: Responsible Officer Terms of Reference

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To provide an independent oversight of the Academy's financial affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                  |
| <p><b>Responsibilities</b></p> <p>To provide the Governing Body with on-going independent assurance that:</p> <ul style="list-style-type: none"> <li>• the financial responsibilities of the governing body are being properly discharged</li> <li>• resources are being managed in an efficient, economical and effective manner</li> <li>• sound systems of internal financial control are being maintained</li> <li>• financial considerations are fully taken into account in reaching decisions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                  |
| <p><b>General areas for review</b></p> <ul style="list-style-type: none"> <li>• Review that bank reconciliations have been carried out each month, including a review of validity of reconciling items</li> <li>• Review of the monthly payroll to ensure that any changes have been appropriately authorised</li> <li>• Check a sample of orders to delivery notes and invoices to ensure that the Academies Financial Handbook documentation is complete and has been appropriately checked and authorised</li> <li>• Check a sample of payments back to invoices, orders and delivery notes to confirm they are bona fide purchases</li> <li>• Review a sample of expenses claims to ensure there is appropriate documentation to support the claim and that the claim is appropriately authorised</li> <li>• Review returns to regulatory authorities (EFA, VAT, HMRC etc) to ensure they have been submitted on a timely basis and that the information supplied is consistent with the underlying accounting records and internal management reports</li> <li>• Review all major documentation has been completed, appropriately checked and authorised</li> <li>• Review all major contracts and ensure formal tendering procedures are being adhered to where applicable</li> </ul> |                                                                                                                                                                                                                  |
| <b>Qualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The RO should will be an appropriately qualified and experienced individual who is not on the Academy's staff and who has the necessary financial interest and skills to be able to perform the role competently |
| <b>Disqualification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | The RO should not be the Chair of Governors                                                                                                                                                                      |
| <b>Responsible Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Mills & Company                                                                                                                                                                                                  |
| <b>Reporting to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Governing Body                                                                                                                                                                                                   |

## Appendix 11: Special Educational Needs Governor Terms of Reference

The Special Educational Needs (SEN) Governor is the link person between the Governing Body and the school in relation to pupils with SEN whose role is to help raise awareness of SEN issues at Governing Body meetings and give up-to-date information on SEN provision within the school.

### Responsibilities

- To help review the school’s policy on provision for pupils with SEN and ensure that parents have confidence in this provision
- Observing first-hand what happens in school both inside and outside the classroom to ensure that pupils with SEN are actively involved in all aspects of school life
- Meeting the Special Educational Needs and Additional Education Needs Co-ordinators once a term to gain information about the provision made for pupils with special educational needs and to monitor the implementation of the Special Educational Needs policy
- Discussing with school staff the outcomes of the school’s monitoring and evaluation of the provision made for pupils with Special Educational Needs
- Finding out what links the school has with other local schools, SEN support services, and parents
- Taking opportunities to meet and talk with parents of children with SEN
- Encouraging the Governing Body to ensure that all school policies are consistent with the aims of the SEN policy
- Reporting to the Governing Body on the implementation of the school’s SEN policy

|                     |                |
|---------------------|----------------|
| <b>SEN Governor</b> | Mrs L Gorringe |
| <b>Reporting to</b> | Governing Body |

## Appendix 12: Safeguarding Governor Terms of Reference

The Safeguarding Governor has a key role in ensuring children in the school are kept safe from harm and in providing oversight and scrutiny of safeguarding policy, procedure and practice on behalf of the Governing Body.

### Responsibilities

- Meeting with the member of SLT with lead responsibility for child protection issues to monitor the effectiveness of the Governing Body's Safeguarding Policy
- Ensuring that any deficiencies in the school's safeguarding practices that may be brought to their attention by school staff, parents or any other source are remedied
- Ensuring the safeguarding agenda is embedded in the ethos of the school
- Monitoring the Safeguarding and Whistleblowing policies
- Ensuring there is a robust system for recording, storing and reviewing child welfare concerns
- Ensuring that school staff training on safeguarding is up to date
- Ensuring that the Governing Body receives an annual report on the implementation of the school's Safeguarding Policy and procedures.

|                               |                                                                                                                                            |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification</b>          | The Safeguarding Governor is required to complete an accredited course on safeguarding if they have not already done so before appointment |
| <b>Safeguarding Governors</b> | Dr R Jackson                                                                                                                               |
| <b>Reporting to</b>           | Governing Body                                                                                                                             |

## Appendix 13: Health and Safety Governor Terms of Reference

The Health and Safety (H&S) governor should ensure that the school has procedures in place to meet all relevant health and safety legislation, including undertaking risk assessments

### Responsibilities

- Work with the School Business Manager to ensure that the school has:
  - An up to date H&S policy and arrangements to implement and monitor it
  - Appropriate H&S procedures and practices being undertaken
  - Ensure that all staff with H&S responsibilities are trained and competent to carry them out
  - Maintains an 'audit track' showing delegated responsibilities for all H&S tasks
  - Kept the Governing Body informed of H&S issues
- Keep informed by reading new materials and information relating to H&S matters received into the school or published in educational H&S publications
- Support the school's external Health and Safety Adviser to ensure that risk assessments are in place and reviewed regularly, and to meet with him at least once per year on his routine visits

|                         |                                                                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification</b>    | The H&S Governor is required to complete an accredited course on health and safety if they have not already done so before appointment. |
| <b>H&amp;S Governor</b> | Mrs G Hoffmann                                                                                                                          |
| <b>Reporting to</b>     | Governing Body                                                                                                                          |

## Appendix 14: Student Grants Governor Terms of Reference

To oversee and monitor the allocation of specific national grants to pupils i.e. Pupil Premium for Y7 to Y11 pupils and 16-19 Bursary for Sixth Formers

### Responsibilities

- To be review and, where necessary, ratify, the school's policies relating to national pupil grants e.g. Pupil Premium and 16-19 Bursary
- To be familiar with such grants i.e. what they are, which groups of pupils attract them, how they are allocated and how groups receiving them progress
- To know how many pupils at Sir Roger Manwood's School attract such grants
- To be involved with the School Business Manager and Deputy Head Pastoral in the decision making concerning the allocation of the 16-19 Bursary

|                               |                                                                                                                                                                                                                                                                                    |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification</b>          | The Students Grants Governor will either already have an understanding of Pupil Premium and 16-18 Bursary or be willing to complete training on them once in post. They will also be the lead governor on monitoring GCSE and A Level performance of students in these categories. |
| <b>Student Grant Governor</b> | Mrs C Everard                                                                                                                                                                                                                                                                      |
| <b>Liaising with</b>          | Assistant Head (Pastoral), Assistant Head (Student Progress) and School Business Manager                                                                                                                                                                                           |
| <b>Reporting to</b>           | Governing Body                                                                                                                                                                                                                                                                     |