

CARRE'S GRAMMAR SCHOOL



SCHOOL GOVERNANCE DOCUMENT 2014-15

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NB This document should be read in conjunction with the Company Memorandum and Articles of Carre's Grammar School Academy Trust

THE ROLE OF THE GOVERNING BODY AND ITS COMMITTEES

The Governing Body and its committees fulfil the statutory requirements and operate in accordance with the relevant Education Acts and the Governors' Guide to the Law. In doing so they will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

The Governing Body and its Committees will:

- Set the aims and objectives for the school
- Set policies for achieving those aims and objectives
- Set targets by which progress towards the aims and objectives can be measured
- Review and monitor progress in achieving the aims, objectives and targets

In all of the above, the Governing Body and its committees will act in accordance with Education Law, and will consider any advice given by the Headteacher, the Senior Leadership Team and relevant external agencies.

The Governing Body and its committees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, asking challenging questions and offering constructive criticism when appropriate.

The Role of the Headteacher

The Headteacher is, by right of office, a governor of the school and has the right to attend all committee meetings whether or not a member of that committee except where specifically excluded in the Terms of Reference of the committee. However, the Headteacher is only entitled to vote if he/she is a member of that committee.

The Headteacher, as the principal leader and manager for the school, is responsible to the Governing Body for the internal organisation, management and control of the school, and for implementing the strategic development plan.

The Headteacher is supported in the day-to-day management of the school by the Senior Leadership Team.

The role of the Headteacher and Senior Leadership Team includes:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Body
- Formulating policies and targets for the Governing Body to consider adopting
- Reporting to the Governing Body on progress
- Completing the SEF for sign off by the Governing Body

Delegation of the Governing Body's Functions

The full Governing Body has taken decisions about delegation, and that delegation has been considered in the light of:

- The requirement for the Governing Body to fulfil a largely strategic function within the school
- The responsibility of the Headteacher and Senior Leadership Team for the internal organisation, management and control of the school
- The requirement for the Headteacher to comply with any legal and reasonable direction of the Governing Body in carrying out a function delegated by the Governing Body

THE GOVERNING BODY - COMMITTEE STRUCTURE

Committee Organisation

Individual committees are responsible for the functions that have been delegated to them by the full Governing Body.

They operate under their own terms of reference and in compliance with existing legislation, including the relevant Education Acts.

The Full Governing Body will review the establishment, terms of reference, constitution and membership of committees at least once a year, normally at the first Full Governing Body meeting of the academic year.

Each committee must have a chairman, who will be elected by members of that committee, to serve for a term of one year. The Clerk to the committee will normally conduct the election. The Full Governing Body retains the right to remove a committee chairman at a Full Governing Body meeting.

All Governing Body committee meetings must be clerked. The Clerk to each committee will be the Clerk to the Governors. The Clerk, in consultation with the committee chairman will agree the agenda for each committee meeting.

Where necessary, the Headteacher will liaise with the appropriate school professionals. The Clerk must give members of the committee the agenda and papers to be considered at the meeting at least 7 days before the meeting.

Governors with a vested interest in any item discussed should declare their interest, withdraw from the meeting and not take part in any voting.

Decisions will be determined by a majority of the Governors (and Associate Members with voting rights) present and voting. In the event of a tied vote, the committee chairman will have a second and casting vote.

The un-adopted minutes of all committee and Full Governing Body meetings will be circulated by the Clerk to all relevant governors as soon as possible after a meeting. Confidential matters relating to individual staff, pay or students, will be printed on pink paper and will not be circulated outside of the relevant committee. Each committee chairman will respond to any queries arising from the committee minutes as a matter of regular practice, at the next meeting of the Full Governing Body.

All Full Governing Body and committee papers, agendas, reports and minutes will be posted to the Governors Virtual Office - GVO (www.thegvoffice.net/carres) once agreed by Chairman and Clerk and will then be available for viewing by all Governors, except in the case of Pay Committee papers or others deemed confidential. Committee members will be notified through GVO of new documents uploaded.

The un-adopted minutes of each meeting will be discussed, amended if necessary, and adopted/signed by the committee chairman at the next meeting of the relevant committee.

The agenda, discussion papers and minutes of each committee should be available for inspection by any interested person within a reasonable time. The committee

chairman or Clerk may withhold from inspection any discussion papers which they deem to be confidential.

Copies of signed minutes of Full Governing Body, Finance & Resources, Personnel & Welfare and Teaching & Learning Committees, redacted where necessary to protect confidentiality, will be posted to the School Noticeboard within a reasonable period of the meeting at which they were signed. As each new set of minutes is added, the previous set will be held on file in the school office for reference purposes

Governors may invite anyone with a specific interest or area of expertise to attend a particular meeting of the Full Governing Body or committee.

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GENERAL RESPONSIBILITIES OF ALL COMMITTEES

- **To act strategically**, in accordance with the School Procedures Regulations
- **To establish** a list of policies coming within the area of responsibility of the committee and plan accordingly (see Appendix B)
- **To review** the effectiveness of the committee and recommend variations to the terms of reference
- **To follow** the Carre's Code of Practice for governors (see Appendix E)

All Governors are also required to act in accordance with the Nolan Principles for conduct in Public Office as shown below:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

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

Leadership

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

INDIVIDUAL RESPONSIBILITIES

Chair's responsibilities: To liaise with the Clerk and Headteacher to agree the agenda

To chair meetings

To liaise with the Headteacher and Local Authority

Clerk's responsibilities:

To liaise with the Committee Chair and the Headteacher to agree the agenda

To arrange meetings and notify members

To note decisions/options

To provide written reports/minutes

To advise the Chairman on Governor Law

COMMITTEE TERMS OF REFERENCE

FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE (agreed by F&R 20th October 2014)

At least five and no more than nine Governors – to include the Headteacher.

Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. The Director of Finance and Administration will normally attend each meeting of the committee.

Quorum: 4 Governors

Frequency of meetings: At least once per term. Further meetings may be called, with the agreement of the Chair, if deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity (see Appendix B). Where necessary, the committee will make recommendations for changes to the full Governing Body.

The committee shall be responsible to Governing Body for the following:

Finance

- Reviewing and up-dating the Finance policy annually
- Ensuring all parties comply with the Finance policy
- Monitoring the School Fund
- Reviewing the school's Charging and Remission policy annually
- Review any other policies which fall within the remit of the committee

Premises

- Review the school's provision of on-going maintenance, decoration and furnishing of school buildings within the constraints of the budget determined each year by the full Governing Body
- Audit and review the use of premises, equipment and resources and ensure they match the requirements of the School Development Plan
- Consider recommendations concerning capital works at the school, in line with the School Development Plan and the authority's Asset Management Plan priorities, liaising with interested parties, as appropriate and making prudent use of the school's devolved capital budget
- Oversee the drafting of the relevant section/s of the School Development Plan, including appropriate amendments following an OFSTED inspection
- Monitor and evaluate progress towards targets in the School Development Plan

Health and Safety

Whilst the H&S remit is largely borne by Personnel and Welfare Committee, F&R will receive an annual update from the H&S Link Governor(s) at the F&R meeting immediately following the annual visit of Mouchel in the Spring. Any funding implications will be reviewed'

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

PAY COMMITTEE TERMS OF REFERENCE

(agreed by Pay 5th January 2015)

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school Pay Policy for adoption by the Governing Body and to monitor and review the Pay Policy as necessary.

Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. The Pay Committee will not include any member of staff employed by the Governing Body at the school.

The quorum for this committee will be 3 governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school Pay Policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the STPCD.
- (ii) Reviewing the whole school Pay Policy and making recommendations to the full Governing Body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff.
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal Policy and take account of the recommendations of the Headteacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the Pay Policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the Pay Policy.
- (viii) Recommend the annual pay budget, including pay progression to the Governing Body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school Pay Policy.
- (xii) Provide an annual report to the full Governing Body summarising pay decisions and issues arising.

AUDIT COMMITTEE TERMS OF REFERENCE

(agreed by Audit Committee 10th February 2014, next review due 9th February 2015)

Constitution

The Governing Body hereby resolves to establish a committee to be known as the Audit Committee. This committee will form part of the responsibilities of the Strategic and Development Committee. Meetings will be separately minuted.

Frequency of Meetings

The Governing Body shall determine how often the Committee shall meet. The external auditor may request a meeting if he/she considers one necessary. Meetings will be held at least once each academic year and further meetings could also be convened on the advice of the Director of Finance and Administration.

Quorum: as per Strategy and Development Committee, 3 Governors. In addition only unanimous decisions will be valid.

Authority

The Audit Committee is an advisory body with no executive powers. However, it is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries. Requests for work, and reports received, from internal audit will be channelled through the accounting officer.

The Audit Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Committee shall be to:

- review the school's internal and external financial statements and reports to ensure that they reflect best practice;
- ensure that the DofF&A discusses with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- ensure that the DofF&A and F&R consider all relevant reports by the external auditor, including reports on the accounts, achievement of value for money and the response to any management letters
- review the effectiveness of the school's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
- ensure that the school's internal audit service meets, or exceeds, the standards required by the Auditors;
- Consider and advise the Governing Body on the school's annual audit programme;
- ensure that the DofF&A considers internal audit reports, including value-for-money reports and the arrangements for their implementation;

- ensure that the P&W Committee reviews the operation of the Governing Body's Code of Conduct for Governors as incorporated in the School Governance Document, and the Head and Chairman review the Code of Practice for Staff;
- consider any other matters where requested to do so by the Governing Body; and
- report at least once a year to the Governing Body on the discharge of the above duties
- to ensure that the DofF&A and F&R Committee implement a timetable of review work to coincide with the annual audit reports, Responsible Officer reports, the engagement letter, audit strategy and fees.

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TEACHING AND LEARNING COMMITTEE TERMS OF REFERENCE

(agreed by T&L 1st December 2014)

The membership of this committee shall be 7 Governors and 1 expert advisor. Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. Such staff members will not have any voting rights.

Quorum: 3 Governors, one of which must be the Chairman or the Vice-Chairman of the Teaching and Learning Committee.

Frequency of meetings: The committee shall meet 6 times per annum, usually once per term. One of these meetings shall be in November of each year and should include review of the Admissions Policy. Further meetings may be called, with the agreement of the chairman, if deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity. Where necessary, the committee will make recommendations for changes to the full Governing Body.

The following areas are those which this committee will review and oversee:

The Curriculum

- Ensure Targets are set and published, in accordance with relevant regulations and guidance, for the achievement of students at the end of KS3, KS4 and post 16.
- Ensure the Statutory Curriculum is taught where appropriate.
- Monitor the implementation of the curriculum and test results
- Oversee the drafting of the relevant section/s of the School Development Plan, including appropriate amendments following an OFSTED inspection.
- Monitor and evaluate progress towards targets in the School Development Plan
- Hear complaints related to any curriculum issue, in accordance with the Complaints Procedure adopted by the school.

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes. The following policies are the responsibility of this committee:-

- PSHE Policy
- Curriculum, Marking and assessment Policy
- Appeals against internal assessment of work for external qualifications.
- Careers Education and Guidance Policy.
- Examinations Policy
- Gifted and Talented Policy
- S*x and Relationship Education Policy
- Work Related Learning Policy
- Collective Worship Policy
- School Hours Policy.
- Target Setting Policy.
- Admissions Policy (School and Sixth Form)

PERSONNEL AND WELFARE COMMITTEE (Agreed by P&W 13th October 2014)

Membership: At least 6 and not more than 8 governors. In addition, the expert member of staff in normal attendance shall be the Assistant Head (Care, Guidance and Support). Other members of staff may be asked to attend meetings to discuss with, report to, or advise the committee on issues pertinent to their roles or expertise.

Quorum: 3 governors, one of whom must be the Chairman or the Vice-Chairman of the Personnel and Welfare Committee.

Frequency of meetings: At least three times per academic year. Dates of meetings shall be forecast, agreed and published at or before the start of each academic year.

Overview: The P&W Committee is delegated responsibility by the Governing Body for monitoring, advising and assisting in the well-being, safety and regulation of all staff and students of the school whenever all or anyone is engaged in activity directly linked to the school. This will encapsulate all recognised personnel and welfare matters, including those falling under the heading of Health and Safety.

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Detailed Terms of Reference

Welfare of staff and students

Take primary responsibility for reviewing matters concerning staff welfare (except Pay which remains the responsibility of the Finances and Resources Committee);
Address problems with students, including the termly review of exclusion trend statistics;

Monitor the School Development Plan.

Monitor the welfare of students with statements and students with learning difficulties, including receiving annual report from SENCO at P&W;

Hear complaints about matters other than the curriculum, in accordance with the Complaints Procedure adopted by the school, noting that all but the most serious complaints would be dealt with by the Headteacher

Oversee the drafting of the Home School Agreement and recommendations for Governing Body approval;

Be responsible for all matters of students' health and welfare;

Oversee home/school and community/business links;

Ensure that students' attendance arrangements meet statutory requirements;

Ensure information, advice and guidance is provided for all students at key transition points;

Ensure that arrangements for reporting to parents meet statutory requirements;

Oversee and authorise the arrangements for field trips and school visits in line with school policy and legal requirements;

Human Resources and Recruitment (Mechanics of Recruitment)

Oversee the drafting of the school staffing structure and recommend its adoption to the Full Governing Body;

Oversee the recruitment and selection of all teaching staff, including Senior Leadership Team positions. The only exception is the position of Headteacher, where responsibility lies with the full Governing Body:

Arrangements for short listing and interviews will be made by school

A governor who is not employed by the school may be invited on to the interview panel for posts at Head of Subject Level or above.

Recruitment will be undertaken in accordance with the school's Personnel Procedures Manual and normal guidelines on safer recruitment.

For the appointment of members of the Support Staff, the Headteacher will report appointments to the Committee. The Headteacher may request the presence of a governor if he considers it appropriate.

Ensure that the recruitment processes comply with statutory obligations and are undertaken in accordance with school policies'

Monitor the training and development of staff and members of the Governing Body (Continuous Professional Development), including receiving annual report from the member of staff responsible for staff CPD, at P&W;

Health and Safety

Review the Health and Safety Policy annually and ensure that all parties comply with it;

Ensure the Health and Safety audit is undertaken annually;

Review site security arrangements and practice annually.

Monitor Health and Safety advice and procedures provided to other schools in consequence of their partnership with Carre's Grammar School (if appropriate).

Staff Discipline

When required, form the Staff Discipline Committee from any three eligible Governors – normally sitting members of the P&W Committee. The Headteacher, Chair of Governors and Governors employed to work in the school are not eligible to be a member.

The Staff Discipline Committee will carry out the functions laid down in the School Standards and Framework Act and the School Procedures Regulations.

The Committee will act in accordance with the procedures set out in the Staff Discipline Policy and undertake any procedure/hearing which may result in an employee who works at the school having his/her contract of employment with the Governing Body terminated, not renewed or be in receipt some other sanction in accordance with the disciplinary procedure.

Staff Discipline – Appeal

When required, form the Staff Discipline Appeal Committee from any three eligible Governors. The Headteacher, Chair of Governors, Governors employed to work in the school and Governors forming the original Staff Discipline Committee are not eligible.

The committee will carry out the functions laid down in the School Standards and Framework Act and the School Procedures Regulations.

The committee will act in accordance with the procedures set out in the Staff Discipline Policy and undertake any procedure/hearing relating to an appeal made against a decision taken by the Staff Discipline Committee.

Student Discipline

When required, form the Student Discipline Committee from any three Governors who have received training and who are available to meet within the required timescales. The Headteacher is not eligible to be a member.

The committee will carry out the function laid down in the School Standards and Framework Act, the School Procedure Regulations and, as necessary, seek guidance from the DCFS Guidance on Exclusions.

The committee will act in accordance with the procedures set out in the Student Discipline Policy.

Student Discipline - Appeal

When required, form the Student Discipline Appeal Committee from any three Governors who have received training and who are available to meet within the required timescales. The Headteacher and those Governors who served on the originating committee are not eligible to serve on this committee.

The committee will carry out the function laid down in the School Standards and Framework Act and the School Procedure Regulations. The committee will act in accordance with the procedures set out in the Student Discipline policy.

The delegated powers of the Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Relevant School Policies

The Personnel and Welfare Committee shall keep under review, amend when necessary and forward for ratification, all school policies related to its responsibilities. The following policies shall be reviewed in accordance with the review frequency agreed for that policy:

STRATEGY AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE (agreed by S&D 15th December 2014)

The membership of this committee is the Chair of Governors, the Vice-Chair of Governors, the Chairs of the F&R, T&L and P&W committees, the Headteacher and the Director of Finance and Administration.

Quorum: 3 Governors

Frequency of meetings: The Committee shall meet at least once per term. Further meetings may be called, with the agreement of the Chair, if deemed necessary.

These key governors fulfil a strategic and co-ordinating role and the terms of reference are detailed below.

General

- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- The Chair of this group will be the Chair of the Full Governing Body
- The Vice-Chair of this group will be the Vice-Chair of the Full Governing Body

Governing Body

- To establish, for the consideration of the Full Governing Body (and, if appropriate, Academy Trust) an outline development strategy for the school beyond the limits of the School Development Plan. Following approval of this development strategy, to keep such strategy under annual review
- To agree, in the summer term, the annual programme of work and calendar of meetings for the Governing Body and its committees, based on known cycles of school improvement, financial management, staffing issues and communication with parents
- To establish and keep under review the governance procedures and policies for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project, Academy Trust Developments
- To undertake tasks delegated to them by the Governing Body
- To be aware of all outside policies, influences, demographic shifts etc that may impact upon or influence the school's aim and to propose responses to ensure its maintenance.
- The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity. Where necessary, the committee will make recommendations for changes to the full Governing Body.
- To use the Academy status for the benefit of the school

APPENDIX A GOVERNORS AND COMMITTEE MEMBERSHIP 2013-14

Full Governing Body

Andrew Hutton, Chairman	Foundation
Malcolm Robertson, Vice-Chairman	Co-opted
Roy Ketch	Parent
John Boyce	Co-opted
John Robinson	Staff
Boyd Gilmore	Parent
Dennis Roberts	Foundation
Garry Titmus	Parent
Geoff Hewett	Parent
Emma Albuixech	Staff
Andy Allen	Staff
Bev Ditton	Staff
Nick Law	Headteacher
Ken Pratt	Parent (from October 2014)

Finance and Resources Committee

Malcolm Robertson, Chairman
Roy Ketch, Vice-Chairman
John Boyce
John Robinson
Nick Law
Andrew Hutton
Vacancy
Lead professional: J Green

Teaching and Learning Committee

Boyd Gilmore, Chairman
Dennis Roberts, Vice-Chairman
Garry Titmus
Nick Law
Emma Albuixech
Bev Ditton
Geoff Hewett
Lead professional: Dr M Moyes

Personnel and Welfare

Garry Titmus, Chairman
Dennis Roberts, Vice-Chairman
Andy Allen
Nick Law
Emma Albuixech
Geoff Hewett
Bev Ditton
John Boyce
Ken Pratt
Lead professional: J Holland

Strategy and Development

Andrew Hutton, as Chairman of FGB, Chairman
Malcolm Robertson, as Vice-Chairman of FGB and Chairman of F&R
Boyd Gilmore, as Chairman of T&L
Garry Titmus, as Chairman of P&W
Nick Law, as Head teacher
Jem Green, as Director of Finance and Administration

Clerk to the Governors: Debbie Scott

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APPENDIX B

LIST OF SCHOOL POLICIES AND DOCUMENTS FOR GOVERNOR REVIEW

Finance and Resources Committee

- Acceptance of Gifts and Hospitality
- Anti Fraud and Corruption Policy
- Business Continuity Plan
- Charging and Remissions
- Bursary
- Financial Procedures (Financial Regulations Policy and Manual)
- Freedom of Information
- Governors & Staff Allowances / 'Company Expenses' Policy
- Lettings Policy
- Pay Policy
- Publication Scheme
- Pupil Premium Policy
- Redundancy
- Risk Management Policy
- Whistleblowing Policy

Teaching and Learning Committee

- Admissions Policy
- Admissions Policy – Sixth Form.
- Appeals against internal assessment of work for external qualifications.
- Careers Education and Guidance Policy.
- Collective Worship Policy
- Curriculum Policy
- Examinations Policy, including DDA Access Policy and Statement
- Gifted and Talented Policy
- PSHE Policy
- Rarely Cover Policy
- S*x and Relationship Education Policy
- Work Related Learning Policy

Personnel and Welfare Committee

- Accessibility Plan/ Disability Equality Scheme
- Anti-Bullying
- Behaviour Management, including Student Discipline
- Code of Conduct for Staff
- Complaints
- Confidentiality and Data Protection Policy.
- CPD – Continuous Professional Development
- Critical Incident Management
- Drugs Education
- Educational Visits
- Equal Opportunities, Race and Gender Equality
- Health and Safety

- ICT Acceptable Use (Staff)
- ICT Acceptable Use (Students)
- ICT BYOD
- Induction
- Leave of Absence
- No Smoking
- Nutritional Standards
- Safeguarding (Child Protection) Procedure
- Safe Use of Photographic Images
- Safer Recruitment
- Sickness Absence
- Special Educational Needs
- Staff Capability Policy
- Staff Disciplinary
- Staff Grievance Procedure
- Stress Management
- Student Attendance – no longer statutory
- Support for students with Medical Conditions
- Support Staff Appraisal Policy
- Teacher Appraisal Policy
- Use of Reasonable Force (previously called Reasonable Restraint)
- Vexatious Communications Policy

Policy Reviews are undertaken by Committees then passed to Full Governing Body for ratification.

Each Policy names its reviewing Committee and incorporates its Review Date.

Current policies are available on the Carre's Grammar School Website in the Publications section (Publications – Policies)

This section also lists

- Exercise Referral Protocol
- Fitness Facility Terms and Conditions
- Home School Agreement
- Privacy Notice

Policies under Review and waiting for Ratification, at any time, can be found on the Carre's Grammar School Website in the Governors' Section (Policies)

APPENDIX C
LIST OF NOMINATED LINK GOVERNORS 2014-15
Nominated Governors and Areas of Responsibility

Academic Area

MFL	Geoff Hewett
PE Sport	John Boyce
Maths	Boyd Gilmore
Geography	Andrew Hutton
Business Studies	Roy Ketch
Science	Dennis Roberts
English	Malcolm Robertson
Expressive Arts	Dennis Roberts
History	Garry Titmus
ICT	Andrew Hutton
RE/E&P	Boyd Gilmore
D&T	Boyd Gilmore

Non-Academic Area

Staff CPD	Emma Albuixech
Governor Training	Andy Allen
Sixth Form	John Boyce
LRC	John Robinson
Safeguarding	Garry Titmus
Community Involvement	Andy Allen
Health & Safety	Dennis Roberts
SEN	Bev Ditton

APPENDIX D

MEETINGS CYCLE 2014-15, based on 6 terms per year

Full Governing Body – termly, at 1900

Pay – as required

P&W – alternate terms at 16.30

F&R – almost termly, 18.30 if preceding S&D, otherwise 1900

T&L – termly, at 1730, preceding FGB

S&D – termly, or as required, at 1900.

	FGB			F&R			T&L			P&W			S&D		
		Mtg	Papers		Mtg	Papers		Mtg	Papers		Mtg	Papers		Mtg	Papers
Term 1	Tues	16-Sep-14	03-Sep-14				Tues	16-Sep-14	08-Sep-14				Thurs	04-Sep-14	22-Jul-14
				Mon	20-Oct-14	13-Oct-14				Mon	13-Oct-14	3-Oct-14			
Term 2	Mon	17-Nov-14	03-Nov-14	Tues	09-Dec-14	01-Dec-14	Mon	01-Dec-14	21-Nov-14					03-Nov-14	24-Oct-14
				Tues	PAY CTTEE 09-Dec-14	01-Dec-14							+ Audit Meeting Mon	15-Dec-14	05-Dec-14
Term 3	Thurs	22-Jan-15	08-Jan-15	Mon	09-Feb-15	30-Jan-15	Thurs	22-Jan-15	15-Jan-15						
										Mon	9-Feb-15	30-Jan-15	Mon	09-Feb-15	30-Jan-15
Term 4	Tues	17-Mar-15	02-Mar-15				Tues	17-Mar-15	10-Mar-15						
				Tues	21-Apr-15	07-Apr-15									
Term 5													Tues	21-Apr-15	14-Apr-15
	Mon	18-May-15	04-May-15	Mon **	15-Jun-15	08-Jun-15	Mon	18-May-15	11-May-15						
Term 6										Mon	8-Jun-15	1-Jun-15			
	Mon	13-Jul-15	29-Jun-15				Mon	13-Jul-15	06-Jul-15				Thurs	02-Jul-15	20-Jun-15

Carre's Annual Meeting Plan

	Committee					FGB
	T&L – termly	P&W– Alternate terms	S&D - termly	F&R - termly	Pay – ad hoc	Termly
Term 1	<ul style="list-style-type: none"> • Policy Reviews – inc Admissions Policies • Results Review • ToR Review • Department/subject review 	<ul style="list-style-type: none"> • Policy Reviews • ToR Review • SENCO Report 	<ul style="list-style-type: none"> • ToR Review (inc Audit Cttee) 	<ul style="list-style-type: none"> • Budget comparisons • Annual Report & Accounts • Policy Reviews • Update Risk Assessment • ToR Review • RO report from 12th June visit (if not at July Meeting) 	<ul style="list-style-type: none"> • Policy Reviews • ToR Review • Staff Pay Reviews 	<ul style="list-style-type: none"> • Election of Officers • Allocate Committee memberships • Review Link Governor Allocation • Ratify Policies Reviewed at Cttee
Term 2	<ul style="list-style-type: none"> • Policy Reviews • ToR Review • Department/subject review • Staff Support Programme Review 		<ul style="list-style-type: none"> • Plus separate annual meeting of Audit Committee (early November) 	<ul style="list-style-type: none"> • Budget comparisons • Policy Reviews inc Pay Policy • RO report from 12th September visit 	<ul style="list-style-type: none"> • Policy Reviews • ToR Review • Staff Pay Reviews 	<ul style="list-style-type: none"> • Approve Draft Governance Document, including re-adoption of Code of Conduct • Setting GCSE Targets • Annual Report & Accounts • Reports from Committees • RAISEonline /ALPS • Ratify Policies Reviewed at Cttee

Term 3	<ul style="list-style-type: none"> • Policy Reviews • Results Review • Curriculum Review • Department/subject review • Staff Support Programme Review 	<ul style="list-style-type: none"> • Policy Reviews 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Budget comparisons • Half yearly results • Policy Reviews • RO Report from 12th December visit 	<ul style="list-style-type: none"> • Reports from Committees • Ratify Policies Reviewed at Cttee • RAISEonline /ALPS
Term 4	<ul style="list-style-type: none"> • Policy Reviews • Department/subject review 		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • Reports from Committees • Ratify Policies Reviewed at Cttee • Cttee ToR Review, if necessary
Term 5	<ul style="list-style-type: none"> • Policy Reviews • Curriculum Review • Department/subject review 	<ul style="list-style-type: none"> • Policy Reviews 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Budget comparisons • Policy Reviews • Budget for following year • RO Report from 12th March visit 	<ul style="list-style-type: none"> • Ratify Policies Reviewed at Cttee • Approve Budget for following year • Reports from Committees
Term 6	<ul style="list-style-type: none"> • Policy Reviews • Curriculum Review • Department/subject review • Staff Support Programme Review 			<ul style="list-style-type: none"> • Budget comparisons • Policy Reviews • RO report from 12th June visit 	<ul style="list-style-type: none"> • Agree dates of meetings for following year • Ratify Policies Reviewed at Cttee • Reports from Committees Review memberships due for re-election in forthcoming year,

APPENDIX E

CODE OF PRACTICE FOR CARRE'S GOVERNORS

- We agree that accepting office as a governor involves a serious commitment and we will accept our fair share of responsibility.
- We will get to know the school well and develop effective working relationships with each other, the head, staff and parents. We will strive to work as a team.
- We accept that:
 - all governors have equal status (although appointed by different groups).
 - governors have no authority to act individually (unless given delegated powers to do so by the full governing body).
 - the governing body is a corporate body.
- We will observe complete confidentiality regarding matters concerning a named individual and any other matter deemed to be confidential by the governing body.
- We will refer any person making a complaint to the complaints procedure established by the governing body as set out in the school brochure/prospectus.
- We recognise that the head is responsible for:
 - the day to day to management, leadership and control of the school .
 - for advising on and implementing the governing body's strategic framework.
- The role of the Governing Body is to assist the Headteacher in the leadership of the school by:
 - providing strategic decision making
 - providing accountability
 - taking responsibility for the effects of its actions
 - in partnership with the Headteacher, setting its aims and objectives.
 - in consultation with the Headteacher, setting policies and targets for achieving the objectives.
 - monitoring and reviewing thereof.
- We will implement an induction process for all new governors and an experienced governor and/or the clerk to the governing body will act as a mentor.
- We will respect each other's views and allow all to speak within the meeting.
- We will work together for the good of the school, the Students, staff and the wider community. We will be mindful of our responsibility to maintain and develop the reputation and ethos of the school.

This Code of Practice was adopted by the Full Governing Body 17th November 2014

APPENDIX F CODE OF PRACTICE FOR GOVERNORS' VISITS TO SCHOOL

Purpose

The purpose of this policy is to provide a framework for governors to make focused visits to school so that they can build an effective working relationship with staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis. Their findings should help the full governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the School Development Plan. This process will enable the governing body to recognise and celebrate the efforts and successes of Students and staff and identify further areas for development.

Visits are **not** about making judgments on the quality of teaching – this is the responsibility of the Headteacher. Nor are they about checking on the progress of individuals or pursuing personal agendas.

Who was consulted?

Members of the Strategy and Development Committee contributed to this policy and will be responsible for overseeing its implementation.

Relationship to other policies

The focus of a visit could be on one or more of the many policies/processes in place at Carre's.

Roles and responsibilities of the Headteacher, staff and governors

Governors, with the help of the Headteacher and staff, will organise visits throughout the year. Email addresses for the relevant members of staff are detailed on GVO. The aim will be to achieve a minimum of one visit per governor per year. Visits may be conducted in pairs. The Headteacher, along with the Senior Leadership Team, will guide governors on the areas of the curriculum, policies, School Development Plan priorities and targets to be covered.

Individual governors will be allocated an aspect of the school's work upon which to focus. This will enable individual governors to develop a deeper understanding of a subject, a policy or policies or a year group. They will focus on areas where they have an interest or expertise. The aim will be for them to get to know an aspect of the school really well, increasing their confidence and knowledge. It will help to maximise the effectiveness of the governing body team.

When organising and conducting a visit, governors will be courteous and considerate at all times, respecting the professional roles of the Headteacher and staff. Governors will confirm with the Headteacher/member of staff the date, time and focus of each visit at least one week in advance. This will include agreeing what will be observed and to whom it would be useful to talk. If time permits, they will discuss the proposed agenda with the staff involved.

At the end of each visit, the governor(s) will discuss what they have observed with the teacher and clarify any points they are uncertain about. They may discuss their observations with the Headteacher and agree how and when they will report to the governing body.

Teachers and support staff will at all times be courteous and considerate, recognising the contribution made by governors to the school. They will make practical suggestions on the focus for governors' visits so as to ensure that they are productive and enjoyable for all concerned. This will include specifying the evidence that could be shared with governors. Whenever practical, they will invite their link/curriculum governors to relevant staff meetings and training sessions.

Monitoring and Evaluation

Governors' visits will be an agenda item at each meeting of the full governing body. By reviewing the minutes of meetings when reports of visits were discussed, the Strategy and Development

Committee will judge the extent to which the information gathered informed the full governing body's understanding of the progress made towards meeting priorities and targets. Teacher governors may also feed back from colleagues. They will be able to identify what worked well and what, if anything, needs to be re-considered.

This Code of Practice was adopted by the Full Governing Body on 17th November 2014

CODE OF PRACTICE FOR GOVERNORS' VISITS - AT A GLANCE

Purpose of Visits

For governors to:

- Recognise and celebrate success.
- Develop relationships with staff.
- Get to know the students.
- Understand the environment in which teachers are working.
- See policies and/or schemes of work in action.
- Inform decision making.
- Find out what resources are needed and help to prioritise them.

For teachers to:

- Ensure governors understand the reality of the classroom.
- Understand better the governors' roles and responsibilities.
- Have the opportunity to reflect on practice through discussion.
- Highlight the need for particular resources.

What Governors' Visits are NOT about

They are not about:

- Making judgements about the quality of teaching and learning.
- Checking the progress of your own children.
- Pursuing personal agendas.
- Monopolising teachers' time.

Visit Protocols

Before the visit always:

- Arrange details of the visit with the teacher concerned (email addresses are shown on GVO).
- Agree the level of confidentiality.
- Agree the purpose of the visit.
- Discuss the context of the lesson/s to be observed.

During the visit always:

- Observe any class guidelines/rules.
- Talk to the students but do not disturb the lesson in any way.
- Save the writing up of your visit for outside the classroom.

After the visit always:

- Thank the teacher and the students.
- Discuss your observations with the teacher.
- If there are any areas of concern, discuss these with the Headteacher before talking to the teacher.
- Report your findings to the full governing body at their next meeting. See Appendix Fi for a copy of the form. This is also available on GVO to download.

GVO Protocol for Link Governors Visits

1. Entering the date on the calendar and setting up the page in the Link Governors Library.

When the visit date is confirmed, go to GVO calendar, date of visit, create 'new event', labelling it in the format *LG-subject-date (yyyy mm dd)-your initials*, so that the event name reads something like

LG English 2012 11 22 MR

(This example would mean Malcolm visiting English Department on 22nd November 2012)

Either enter the event times or call it an 'all day event' as appropriate

Click where it says 'change location' – (this actually means 'also put it in another location' on GVO) and follow through to Link Governors/Library/ then the relevant subject folder, to save the event there.

Tick notification box, then 'save' and it will give you the list of people on GVO, tick eg Andrew/Nick/Debbie/Chair of P&W or T&L, then 'save'. This will send a message to those people. You can add some text to the message or just let it send the 'please open' email NB it will also automatically send the notification to 'members who have not un-ticked the 'subscribe to calendar events' box on their personal profiles.

2. Report template

Go to Link Governors/Library and download the report template word document. This can either be completed electronically, or printed off completed by hand and scanned as a pdf

3. The Visit

Carry out the visit, complete the form

4. Uploading the report

Once completed you can upload your report by going to GVO Calendar for that date and clicking on the visit event, or by going to GVO/Link Governors/Library/*subject/event*

Click on the edit button

Click 'Attach more files to this page'

Browse to select the file from your computer

Give it a title in the format *yyyy mm dd Report subject your initials* eg '2012 11 22 Report English MR' would be the report from Malcolm's visit to the English Dept on 22nd November
Notifications? Again you can choose recipients, and add a message

Click 'Save'

Notes:

File naming formats – using the formats given above means that the events are clearly identifiable in the calendar and that as over time the reports build up in the subject files in the library they will sort automatically into date order, within the subject.

For two-day visits – enter events on both days in the calendar as per above, but if it's a combined report, add the report to the first day and in the second day, add a note in the description to say 'for report, see (the other day)'

APPENDIX Fi



CARRE'S GRAMMAR SCHOOL

REPORT ON LINK GOVERNORS' VISITS TO SCHOOL

Governor Name:
Date of Visit:
Department Visited:
Staff Met:
Focus of Visit:
Issues Discussed:
Observations on the focus of the visit:
Issues to be raised following the visit:
Signed: _____ Date: _____
<i>On completion, please return to the Clerk for distribution to the Full Governing Body (or add to GVO as per protocol)</i>