

## The Bridge Short Stay School

### Terms of Reference for the Governing Body

The Governing Body has resolved to conduct all its business as a full governing body, and to work without committees.

The main responsibilities to be managed by the governing body are outlined below:

**Items in bold cannot be delegated.**

#### Operational

- **To draw up the Instrument of Government and any amendments thereafter**
- **To review the standing order for election of the Chair and Vice Chair including the length of the term of office.**
- **Elect (or remove) the Chair and Vice Chair.**
- **To appoint (or dismiss) the Clerk to the Governing Body.**
- **To hold at least 6 Governing Body meetings each year.**
- **To appoint and remove Co-opted and any associate members.**
- **To suspend or remove a governor.**
- **To decide which functions of the Governing Body will be delegated and to whom.**
- **To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action by the Governing Body is necessary.**
- **To review the delegation arrangements annually.**
- To recruit new governors as vacancies arise.
- To set up and publish a register of Governors' Business Interests.
- To approve and set up a Governors' Allowances Scheme.
- To regulate the Governing Body procedures where not set out in law, and record these.
- To monitor the priorities of the School Improvement Plan
- To arrange a suitable induction process and mentoring for newly appointed or elected governors
- To audit individual and collective development needs and promote appropriate training.
- To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role.
- To receive reports on bullying, homophobic and racial incidents.

#### General

- Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.
- To take an active role in School Self Evaluation identifying success and areas requiring improvement.
- To update and review regularly the School Improvement Plan identifying monitoring opportunities for the governing body.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all **statutory policies** and to keep these under regular review, consulting with representative stakeholders as appropriate.
- To approve policies on review.
- To approve all school trips involving an overnight stay away from home.
- To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or

	<p>sexual orientation. <i>VA schools are entitled to identify the post of some staff as open to practising members of their denomination only.</i></p> <ul style="list-style-type: none"> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND governor' in community, voluntary controlled, voluntary aided and foundation schools.</li> <li>• To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the governing body complies with all other legal duties placed upon them.</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• To approve the first formal budget plan each year.</li> <li>• To engage in strategic planning.</li> <li>• To agree a 3 year budget.</li> <li>• To analyse and recommend the annual budget.</li> <li>• To annually review and approve the Finance Policy and recommend levels of delegation.</li> <li>• To annually review and approve the Charging and Remissions policy.</li> <li>• To make decisions in respect of service agreements and insurance</li> <li>• To ensure the school complies to the SFVS guidelines</li> <li>• To review and take account of any consultations to change the LA Finance Scheme.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To make Headteacher and Deputy Headteacher appointments.</li> <li>• (in VA schools) To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character.</li> <li>• To determine the staff complement.</li> <li>• To agree a pay policy and pay discretions.</li> <li>• To annually review the impact of and implementation of the Pay and Reward Policy.</li> <li>• To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances.</li> <li>• To dismiss the Headteacher.</li> <li>• To end the suspension of staff or Headteacher.</li> <li>• To determine dismissal payments/early retirement.</li> <li>• Voluntary and Foundation schools – governors should decide whether the Director of Education/diocesan authority should have advisory rights.</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure NC is taught to all pupils</li> <li>• To monitor the curriculum policy if there is one in place.</li> <li>• To establish a charging and remissions policy for activities.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• To establish and review and approve annually the Appraisal Policy.</li> <li>• To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To establish a statement of behavior principles on which the school can produce a behavior policy.</li> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see Exclusion from maintained schools, Academies and pupil referral units in England Guidance updated Feb 2015 point 54).</li> </ul>

	<ul style="list-style-type: none"> <li>To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance</b>	<ul style="list-style-type: none"> <li>To develop a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements.</li> <li>To procure and maintain buildings, including a properly funded maintenance plan.</li> <li>To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability.</li> <li>To receive annual site report.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li><b>To institute a Health &amp; Safety policy</b></li> <li>To ensure that Health &amp; Safety regulations are followed and appropriately prioritised.</li> <li>To receive (3x per Year) an annual Health &amp; Safety Inspection Report and agree any actions.</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>To consult annually before setting an Admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing body)*</li> <li>To consult annually before setting an Admissions policy (VA and Foundation schools)*</li> <li>To establish an Admissions policy (special schools where pupils do not have a statement) acting with LA *</li> <li>Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the Governing Body)*</li> <li>Admissions: application decisions (VA, Foundation and special schools)*.</li> </ul> <p style="text-align: right;"><b>* include as appropriate</b></p>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> <li>To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.</li> </ul>
<b>School Organisation</b>	<ul style="list-style-type: none"> <li>To set the time of the school sessions and the dates of school terms and holidays (except community and VC schools where this is the LA's responsibility).</li> <li>To publish proposals to change category of school.</li> <li>To propose to alter or discontinue voluntary, foundation or special school status.</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus.</li> <li>To adopt and review home school agreements.</li> </ul>
<b>Federations</b>	<ul style="list-style-type: none"> <li>To consider forming a federation or joining an existing federation</li> <li>To consider requests from other schools to join a federation.</li> <li>To leave a federation.</li> </ul>
<b>Extended Services</b>	<ul style="list-style-type: none"> <li>To decide to offer additional activities and agree what form these should take.</li> <li>To cease providing extended services provision.</li> </ul>
<b>Agreed by the Governing Body</b>	
<b>Review Date</b>	

31/01/17

31/01/18