

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"> • To discharge duties in respect of pupils with special needs by appointing a 'SEND governor' in community, voluntary controlled, voluntary aided and foundation schools. • To ensure the school has a Complaints Procedure for Parents and that parents know how to raise concerns and make a complaint. • To ensure that the governing body complies with all other legal duties placed upon them.
Budget	<ul style="list-style-type: none"> • To approve the first formal budget plan each year. • To engage in strategic planning. • To agree a 3 year budget. • To analyse and recommend the annual budget. • To annually review and approve the Finance Policy and recommend levels of delegation. • To annually review and approve the Charging and Remissions policy. • To make decisions in respect of service agreements and insurance • To ensure the school complies to the SFVS guidelines • To review and take account of any consultations to change the LA Finance Scheme.
Staffing	<ul style="list-style-type: none"> • To make Headteacher and Deputy Headteacher appointments. • (in VA schools) To agree staffing policies which provide for governor involvement in the interests of preserving the school's religious character. • To determine the staff complement. • To agree a pay policy and pay discretions. • To annually review the impact of and implementation of the Pay and Reward Policy. • To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. • To dismiss the Headteacher. • To end the suspension of staff or Headteacher. • To determine dismissal payments/early retirement. • Voluntary and Foundation schools – governors should decide whether the Director of Education/diocesan authority should have advisory rights.
Curriculum	<ul style="list-style-type: none"> • Ensure NC is taught to all pupils • To monitor the curriculum policy if there is one in place. • To establish a charging and remissions policy for activities.
Appraisal and Performance Management	<ul style="list-style-type: none"> • To establish and review and approve annually the Appraisal Policy. • To determine the timing of the Headteacher appraisal review cycle and appoint two or three governors to act as reviewers alongside an external advisor.
Discipline/ Exclusions	<ul style="list-style-type: none"> • To establish a statement of behavior principles on which the school can produce a behavior policy. • 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).

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

31/01/17

31/01/18