

OUSEDALE SCHOOL

DELEGATED POWERS OF THE GOVERNING BODY COMMITTEES

1.0 INTRODUCTION

- 1.1 A core function of the governing board is setting the strategic direction of the school (Department for Education Handbook 2014). The governors' Strategy Group (comprising the Chair, governors' committee chairs and the Headteacher) will draft a vision statement and a triennial strategy document in consultation with the school leadership team and other stakeholders as deemed appropriate. The strategy document informs the annual School Development Plan, which is prepared by the school leadership team. The vision, strategy and SDP are presented to the full governing board for final approval. Progress against strategic objectives is reported to governors' committees at appropriate points through the year, and in summary to the full governing body at the beginning of the next school year.
- 1.2 Individual governors have no power or right to act on behalf of the Governing Body, except where the whole Governing Body has delegated a specific function to that individual. The Governing Body is legally liable for all actions taken in its name by individuals or committees to which it has delegated functions.
- 1.3 The Chair or Vice-Chair has the power to carry out functions of the Governing Body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a student at the school or their parents, or a person who works at the school. This power excludes matters related to the alteration and closure of the school, change of school category, approval of the budget, discipline policies and admissions.
- 1.4 The Governing Body will **not** delegate any functions relating to:
- The constitution of the Governing Body – the adoption of the Articles of Association and any amendments thereafter
 - The appointment or removal of the Chair or Vice-Chair
 - The appointment or dismissal of the clerk
 - The appointment or removal of partnership governors
 - The suspension of governors
 - The delegation of functions
 - The establishment of committees
 - The appointment of the Headteacher and Deputy Headteachers – authorisation of the decision of the selection panel
 - The establishment and maintenance of a register of business/pecuniary interests.
- 1.5 The quorum for any Governing Body meeting and vote must be one third (rounded up to a full number) of the complete membership of the Governing Body, excluding vacancies. Where there is a conflict between the interest of any member and the interests of the Governing Body that person should withdraw from the meeting and not vote.
- 1.6 The Governing Body will meet on at least three occasions per school year.

- 1.7 It is the policy of Ousedale's Governing Body to divide its responsibilities (where possible) among three main committees. These are:

**Learning and Curriculum
Finance and Premises
Personnel**

- 1.8 The rationale for the work of the three committees is based upon the following needs:
- to develop expertise, knowledge and understanding in assigned areas of the life and work of the school, recognising that most Governors will find it impossible to devote the time to acquiring detailed information about all the aspects for which they have collective responsibility;
 - to create an equitable apportionment of responsibilities amongst the three groups;
 - to improve further the contribution which Governors can make to the governance of Ousedale school.
- 1.9 The Headteacher, Chair and Vice-Chair will be voting members of all committees. Any governor will be welcome at any committee meeting. There will be one Deputy Headteacher per committee. They will provide a professional input, lead the development of policy/priorities and contribute to review and evaluation decisions.
- 1.10 Each committee will be clerked by a member of the school's secretarial staff.
- 1.11 Copies of committee agendas and minutes will be sent to all members of the Governing Body and posted on GovernorHub.
- 1.12 Each committee will meet at least once during a half-term period.
- 1.13 Each committee will describe and account for its work to the termly full Governing Body meeting. In particular they will **report** their work on the assigned policy review (see Appendix); school self-evaluation and improvement, and their contributions to the annual School Profile.
- 1.14 A committee will be deemed quorate with three voting members (excluding the Headteacher) present for a decision.
- 1.15 The Chair and Vice-Chair of each committee will be elected annually by the individual committee members at the first meeting of the academic year.
- 1.16 It is acknowledged that certain aspects of the remit outlined will overlap and most properly be of importance to each committee. The divisions shown attempt to create a more workable balance of interests/responsibilities which it is hoped will enhance the effectiveness of the Governing Body.
- 1.17 The three committee groupings do not preclude the formation of ad hoc working parties, either by the Governing Body or its committees, to consider and make recommendations on shorter term/defined aspects of the life and work of the school and its governors.
- 1.18 The Chair and Vice-Chair of Governors and the Chair of the Learning & Curriculum committee will meet annually with the School Improvement Partner for his/her advice on the Headteacher's performance for appraisal purposes. They will conduct this performance review and inform the full Governing Body of the decision.
- 1.19 There will be separately composed groups of governors convened by the Chair through the clerk, which will act as separate Governing Body Committees. Each of these

committees will be composed of at least three governors and will have **delegated powers** to discharge the Governing Body's duties.

- i. **Discipline Committee** – for the review of students' exclusions – from the Personnel Committee (or others if non-availability problems arise).
 - ii. **Hearings Committee** – to consider and make initial decisions about any issue relating to staff grievance, discipline, capability and redundancy in accordance with the school's adopted policies and procedures.
 - iii. **Appeal Committee** – to hear appeals against a decision of the Headteacher, or Headteacher and governor(s). No governor who has been involved in any initial decisions will be eligible to serve on separately formed appeal committees. Membership of an appeal committee will equal or exceed in number those on the original review committee. Members of review and appeal committees will declare personal and/or financial knowledge/interest and, if necessary, withdraw from the panel.
 - iv. **Complaints Committee** - to consider any complaint referred to it by the Chair in accordance with the school's adopted Complaints Policy.
 - v. **Admissions Committee** – to consider and decide applications for in-year admissions in accordance with the school's Admissions Policy.
- 1.20 Responsibilities will be delegated to the three main committees except where otherwise legislated (see para 1.4).
- 1.21 This policy will be reviewed annually at the first full Governing Body meeting of each academic year.

2.0 LEARNING AND CURRICULUM COMMITTEE

2.1 Membership

At least four governors.

2.2 Curriculum policy

- 2.2.1 To oversee the development, implementation and evaluation of the school's curriculum policies in consultation with the Headteacher and, when appropriate, with other staff, and to make recommendations to the Governing Body.
- 2.2.2 To agree and recommend to the Governing Body a written curriculum policy which reflects the aims of the school as well as national statutory requirements.
- 2.2.3 To receive reports on significant curriculum changes within the policies approved by the Governing Body, and to authorise changes affecting the implementation of these policies, provided that such authorisations are reported to the Governing Body.
- 2.2.4 To provide, with advice from senior staff, information to enable the Governing Body to ensure that:
 - the school delivers a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares students for the opportunities, responsibilities and experiences of later

- life;
- statutory assessment procedures are carried out;
- approved external qualifications and syllabuses are provided.

2.3 Learning and Teaching

2.3.1 To oversee, in consultation with senior staff, the development, implementation and monitoring of school policies for Learning and Teaching.

2.4 Assessment, Recording and Reporting

To oversee, in consultation with senior staff, the development, implementation and monitoring of school policies for assessment, recording and reporting.

2.5 Sex Education

To agree and recommend to the Governing Body a written policy for Health and Sex and Relationship Education within national guidelines

2.6 Special Educational Needs and Disability

To oversee, in consultation with senior staff, the development, implementation and monitoring of policies with respect to students with special educational needs and disability and to ensure that these needs are met as far as possible.

2.7 School Self Evaluation

To oversee the development, implementation and evaluating of the school's self evaluation framework.

2.8 Equal opportunities

To oversee, in conjunction with the Personnel Committee, the development, implementation and monitoring of the school's Equal Opportunities Policy in its application to the curriculum with respect to securing equal opportunities in students' curriculum entitlement.

2.9 School Sessions

To consider and make recommendations to the Governing Body regarding any changes to the times of school sessions which may be required or recommended by the senior staff.

2.10 School Development Plan

To contribute to the School Development Plan, particularly with respect to those priorities relating to the curriculum and identified by the Headteacher.

2.11 Results

To contribute to the school's preparation of the analysis of results.

2.12 Complaints

To consider, in line with statutory procedures, complaints relating to the curriculum and to refer any not so resolved to the Governing Body.

3.0 FINANCE AND PREMISES COMMITTEE

3.1 **Membership:** at least four governors

3.2 Finance

The following functions must take into account the EFA's latest Financial Regulations for Schools:

- 3.2.1 to review periodically and approve the school's finance-related policies. This will include levels of financial delegation to the Headteacher (approved by the committee) and to the committee itself (approved by the Governing Body);
- 3.2.2 to consider and recommend the school's annual budget plan for approval by the Governing Body at its spring term meeting, providing that EFA has notified the school of its budget share;
- 3.2.3 to approve revisions to the budget and variations to contracts where appropriate and report to the Governing Body each term;
- 3.2.4 to monitor the school's income and expenditure and report the financial situation to the Governing Body each term;
- 3.2.5 to receive and, where appropriate, respond to periodic external audit reports on the school's budget and other public funds administered by school staff;
- 3.2.6 to review annually and adopt the school's Charging and Remissions policy;
- 3.2.7 to ensure that any budgetary variance is accounted for;
- 3.2.8 to approve the writing off of sums due to the school;
- 3.2.9 approval of the school's Finance Manual;
- 3.2.10 to review the financial systems in place for Governing Body approval;
- 3.2.11 to review Responsible Officer checks which are carried out on a regular basis;
- 3.2.12 to undertake any other financial tasks as required by the Governing Body;
- 3.2.13 to ensure there is a plan in place for the deployment of reserves.

3.3 Premises

- 3.3.1 To exercise the powers of the Governing Body over the use of the school's premises in both Newport Pagnell and Olney.
- 3.3.2 To act as the delegated committee in respect of new/future school buildings.
- 3.3.3 To monitor the maintenance, repairs and redecoration programme.

3.3.4 To ensure that the Governing Body's statutory duties with regard to students with special needs and Disability Discrimination legislation are met.

3.3.5 To review periodically and adopt the school's policies on:

- Security
- Lettings

3.4 Health and Safety

3.4.1 To review periodically the school's Health and Safety policy in line with the latest requirements of the Health and Safety at Work Act and related legislation, and recommend amendments to the Governing Body.

3.4.2 To monitor the effectiveness of the Health and Safety policy and to ensure that termly inspections of the school's buildings, plant and equipment are carried out and reported.

3.5 Insurance

3.5.1 To ensure that relevant insurances are in force covering the school against all potential financial liabilities relating to the school's employees; students; governors; visitors and all other users; buildings and contents and vehicles.

3.6 Educational Visits and Journeys

3.6.1 To review periodically and adopt the school's policy on Educational Visits and Journeys.

3.7 School Development Plan

3.7.1 To contribute towards the School Development Plan, particularly with respect to those priorities relating to Finance and Premises.

3.8 Catering

3.8.1 To monitor the school's provision of catering from both commercial and service perspectives.

3.9 Other

3.9.1 To undertake any other task relating to the above as required by the Governing Body.

4.0 PERSONNEL COMMITTEE

4.1 Membership

4.1.1 At least four governors.

4.2 Admissions

4.2.1 To advise the Headteacher on behalf of the full Governing Body on the school's

Admissions Policy and within that policy to receive and respond to reports on admission requests and future projected rolls.

4.2.2 To consider and make recommendations on times of school sessions and the dates of school terms and holidays.

4.2.3 To support the Headteacher in ensuring the school meets its statutory requirements regarding publishing admissions information.

4.3 **Staff Appointments**

4.3.1 To approve the school's internal procedures for the selection and recruitment of staff (except Headteacher and Deputy Headteacher appointments).

4.3.2 To offer advice to selection panels to ensure that they act lawfully when appointing staff.

4.3.3 To ensure that the Governing Body's statutory responsibilities in relation to safeguarding children are fulfilled.

4.4 **Staff Issues**

4.4.1 To ensure that the Governing Body works within its adopted personnel policies, such as Discipline, Capability, Grievance and Redundancy.

4.4.2 To receive annual reports on the quality of CPD and termly reports on the quality of teaching, learning and marking to be able to evaluate if the school continues to provide high quality training, and standards in the classroom are being maintained.

4.4.3 In consultation with the Headteacher determine and review annually, or as required, the staffing structure for the school.

4.4.4 To undertake, with the Headteacher, a periodic review of the school's personnel management procedures.

4.4.5 To review periodically the salary structure for teaching and non-teaching staff and, where appropriate, approve alterations to salaries.

4.4.6 To approve or reject requests from teachers or other staff for long-term leave of absence.

4.4.7 To consider all issues relating to staff wellbeing and, on behalf of the Governing Body, approve measures designed to enhance and improve the physical/environmental and support aspects of the school - subject to financial constraints.

4.4.8 To encourage the professional development of the school's teaching and non-teaching staff, including approval and monitoring of the Staff Development Policy and receiving reports on the uses of the INSET budget.

4.4.9 To act as the Governing Body link in the development of the school's relationship with Professional Associations and Trade Union organisations.

4.4.10 To receive relevant reports in relation to staff sickness.

4.5 **Behaviour and Discipline**

- 4.5.1 To act as the review body (subject to availability) for students' permanent exclusions.
- 4.5.2 To receive reports from the school concerning attendance patterns and to make recommendations accordingly.
- 4.5.3 To ensure that the Governing Body's statutory responsibilities in relation to Safeguarding Children are fulfilled.
- 4.5.4 To adopt and review periodically the school's policies that relate to behaviour and discipline.
- 4.5.5 To adopt and review periodically Ousedale's Home-School Agreement.
- 4.5.6 To consider general matters of pastoral care and behaviour as and when necessary.
- 4.5.7 To promote and support a healthy school environment.
- 4.5.8 To ensure that the Governing Body fulfils its statutory responsibilities in relation to the Equalities Act in conjunction with the Learning and Curriculum committee.

4.6 **School Development Plan**

- 4.6.1 To contribute to the School Development Plan, particularly with respect to those priorities relating to Personnel and identified by the Headteacher.

Reviewed by Finance & Premises Committee 8/11/17
Reviewed by Personnel Committee 22/11/17
Reviewed by Learning & Curriculum Committee 13/11/17
To Full Governing Body 18/12/17
Date of Next Review November 2018

OUSEDALE SCHOOL POLICY STATEMENTS

| TITLE | COMMITTEE OVERSIGHT | LAST REVIEWED | NEXT REVIEW DUE | FGB ADOPTION REQUIRED |
|---|-----------------------|---------------|-----------------|-----------------------|
| Admissions Arrangements | Personnel | Oct 2017 | Oct 2018 | ✓ |
| Anti-Bullying | Personnel | April 2016 | May 2019 | |
| Appraisal -Teaching Staff | Personnel | June 2016 | June 2019 | |
| Appraisal – Associate Staff | Personnel | March 2017 | March 2019 | |
| Assessment, Recording and Reporting | Learning & Curriculum | July 2017 | May 2020 | |
| Associate Staff Pay | Personnel | March 2017 | March 2018 | |
| Behaviour incorporating Exclusions | Personnel | Oct 2016 | Oct 2019 | |
| Capability Policy & Procedure for School Staff | Personnel | March 2017 | March 2020 | |
| Careers Education, Information, Advice and Guidance (CEIAG) | Learning & Curriculum | March 2015 | March 2018 | |
| Charging & Remissions | Finance | July 2017 | Oct 2019 | |
| Complaints | Personnel | June 2015 | June 2018 | |
| Confidential Reporting | Personnel | Jan 2016 | Jan 2019 | |
| Cover | Personnel | March 2017 | March 2020 | |
| Curriculum | Learning & Curriculum | March 2017 | March 2020 | |
| Data Protection | Personnel | Oct 2017 | July 2018 | |
| Delegated Powers of the Governing Body Committees | All | Nov 2017 | Nov 2018 | ✓ |
| Disability Access Plan | Finance | June 2016 | March 2019 | |
| Disciplinary Procedure for Headteachers | Personnel | March 2016 | March 2018 | |

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|--|-----------------------|------------|-------------------------|---|
| Disciplinary Procedure for School Staff other than Headteachers | Personnel | June 2016 | May 2019 | |
| Disclosure and Barring Service | Personnel | March 2017 | March 2019 | |
| Drugs and Medicines | Learning & Curriculum | June 2016 | June 2018 | |
| Educational Visits and Journeys | Finance | Nov 2017 | Nov 2020 | |
| Enrichment | Learning & Curriculum | June 2015 | June 2017 (Jan 2018) | |
| Equal Opportunities - Students | L & C/ Personnel | June 2015 | June 2018 | |
| Exams | Learning & Curriculum | March 2017 | March 2020 | |
| Finance | Finance | Nov 2016 | Nov 2018 | |
| First Aid | Finance | March 2016 | March 2018 | |
| Fixed Asset | Finance | Oct 2016 | Oct 2019 | |
| Fraud | Finance | Oct 2015 | Oct 2018 | |
| Freedom of Information Act | Finance | June 2017 | June 2020 | ✓ |
| Gifts and Hospitality | Finance | Nov 2017 | Nov 2020 | |
| Grievance Policy & Procedure for School Staff | Personnel | July 2017 | June 2020 | |
| Health & Safety | Finance | March 2017 | March 2018 | |
| Highly Able | Learning & Curriculum | Feb 2017 | Jan 2019 | |
| Investment | Finance | May 2016 | May 2019 | |
| Learning & Teaching | Learning & Curriculum | Oct 2015 | Oct 2017 (Jan 2018) | |
| Leave of Absence Policy for School Staff | Personnel | March 2016 | March 2018 | |
| Lettings | Finance | March 2017 | March 2020 | |
| Local Government Pension Scheme – Discretions within the Scheme | Personnel | Jan 2016 | Jan 2018 | |

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|--|-----------------------|------------|------------|--|
| Managing Staff Attendance | Personnel | July 2017 | July 2020 | |
| Managing Underperformance Policy applicable to Headteachers | Personnel | March 2017 | March 2020 | |
| Management of Work Place Stress | Personnel | April 2017 | April 2020 | |
| Personal, Social and Health Education (PSHE) | Learning & Curriculum | Oct 2015 | June 2018 | |
| Principal Accounting | Finance | Oct 2016 | Oct 2019 | |
| Recruitment & Selection of Staff | Personnel | Jan 2016 | Jan 2018 | |
| Redundancy Policy & Procedure for School Staff | Personnel | June 2015 | June 2018 | |
| Safeguarding & Child Protection | Personnel | Oct 2017 | Oct 2019 | |
| Security | Finance | March 2017 | March 2020 | |
| Sex and Relationship Education | Learning & Curriculum | May 2016 | May 2019 | |
| Shared Parental Leave (maternity and adoption) | Personnel | April 2017 | April 2020 | |
| Social Media Policy for Staff | Personnel | Oct 2017 | Nov 2020 | |
| Special Educational Needs and Disability (SEND) | Learning & Curriculum | March 2017 | March 2018 | |
| Spiritual, Moral, Social & Cultural (SMSC) | Learning & Curriculum | Feb 2017 | Jan 2019 | |
| Supporting Students at School with Medical Conditions | Personnel | Oct 2016 | Oct 2019 | |
| Teaching Staff Pay | Finance | June 2017 | June 2018 | |