

# OUSEDALE SCHOOL

## DELEGATED POWERS OF THE GOVERNING BOARD 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 Improvement 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 Board at the beginning of the next school year.
- 1.2 Individual governors have no power or right to act on behalf of the Governing Board, except where the whole Governing Board has delegated a specific function to that individual. The Governing Board 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 Board 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 Board will **not** delegate any functions relating to:
- The constitution of the Governing Board – 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 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 Board meeting and vote must be one third (rounded up to a full number) of the complete membership of the Governing Board, excluding vacancies. Where there is a conflict between the interest of any member and the interests of the Governing Board that person should withdraw from the meeting and not vote.

- 1.6 The Governing Board will meet on at least three occasions per school year.
- 1.7 It is the policy of Ousedale's Governing Board 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 Board 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 Board 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 Board.
- 1.17 The three committee groupings do not preclude the formation of ad hoc working parties, either by the Governing Board 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 Board 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 Board Committees. Each of these committees will be composed of at least three governors and will have **delegated powers** to discharge the Governing Board'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 Parent and Carers Complaints Policy and Procedure.
  - 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 Board 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 Board.
- 2.2.2 To agree and recommend to the Governing Board 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 Board, and to authorise changes affecting the implementation of these policies, provided that such authorisations are reported to the Governing Board.

2.2.4 To provide, with advice from senior staff, information to enable the Governing Board 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 Board 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 Board regarding any changes to the times of school sessions which may be required or recommended by the senior staff.

## 2.10 **School Improvement 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 Board.

# **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 to:

- 3.2.1 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 Board);
- 3.2.2 consider and recommend the school's annual budget plan for approval by the Governing Board at its spring term meeting, providing that EFA has notified the school of its budget share;
- 3.2.3 approve revisions to the budget and variations to contracts where appropriate and report to the Governing Board each term;
- 3.2.4 monitor the school's income and expenditure and report the financial situation to the Governing Board each term;
- 3.2.5 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 review annually and adopt the school's Charging and Remissions policy;
- 3.2.7 ensure that any budgetary variance is accounted for;
- 3.2.8 approve the writing off of sums due to the school;
- 3.2.9 approval of the school's Finance Manual;
- 3.2.10 review the financial systems in place for Governing Board approval;
- 3.2.11 review Responsible Officer checks which are carried out on a regular basis;
- 3.2.12 undertake any other financial tasks as required by the Governing Board;
- 3.2.13 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 Board 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 Board'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 Board.
- 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 Improvement 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 Board.

## **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 Board 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 Board's statutory responsibilities in relation to safeguarding children are fulfilled.

### **4.4 Staff Issues**

4.4.1 To ensure that the Governing Board 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 an annual report 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 Board, 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 Improvement Policy and receiving reports on the uses of the INSET budget.
- 4.4.9 To act as the Governing Board 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 Board (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 Board'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 Board fulfils its statutory responsibilities in relation to the Equalities Act in conjunction with the Learning and Curriculum committee.

#### **4.6 School Improvement Plan**

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

### **5.0 ANNUAL GENERAL MEETING**

- 5.1 The Annual General Meeting (AGM) of the academy trust will be held in December each year. A member of the academy trust, who is not a member of the governing board, will chair the AGM. The chair of the AGM will be agreed at the meeting for the following year and will be rotated between such members.

Reviewed by Finance & Premises Committee November 2018  
 Reviewed by Personnel Committee November 2018  
 Reviewed by Learning & Curriculum Committee November 2018  
 To Full Governing Board December 2018  
 Date of Next Review November 2019

## 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	July 2018	March 2019	
Behaviour incorporating Exclusions	Personnel	Nov 2018	Nov 2021	
Capability Policy & Procedure for School Staff	Personnel	March 2017	March 2020	
Careers Education, Information, Advice and Guidance (CEIAG)	Learning & Curriculum	June 2018	June 2021	
Charging & Remissions	Finance	July 2017	June 2020	
Confidential Reporting	Personnel	Jan 2016	Jan 2019	
Cover	Personnel	March 2017	March 2020	
Curriculum	Learning & Curriculum	March 2017	March 2020	
Data Protection	Personnel	Apr 2018	Apr 2021	
Delegated Powers of the Governing Board Committees	All	Nov 2018	Nov 2019	✓
Disability Access Plan	Finance	June 2016	March 2019	
Disciplinary Procedure for Headteachers	Personnel	Apr 2018	Apr 2020	

<b>Disciplinary Procedure for School Staff other than Headteachers</b>	Personnel	June 2016	May 2019	
<b>Disclosure and Barring Service</b>	Personnel	March 2017	March 2019	
<b>Drugs and Medicines</b>	Learning & Curriculum	July 2018	June 2021	
<b>Educational Visits and Journeys</b>	Finance	Nov 2018	Nov 2020	
<b>Enrichment</b>	Learning & Curriculum	Feb 2018	Feb 2021	
<b>Equality Policy</b>	Personnel	March 2018	March 2021	
<b>Equal Opportunities - Students</b>	L & C/ Personnel	Mar 2018	Apr 2021	
<b>Exams</b>	Learning & Curriculum	March 2017	March 2020	
<b>Finance</b>	Finance	Nov 2018	Nov 2020	
<b>First Aid</b>	Finance	June 2018	March 2021	
<b>Fixed Asset</b>	Finance	Oct 2016	Oct 2019	
<b>Fraud</b>	Finance	Oct 2015	Oct 2018	
<b>Freedom of Information Policy</b>	Finance	Apr 2018	Apr 2021	✓
<b>Gifts and Hospitality</b>	Finance	Nov 2017	Nov 2020	
<b>Grievance Policy &amp; Procedure for School Staff</b>	Personnel	July 2017	June 2020	
<b>Health &amp; Safety at Work</b>	Finance	June 2018	May 2019	
<b>Highly Able</b>	Learning & Curriculum	Feb 2017	Jan 2019	
<b>ICT Policy</b>	Personnel	Apr 2018	Apr 2021	
<b>Investment</b>	Finance	May 2016	May 2019	
<b>Leave of Absence Policy for School Staff</b>	Personnel	March 2018	March 2020	
<b>Lettings</b>	Finance	March 2017	March 2020	

<b>Local Government Pension Scheme – Discretions within the Scheme</b>	Personnel	Jan 2018	Jan 2020	
<b>Managing Staff Attendance Policy</b>	Personnel	July 2017	July 2020	
<b>Managing Underperformance Policy applicable to Headteachers</b>	Personnel	March 2017	March 2020	
<b>Management of Work Place Stress</b>	Personnel	April 2017	April 2020	
<b>Parent and Carer Complaints Policy and Procedure</b>	Personnel	Jan 2018	Jan 2021	
<b>Personal, Social and Health Education (PSHE)</b>	Learning & Curriculum	Oct 2015	Jan 2019	
<b>Principal Accounting</b>	Finance	Oct 2016	Oct 2019	
<b>Records and Retention Policy</b>	Personnel	Apr 2018	Apr 2021	
<b>Recruitment &amp; Selection of Staff</b>	Personnel	Mar 2018	Jan 2021	
<b>Redundancy Policy &amp; Procedure for School Staff</b>	Personnel	July 2018	June 2021	
<b>Safeguarding &amp; Child Protection</b>	Personnel	July 2018	July 2019	
<b>Security</b>	Finance	March 2017	March 2020	
<b>Sex and Relationship Education Policy</b>	Learning & Curriculum	May 2016	May 2019	
<b>Sexual Violence and Sexual Harassment Between Students Policy</b>	Personnel	Mar 2018	Mar 2021	
<b>Shared Parental Leave (maternity and adoption)</b>	Personnel	April 2017	April 2020	
<b>Social Media Policy for Staff</b>	Personnel	Nov 2017	Nov 2020	
<b>Special Educational Needs and Disability (SEND)</b>	Learning & Curriculum	March 2018	March 2019	
<b>Spiritual, Moral, Social &amp; Cultural (SMSC)</b>	Learning & Curriculum	Feb 2017	Jan 2019	

<b>Supporting Students at School with Medical Conditions</b>	Personnel	Oct 2016	Oct 2019	
<b>Teaching &amp; Learning</b>	Learning & Curriculum	Feb 2018	Feb 2021	
<b>Teaching Staff Pay</b>	Finance	June 2018	June 2019	