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| The Wren School Governing Body | |
| Agenda Planner: Full Governing Body | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To define a clear understanding of the roles of chair, vice chair, other governors, and staff within the school. * To recruit new members as vacancies arise. * To appoint and remove associate members. * To hold at least three governing body meetings a year.\* * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the governing body and will be presented at that meeting by the chair for review and approval. * To appoint or remove the chair and vice chair in accordance with the Standing Order for the Election of Chair and Vice Chair.\* * To appoint or remove a clerk to governors.\* * To establish the committees of the governing body and their terms of reference.\* * To appoint or remove a clerk to each committee.\* * In the absence of the clerk, the governing body shall choose a clerk for that meeting from among their number. Employees of the school are disqualified from this role. * To suspend a governor.\* * To decide which functions of the governing body will be delegated to committees, groups and individuals.\* * To regulate the governing body procedures where not set out in law and to record these as standing orders. * To review the delegation arrangements annually.\* * To delegate to the headteacher the functions as described in the Terms of Reference and Delegation of Functions to Headteacher. * To establish and co-ordinate working parties where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection. * To approve the term dates for the academic year and INSET days. * To agree the annual calendar of meetings and timetables of business for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and parental communication. * To monitor, review and approve policies according to the Policy Review Schedule.   \*these matters cannot be delegated to either a committee or an individual. | AR  AR  AR  T1, T2, T4, T5, T6  EM  T1 & AR  AR  T1  AR  AR  AR  AR  AR  T1  AR  AR  T6 & AR  T6  PRS |
| Statutory | |
| * To review, monitor and approve the Policy Review Schedule for relevance and completeness to ensure statutory compliance. * To ensure all documents required under statutory regulation are published on the school’s website. | T1  AR |
| General | |
| * To ensure that the headteacher provides such reports as reasonably requested by the governing body to undertake its role, including a Headteacher’s Report at least three times per year. * To identify priorities, and co-ordinate and monitor the progress of work being undertaken by committees, individuals and teams. * To receive reports from any individual or committee to whom a decision has been delegated, including Health and Safety, Inclusion and Safeguarding and to consider whether any further action by the governing body is necessary.\* * To co-ordinate governor visits, ensuring records of visits are completed and outcomes evaluated. * To oversee the arrangements for the induction of new governors to include an induction pack and procedures. * To consider training requirements on a regular basis to include whole governing body and individual governor training. * To monitor governor attendance and follow-up repeated absences. * To provide, where possible, governor representation on disciplinary, grievance and staff capability reviews. * To consider any safeguarding issues brought to the governing body’s attention.   \*these matters cannot be delegated to either a committee or an individual. | EM  T2, T4, T6  AR  T2, T5  AR  T1, T2, T5  EM  AR  AR |
| Budget Planning and Review | |
| * To approve the first formal budget plan of each year. * To approve the audited company statutory accounts. * To annually review and update the financial management policies and procedures, and determine levels of delegation to committees and individuals.\*   \*these matters cannot be delegated to either a committee or an individual. | T6  T2  T1 |
| Staffing | |
| * To make headteacher, deputy headteacher, assistant headteacher and school business manager appointments.\* * To suspend, and end the suspension, of the headteacher.\* * To dismiss the headteacher.\* * To participate in staff appointments, particularly in the appointment of senior staff, at the invitation of the headteacher. * To establish a governor panel to hear staff appeals against dismissal and redundancy.   \* these responsibilities will always be carried out in consultation with the SAT but the ultimate decision rests with the governing body. | AR  AR  AR  AR  AR |
| Appraisals | |
| * To determine the timing of the appraisal review cycle of the headteacher and appoint the three governors to act as reviewers in accordance with the Terms of Reference for the Staff Appraisal and Pay Committee. * To review and approve the recommendations arising from the headteacher’s appraisal review, as presented by the staff appraisal and pay committee. | T1  T2 |
| School Improvement | |
| * To monitor the impact of progress made in the Leadership and Management section of the School Development Plan. * To monitor success in section 1 of the school Self Evaluation Form, identifying areas requiring improvement. | T2, T4, T6  AR |
| Self-Evaluation | |
| * To review regularly how the school is regarded by students and parents, and determine actions as appropriate. * To consider and to react, where appropriate, to feedback from the chair and headteacher following external evaluations. * To take an active role in school self-evaluation, monitoring success in all areas and identifying areas requiring improvement. * To act as a forum for the discussion of innovative practices in governance. * To carry out an annual review of the structure of the governing body and make recommendations for any changes. * To evaluate the effectiveness of the governing body processes and consider recommendations made by committees with regard to the working of the governing body, promoting self-evaluation and planning for improvement. * To carry out an annual audit of governor skills and recommend the assignment of governors to committees as appropriate. * To complete the self-evaluation of governing body financial competencies on an annual basis. | AR  AR  EM  T3  T3  AR  T6  T1 |
| School Organisation | |
| * To publish proposals to change category of school. | AR |
| Information for Parents | |
| * To approve the School Prospectus. | T5 |
| Multi Academy Trusts and Collaborations | |
| * To consider forming a MAT/collaboration or joining an existing MAT/collaboration. * To consider requests from other schools to join a MAT/collaboration. * To leave a MAT/collaboration. | AR  AR  AR |
| Admissions | |
| * To monitor student numbers. | EM |
| Curriculum | |
| * To meet with the lead professionals within the school to gain an understanding of the scope of the curriculum targets and the activities the school is conducting to achieve success. | T2, T6 |
| System Controls and Procedures | |
| * To annually approve the financial management policies and procedures, and determine levels of delegation to committees and individuals. * To approve the Register of Authorising Officers with their appropriate delegated limits of authority. * To receive and review external audits and self-evaluations and determine actions. * To receive to the governing body the reports from the Responsible Officer (minimum twice annually). * To receive and approve annual statutory accounts | T1  T2 & AR  T2 & AR  T5, T6  T2 |
| Budget Planning and Review | |
| * To approve the annual budget. | T6 |

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| The Wren School Governing Body | |
| Agenda Planner: Achievement and Curriculum Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To hold at least three committee meetings a year. * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented at that meeting by the chair for review and approval. * In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number. * The chair of governors, vice chair of governors and the headteacher are ex-officio members of the committee and may attend each committee meeting and may vote. * To monitor, review and approve policies according to the Policy Review Schedule. | T2, T3, T5, T6  EM  AR  EM  PRS |
| General | |
| * To make regular reports to the governing body. * To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee. * To consider any safeguarding issues brought to the committee’s attention. | T2, T4, T6  AR  AR |
| School Improvement | |
| * To monitor the impact of progress made in the Outcomes for Pupils section of the School Development Plan. * To monitor the impact of progress made in the Teaching, Learning and Assessment section of the School Development Plan. * To monitor success in sections 2 and 4 of the school Self Evaluation Form, identifying areas requiring improvement. * To monitor success and progress in the sixth form, once that has been established. | EM  EM  AR  N/A |
| Targets | |
| * To monitor and evaluate the ability of each department to provide the highest possible quality of learning, teaching and student achievement in examinations. * To approve and publish the school’s annual attainment and attendance targets by the end of term 2. | EM  T2 |
| Curriculum | |
| * To monitor and evaluate the school’s provision of education to ensure it meets the needs of all students. * To advise the finance and audit committee on the relative funding priorities necessary to deliver the curriculum. * To ensure that the requirements of children with special needs are met, as laid out in the SEN Code of Practice. * To monitor and evaluate the school’s delivery of the curriculum and eventually, post-16 education. * To review and make recommendations on the school’s policy and provision for sex education and regular collective worship, in line with the Policy Review Schedule. * To consider formal complaints about the modification of the National Curriculum in respect of individual students, and make appropriate recommendations to the governing body when action is required. | AR  AR  AR  EM  PRS  N/A |
| Disadvantaged Students | |
| * To monitor the impact of the school’s use of the Pupil Premium specifically in relation to the achievement of disadvantaged students (i.e. Ever 6 FSM students, looked-after children, and children of service personnel). * To monitor the progress of disadvantaged students and ensure that the school is aiming to improve it. | EM  EM |

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| The Wren School Governing Body | |
| Agenda Planner: Buildings, Premises and ICT Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To hold at least three committee meetings a year. * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented at that meeting by the chair for review and approval. * In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number. * The chair of the governing body and the head teacher are ex-officio members of the committee and may attend each committee meeting and may vote. * To monitor, review and approve policies according to the Policy Review Schedule. | T2, T3, T4, T6  EM  AR  EM  PRS |
| General | |
| * To make regular reports to the governing body. * To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee. * To consider any safeguarding issues brought to the committee’s attention. | T2, T4, T5, T6  AR  AR |
| Planning and Review | |
| * To develop an annual Site Management Plan that contributes to the Asset Management Plan. * Oversee the Site Management Plan, considering priorities, monitoring progress, spend against budget and conducting post-project review and inspections (value for money, quality of work etc.). * To inspect the premises and grounds annually, and ensure recommendations arising from this are properly implemented. * Consider proposals for premises-related projects in line with financial criteria outlined by the finance committee, and monitor the progress of those projects. * In consultation with the headteacher and the finance committee, to oversee any premises-related funding bid. | T6  EM  T5  AR  AR |
| Statutory | |
| * To monitor the cleaning, catering and grounds maintenance contracts to ensure contractors are meeting their Service Level Agreements and complying with legal and safeguarding regulations. * To ensure that the governing body’s responsibilities regarding litter and refuse are discharged according to section 89 of the Environmental Protection Act 1990, so far as is practicable. | EM  T2 |
| Health and Safety | |
| * To ensure that Health and Safety regulations are followed and prioritised appropriately. * To receive latest Health and Safety inspection reports and agree any actions. | AR  AR |

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| The Wren School Governing Body | |
| Agenda Planner: Finance and Audit Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To hold at least three committee meetings a year. * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented at that meeting by the chair for review and approval. * In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number. * The chair of the governing body and the head teacher are ex-officio members of the committee and may attend each committee meeting and may vote. * To monitor, review and approve policies according to the Policy Review Schedule. | T2, T3, T4, T6  EM  AR  EM  PRS |
| General | |
| * To make regular reports to the governing body. * To make decisions on expenditure following recommendations from other committees. * To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee. * To consider any safeguarding issues brought to the committee’s attention. | T2, T4, T5, T6  AR  AR  AR |
| System Controls and Procedures | |
| * To ensure that the school adheres to the latest version of the Academies Financial Handbook, and advise the governing body of any consultations to change any aspect. * To annually review and update the financial management policies and procedures, and determine levels of delegation to committees and individuals.\* * To review and update the Register of Authorising Officers with their appropriate delegated limits of authority.\* * To keep in-school financial procedures under review and ensure that all staff with financial responsibility have an up-to-date copy. * To ensure accurate accounts are kept. * To ensure the clerk maintains a register of business interest of governors, the headteacher and any other staff who influence financial decisions. * To establish procedures for governors to claim expenses. * To receive and review external audits and self-evaluations and ensure recommendations arising from these are properly implemented.\* * To evaluate and present to the governing body the reports from the Internal Auditor.\* * To establish and review a Disaster Recovery Plan.   \*these matters are reviewed and actions completed by the committee, then presented to the governing body for formal approval. | AR  T6  T2 & AR  T6 & AR  EM  AR  T6  T3  T4, T6  T3 |
| Budget Planning and Review | |
| * To engage in strategic financial planning. * In consultation with the headteacher, oversee the preparation of the 3-year budget plan and ensure it links with the School Development Plan priorities agreed by the governing body. * To devise a Reserves Policy which will support planned capital expenditure in the 5-year budget plan. * To recommend the final budget for approval to the governing body. * To review financial performance against budget and evaluate the effectiveness of financial decisions. * To consider a budget monitoring report, including the approval of virement decisions within agreed limits, at least three times per year, and to report significant anomalies from the anticipated position to the governing body. * To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within all areas of the School Development Plan. * To ensure there are sufficient funds available following the staffing appraisal and pay committee’s decisions for teaching staff (excluding the Headteacher). * To ensure there are sufficient funds available following the FGB approval of the Headteacher’s pay decision. * To annually consider a medium-term plan to inform the recovery of deficit if applicable. | AR  T6  AR  T6  EM  T2, T4, T6  T2, T4, T6  T3  T3  T6 |
| Value for Money | |
| * To ensure that all spending provides value for money in terms of raising standards in education and to prepare the Best Value Statement for approval by the governing body. * To carry out Best Value Reviews in accordance with the Best Value Statement. * To benchmark school financial performance and report to the governing body. * To analyse and report on tenders for large contracts and Service Level Agreements. | T6  AR  T4  T3 & AR |
| Statutory | |
| * To make decisions in respect of service agreements and insurance as appropriate. | AR |
| Disadvantaged Students | |
| * To monitor the impact of the school’s use of the Pupil Premium specifically in relation to the value for money of the amount spent. | EM |

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| The Wren School Governing Body | |
| Agenda Planner: Staffing Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To hold at least three committee meetings a year. * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented at that meeting by the chair for review and approval. * In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number. * The chair of the governing body and the headteacher are ex-officio members of the committee and may attend each committee meeting. The chair of the governing body may vote, but not the headteacher. * To monitor, review and approve policies according to the Policy Review Schedule. | T2, T3, T4, T6  EM  AR  EM  PRS |
| General | |
| * To make regular reports to the governing body. * To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee. * To consider any safeguarding issues brought to the committee’s attention. | T2, T4, T5, T6  AR  AR |
| School Improvement | |
| * To review the impact of the school’s monitoring of the quality of teaching, and to ensure that poor and inadequate teaching is addressed promptly. * To monitor the school’s complaints log to ensure that any staff behaviour causing concern is addressed promptly. | EM  EM |
| Planning and Review | |
| * To review the Staff Development Plan annually, including proposed expenditure arising from training and development requirements. * To review the Succession Plan annually. * To monitor staff attendance. * To review the Staff Questionnaire. * To discuss, and assist the headteacher in the implementation of, any expansion or reduction in staff requirements, making recommendations to the governing body. * In consultation with staff, to oversee any process leading to staff reductions. * To oversee the appointment procedure for all staff. | T3  T3  EM  T3  T2 & AR  AR  AR |
| Targets | |
| * To review the summary report of appraisal targets to ensure they are robust and enforced. * To monitor progress against appraisal targets. | T2  T4, T6 |
| Budget | |
| * To recommend changes in the staffing budget to the finance and audit committee. * To determine dismissal payments and early retirement payments. | AR  AR |
| Statutory | |
| To end the suspension of staff. | AR |

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| The Wren School Governing Body | |
| Agenda Planner: Students and Community Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To hold at least three committee meetings a year. * The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented at that meeting by the chair for review and approval. * In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number. * The chair of the governing body and the head teacher are ex-officio members of the committee and may attend each committee meeting and may vote. * To monitor, review and approve policies according to the Policy Review Schedule. | T2, T3, T5, T6  EM  AR  EM  PRS |
| General | |
| * To make regular reports to the governing body. * To ensure that all governors on the committee receive the necessary training to be able to confidently interpret and understand the data provided to the committee. * To consider any safeguarding issues brought to the committee’s attention. | T2, T4, T5, T6  AR  AR |
| School Improvement | |
| * To monitor the impact of progress made in the Personal Development, Behaviour and Welfare section of the School Development Plan. * To monitor success in section 3 of the school Self Evaluation Form, identifying areas requiring improvement. | EM  EM |
| Safeguarding | |
| * To monitor compliance with latest safeguarding advice and guidance, and report to the governing body. | EM |
| Students’ Development and Care | |
| * To review the school’s evaluation of students’ personal development and well-being, and to determine any actions arising. * To receive reports from the School Council and student voice, and to ensure that the school properly considers these and takes action where appropriate. * To receive summary reports of attendance targets and exclusion information. * To receive reports on external activities held at the school to ensure they add value to the students. * To review the pastoral care provision. * To approve all trips involving an overnight stay away from home. * To monitor compliance with the School Uniform Policy and approve changes as necessary. * To monitor the level of reported bullying incidents. | EM  EM  EM  EM  EM  AR  EM  EM |
| Onward Destinations and Careers | |
| * To monitor the school’s tracking of former students’ destinations (including in-year departures) and consider if the school’s ethos encourages and supports student destinations. * To monitor the quality and impact of careers guidance. | EM  EM |
| Pupil Premium | |
| * To monitor the impact of the school’s use of the Pupil Premium specifically in relation to the nurturing and enrichment of Ever 6 FSM students, looked-after children, and children of service personnel. | EM |
| Parental Communications | |
| * To ensure the school undertakes regular parental communications. * To review and monitor parental communications and agree actions where appropriate. | EM  EM |
| Statutory | |
| * To monitor the external activity providers using the school site to ensure they are complying with legal and safeguarding regulations. | EM |

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| The Wren School Governing Body | |
| Agenda Planner: Staff Appraisal and Pay Committee | |
| KEY: AR = as required, T1 = Term 1 (of 6) etc, EM = every meeting, PRS = per Policy Review Schedule | |
| Procedural | |
| * To meet at least three times per year. | T2, T5 |
| General | |
| * To ensure that all governors on the committee receive the necessary training to be able to confidently perform this role. | AR |
| Specific Delegation with respect to the Headteacher | |
| * To arrange to meet with the external adviser to discuss the headteacher’s performance targets. * To decide, with the support of the external adviser, whether the targets have been met and to set new targets annually. * To monitor through the year, the performance of the headteacher against the targets. * To make recommendations to the full governing body in respect of awards for success in meeting the targets set. | T2  T2  T2, T5 & AR  T2 |
| Specific Delegation with respect to All Other Staff | |
| * To review the headteacher’s recommendations regarding staff pay in relation to their appraisals. * To approve staff pay increases where appropriate and report the outcomes to the staffing committee. * To review teaching and non-teaching staff performance targets to ensure they are in line with school development priorities. | T2  T2  T4 |