

SCHEME OF DELEGATION PREPARED FOR CONSIDERATION BY THE GOVERNORS OF SOUTH MOLTON COMMUNITY COLLEGE

Structure of the Governing Board.

- 2 Foundation Governors
- 1 Staff – Headteacher
- 8 Co-opted Governors
- 7 Parent Governors
- 1 Staff Governor
- 1 Local Education Authority Governor

Committee Details.

Appendix 1

Remit of the Governing Board.

Effective governance is based on six key features:

- Strategic Leadership
- Accountability
- People
- Structures
- Compliance
- Evaluation

Strategic Leadership

This is the Board's first core function. It involves setting the organisation's overall strategic framework including its vision and strategic priorities. It also includes responsibility for setting and modelling its culture, values and ethos.

The following sections are included within the strategic leadership:

- Setting direction
- Culture, value and ethos
- Decision making
- Parental engagement and community leadership
- Accountability – **one of the Board's other two core functions**
- Creating accountability for educational performance
- Rigorous analysis of data
- Sources of education data
- School visits

- Creating accountability for financial performance – **the third core function of the Board**

People

The membership of the Board will focus on skills and the primary consideration in appointment decisions will be acquiring the skills and experience the board needs to be effective.

The Board will develop a skills-based set of recruitment criteria and such criteria can also be used to inform elections and ongoing self-evaluation and training. Required skills will be identified and everyone on the Board needs a strong commitment to the role and to improving outcomes for children.

The Board will keep their constitution and its impact on their effectiveness under review and fill vacancies as soon as possible to prevent it impacting on the Board's effectiveness.

A Code of Conduct will be maintained and communicated to all prospective appointees to set clear expectations of their role and behaviour. The Board will be mindful that in exercising all their functions, they must act with integrity, objectivity and honesty and in the best interests of the school, be open about the decisions made and the actions taken and be prepared to explain their decisions to interested parties.

Everyone involved in governance should be aware of and accept 'The 7 principles of public life' – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All Governors are required to have an enhanced Criminal Records Certificates from the DBS (Disclosure and Barring Service).

All maintained schools are able to suspend someone from the Board for a fixed period of time up to six months at a time for example acting in a way that is contrary to the Board's ethos and for bringing or being likely to bring the organisation, the Board or their role into disrepute.

When making appointments and in particular Parent and staff Governor Elections, clear expectations and credentials of the prospective candidates will be set out in published recruitment literature.

Training. As part of induction and continuous development, everyone involved in governance, especially those new to their role or Governors with specific responsibilities is encouraged.

The Chair with support from the Vice Chair, is responsible for ensuring the effective functioning of the Board. The Chair must not exercise as an individual any of the functions of the Board except where this has been sanctioned by the Board or in specific circumstances permitted in regulations. The Chair is permitted to act in

cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

Succession planning arrangements will be in place so that any change in the Chair does not impede the Board's effectiveness.

High quality professional clerking is crucial to the effective functioning of the Board and the Board will set demanding standards for the service they expect from their professional Clerk.

The Board is legally responsible for the conduct of its school.

By law, employers must give employees who serve on maintained school Boards 'reasonable time off' to carry out their duties.

There is no legal power for schools, Local Authorities or the government to pay individuals on maintained school boards for their governance duties.

Certain Governors details are to be published on the school's website and via Edubase.

Structure. The structure of the Board is given at the beginning of this document.

Compliance

The Equality Act applies to all schools as providers of education to the pupils in their care, as providers of a service or public function and where applicable, in their role as employers. The Board is responsible for compliance with the public sector equality duties of the Act and the specific education sections (part 4) for school pupils.

The Board will ensure their school complies with all aspects of discrimination law.

Maintained school Boards will reassure themselves that:

- Enough teaching time is provided for pupils to cover the national curriculum and other statutory requirements
- The relevant assessment arrangements are implemented; and
- All courses provided for all pupils below the age of 19 that lead to qualifications such as GCSEs and A levels, are approved by the Secretary of State

Statutory legal requirements require schools to provide the following:

- Cultural education
- Music, art, design, drama. Dance is a statutory element of the PE programmes of study
- Sex and relationship education
- Physical education and sport
- Religious education

- Collective Worship

The Board has legal duties in relation to pupils with SEND (special educational needs and disabilities) and the Board must ensure there is a qualified teacher designated as a SENCO for the school.

The Board is required to appoint a designated teacher to promote the educational achievement of looked after children who are on the school roll.

The Board will be familiar with the assessment of pupils' attainment.

In addition to responsibilities under employment law, the Board also has responsibilities under the Equality Act 2010.

Every maintained school must have a headteacher. The Board must ensure that a performance management appraisal is carried out annually.

When making appointments, the Board must be satisfied that mechanisms are in place within the school to check that any person employed to teach has the required teaching qualifications, has successfully completed any statutory induction required and is not prohibited by the Secretary of State from carrying out teaching work.

The Board must be satisfied that the induction of a NQT (newly qualified teacher) is being supported.

The Board must adopt and take full responsibility for maintaining, updating and implementing a robust and considered Pay Policy.

The Board must approve disciplinary and grievance procedures for staff.

The Board will ensure that pupil premium funding is being spent on improving attainment for eligible pupils. The use of the funding must be shown on the school website.

The Board will ensure that effective safeguarding policies and procedures are in place and in addition ensure the Child Protection Policy reflects different gender issues.

Allegations against teachers and other staff. The Board will ensure the school provides effective support for anyone facing an allegation.

Good behaviour and discipline among pupils. The Board will ensure the school has the relevant Policies in place to promote this.

Excluding Pupils. There are key responsibilities on the Board in relation to reviewing the executive leader's exclusion decisions which must be for disciplinary reasons and all exclusions must be done in line with legal requirements.

The Board must reassure itself that Admission and Attendance Registers are kept in accordance with regulations.

The Board has a responsibility to ensure that first aid provision of adequate and appropriate equipment, facilities and qualified first aid personnel is in place.

The Board will be aware who owns the land and buildings from which the school operates and control the occupation and use of premises during and outside school hours.

Certain information has to be provided to parents of pupils or prospective pupils, Local Authorities and Primary Care Trusts on request which must be published in a single document free of charge.

A written Report of all children's achievement must be provided to parents. The information to be included in the annual Report to parents is set out in legislation.

The Board must publish on a website the information specified in the School Information Regulations and the Board must reassure itself that the school continues to meet any legislative requirements in developing specific policies and communicating them to parents.

In addition, the Board must publish up to date details of their governance arrangements on the school website; also whole-school results from Key Stages 2 and 4.

The Board will reassure itself that a written home-school agreement is in place and that pupil's information is available.

Freedom of Information Act 2000. The Board is responsible for making sure the school complies with requests under the Act within 20 working days of receipt (not including school holidays).

Complaints. The Board has a duty to consider complaints about the school and any community facilities or services it provides.

Whistleblowing. The Board need to ensure that staff and everyone serving on the Board alike are aware of to whom they can report their concerns and the way in which such concerns will be managed.

Evaluation

Evaluation will be regularly carried by Boards for its own effectiveness and regular audits of skills possessed by Members should be undertaken.

Appendix 1

Committee Formation:

Quality of Education Committee:

Helen Twyble
Sue Madgwick (Chair)
Bill Bowen
Andrew Redpath
Arthur Symons
Marc Cornelius

Personal Development Committee: Chair tbd

Arthur Symons
Richard Carder
Julie Snell
Pauline Bromell
Helen Twyble
(Andrew Redpath)

Finance Committee:

Graham Fairlie
Marc Cornelius
Phil Govier (Chair)
Ellen Vernon
Bill Bowen
Tony Strickland

Personnel Committee: Chair tbd

Graham Fairlie
Marc Cornelius
Phil Govier
Ellen Vernon
Bill Bowen
Arthur Symons

Pay and Performance Committee:

Andrew Redpath (Chair)
Phil Govier
Bill Bowen