

The King's School - School Governance Arrangements 2016/17

The King's School Governance Committee, until the 16 May 2017 operated a number of sub-committees to help in undertaking its responsibilities. These committees ceased with effect from the 17 May 2017 with all challenge and support being undertaken by the full School Governance Committee.

Below is a list of the committees and their terms of reference in operation up until 16 May 2017:

Pupil Behaviour & Discipline Committee

Overall Purpose

Monitor the school's policies in relation to pupil welfare, behaviour and discipline. The list of all school policies is held by the Headteacher's PA;

Report to the School Governance Committee on the effectiveness of these policies and to recommend changes as appropriate;

Monitor the school's success in promoting Inclusion;

To carry out the Trust's legal responsibilities in relation to reviewing the exclusion from school, of individual pupils.

To review behaviour and discipline related issues set out in the School Development Plan.

- To receive reports and advice in relation to pupil behaviour and discipline and take appropriate action.
- To monitor the school's success in promoting Inclusion.
- To report to the School Governance Committee on the effectiveness of the policies and to recommend changes as appropriate.
- To carry out the Trust's legal responsibilities in relation to reviewing the exclusion from school, of individual pupils.

Behaviour and Welfare Responsibilities

Statement of general principles to which the Headteacher must have regard when determining measures to promote good behaviour and discipline (Section 61 of the School Standards and Framework Act 1998).

Monitoring of Behaviour and Discipline - To monitor the effectiveness of the school's Behaviour and Discipline Policy and procedures and report its conclusions to the School Governance Committee on at least an annual basis. The monitoring should include regular (normally termly) consideration of a report from the Assistant Headteacher on behaviour at the school, including:

- Patterns of attendance/persistent absence;
- Patterns in the use of exclusion;
- Progress in relation to any performance indicators or targets set.

- Behaviour Policy (including indicators of positive behaviour);
- Patterns of racial and bullying incidents, including homophobic incidents.

Child Protection

- To review child protection arrangements at least annually to ensure that the school:
 - Designates a member of staff to be responsible for co-ordinating child protection within the school and for liaising with other agencies, including the Wakefield District Safeguarding Children Board (WDSCB) and to receive appropriate training.
 - Has an up-to-date policy on child protection in accordance with statutory requirements, DfE and LA advice and the requirements of the procedures of WDSCB/WYISP.
 - Communicates the policy to staff and parents.
 - Monitors the policy regularly.
 - Evaluates the policy regularly.

Consideration of Exclusions

To carry out the Trust's statutory duty to review Fixed Term and Permanent exclusion cases, as required by legislation and in accordance with DfE advice and LA and Trust advice.

Reviews will involve:

- Considering the case presented by the Headteacher.
- Considering the views of parents of the excluded pupil.
- Considering the views of the Trust (including such agencies as the Educational Psychology Service, the Primary Behaviour Support Team, the School Exclusions and Alternative Learning Service, the SEN Support Service or the Education Welfare Service).
- Having regard to DfE and LA guidance and the policy of the Trust Board.
- Deciding whether to uphold the exclusion, or not, (where the pupil is still excluded);
- Ensuring that a note of the committee's views on the exclusion is placed on the pupil's record with a copy of the Headteacher's exclusion letter, where appropriate; and
- Ensuring that the parents and Headteacher are informed of the committee's decision in writing, within the required timescale.
- Appeals to an Independent Review Panel (set up by the LA, made by parents against decisions of the committee, to uphold a permanent exclusion)
- To prepare the statement of the School Governance Committee for such an appeal and to liaise with the Clerk to the Review Panel with regard to other information required.
- To represent the School Governance Committee at the hearing of the case by the Review Panel.

Training and Development

To ensure that members of the committee develop and maintain an up to date understanding of pupil behaviour and discipline issues locally and nationally, for example by attending relevant Governor training courses and reading relevant DfE, LA and Trust guidance.

Contribution to the School Self Review

To review, on an annual basis and in partnership with the Headteacher:

- The effectiveness of the school's policies in relation to pupil welfare, behaviour and discipline, including how far the requirements outlined in the School Self-Evaluation Form are met.
- To report the results of this review to the School Governance Committee, including any recommendations for policy changes or priorities for the next School Development Plan.

Curriculum and Pupils Standards Committee

The overall purpose of the committee is to:

- Monitor standards achieved by students at the school,
- Ensure the curriculum in all Key Stages is rich, relevant and matching the needs of all students;
- Ensure that the quality of Teaching & Learning is consistently high in all key stages and subject areas;
- Monitor the school's success in promoting Inclusion;
- Ensure that the School Development Plan is focused on appropriate priorities for raising standards at the school;
- Ensure that the relevant school policies are reviewed on a regular basis to promote improved standards and contain appropriate targets/success criteria;
- Report to the School Governance Committee on the effectiveness of these policies and to recommend changes as appropriate.

A. STANDARDS AND PRIORITIES

1. To monitor student standards in line with the Ofsted Evaluation Schedule including the achievement of particular groups of students e.g. boys/girls, children with learning difficulties and disabilities, Most Able children, children from minority ethnic groups, Free School Meal children and children looked after by the Local Authority, to ensure that there is a "Closing of the Gap" in educational achievement. The relevant departments shall report to this Committee annually.
2. To ensure that the School Development Plan addresses the priorities for raising standards, including appropriate targets/success criteria.
3. To ensure that the school's processes for self-evaluation and improvement planning are rigorous, robust and effective.
4. To monitor the progress of the relevant sections of the School Development Plan each term and evaluate the impact of any actions taken.
5. To monitor the school's processes and procedures in place to ensure that students are well behaved and safe.
6. To monitor and evaluate the quality of teaching and learning and its impact on learning outcomes.
7. To monitor and evaluate the quality of leadership and management within school.
8. To monitor the use of Pupil Premium funding to ensure that it is targeting the students it is intended for, along with their learning priorities.

B. POLICY RESPONSIBILITIES

1. To ensure that school policies (including those specified below) are reviewed on a regular basis to promote improved standards and contain appropriate targets/success criteria.
2. This Committee has the responsibility for ensuring the following statutory and other policies are reviewed within the appropriate timescales and agree any amendments/updates before advising all appropriate school personnel, including all Governors.

Statutory Policies

Curriculum

Accessibility

Sex Education

Another 22 policies which include:

SEND

Teaching & Learning

Finance and Premises Committee

To assist the decision making of the School Governance Committee, by enabling more detailed consideration to be given to the best means of fulfilling the school governance committee responsibility to ensure sound management of the School's finances, resources and premises, including proper planning, monitoring and probity.

To work closely with other sub-committees of the School Governance Committee to ensure a coherent and cohesive approach.

To make appropriate comments and recommendations on such matters to the School Governance Committee on a regular basis.

Finance

- To comply with the Articles of Association and relevant aspects of company and charity legislation.
- To adhere to the requirements of the Funding Agreement, Academies Financial Handbook and the Pontefract Academies Trust Financial Regulations and Scheme of Delegation.
- To consider the School's indicative/final funding, notified annually by the EFA, and to assess its implications for the School, in consultation with the Headteacher, in advance of the academic year, drawing any matters of significance or concern to the attention of the school governance committee.
- To consider any other specific grants which will be made available to the School and consider the spending plans which are intended to meet the specific criteria or outcomes.

- To consider any donations made available to the School and where restrictions have been applied by the donor ensure arrangements are in place to monitor that the spending is undertaken within the restrictions placed by the donor.
- To recommend a draft budget to the Trust Board during the summer term proceeding the start of each financial year.
- To contribute to the formulation of the School's Development Plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the School.
- To establish and maintain an up to date 3 year financial plan taking into account the agreed aims and objectives of the School in its School Development Plan.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any balances, ensuring the compatibility of all such proposals with the development priorities set out in the School Development Plan.
- To liaise with and receive reports from the other committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the School, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the school governance committee.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis and, where appropriate to make recommendations for improvement.
- To receive Trust internal financial review or auditors' reports and to recommend to the full school governance committee action as appropriate in response to audit findings.
- To raise any financial irregularities or concerns with the Pontefract Academies Trust.
- To consider and to advise the School Governance Committee on the financial implications of adopting any policy under consideration with significant budget implications.

Premises

- To monitor and advise the School Governance Committee on priorities relating to the conditions of the School buildings and grounds, to ensure that they are maintained and developed providing a suitable, healthy and safe environment.
- To oversee arrangements for repairs and maintenance; procuring and maintaining buildings, including developing a properly funded Building Development Plan.
- To prepare reports on major work and key building issues for governors' information.
- To review premises items in the School Development Plan.
- In consultation with the Business Manager and Headteacher, to oversee premises-related funding bids and premises-related expenditure.
- To establish and keep under review a Building Development Plan.
- To contribute to the King's School Accessibility Plan (statutory requirement to review every 3 years minimum) by auditing the facilities and improving the environment of the school to increase the extent to which pupils with disabilities can take advantage of education and associated services.

Lettings

- To draft the school's policy on lettings for consideration and approval by the school governance committee
- To be responsible for all aspects of lettings in accordance with the policies and procedures of the King's School including charging and undertaking appropriate actions to ensure full recovery of any debt.
- To review the school's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and reports its conclusions to the school governance committee.

Personnel Committee

The overall purpose of the committee is to:

- Monitor the school's policies relating to personnel; and
- Report to the School Governance Committee on the effectiveness of these policies and to recommend changes as appropriate.

To draft procedures and adopt policies developed by the Trust, including those relating to appointment of staff, performance management, staff pay, discipline, grievance and determining that staff should cease to work at the school; and to present them to the School Governance Committee for consideration and approval.

To advise the School Governance Committee on such policies and procedures.

To review the Trust Pay Policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the School's Development Plan; and to present any proposed changes to the policy and/or staffing establishment and structure to the School Governance Committee, for consideration and approval.

To liaise with both the Finance & Premises and Curriculum Committees to contribute to the recommendation to the School Governance Committee for the annual budget required for pay, bearing in mind the need to ensure the availability of resources to support any discretionary decisions; and to recommend that the School Governance Committee makes application for any additional funding available to support this process.

To review all other Personnel procedures on a regular basis (and at other times as appropriate) and report its conclusions to the School Governance Committee.

The Personnel Committee will be empowered by the School Governance Committee to:

- Conduct an Annual Review within the general principles laid down by the Trusts' Pay Policy.
- Consider cases of staff discipline and grievance and, where necessary, determine which staff should cease to work at the school.
- Any Governor, who is employed at the school and is elected to the Personnel Committee, will be required to withdraw and not vote on any discussion relating to pay, appraisal or discipline of any individual working at the School. The Headteacher will remain unless the matters relates directly to her.

Health and Safety

The overall purpose of the committee is to:

Monitor the school's policies relating to Health and Safety and premises issues in co-operation with the Finance and Premises Committee (F&P); and

Report to the School Governance Committee and the Pontefract Academies Trust on the effectiveness of these policies and to recommend changes as appropriate.

- To review health and safety related issues set out in the School Improvement Plan.
- To keep the health and safety policy and its practice under review and to make revisions where appropriate and to ensure the School is meeting its statutory duties for health and safety set out in the legislation, regulations, codes of practice and policies.
- To ensure, as far as is practical, that health and safety issues are appropriately prioritised.
- To ensure risk assessments for facilities management related issues are undertaken and that the results of these are actioned and reported.
- To receive reports from the Pontefract Academies Trust Health and Safety Adviser commissioned for auditing health and safety compliance.
- To receive and consider reports undertaken by Health and Safety Experts and make recommendations on improvements to address issues in their reports.
- To ensure that school visits and journeys are undertaken within the appropriate framework.
- To monitor the Health and Safety budget.