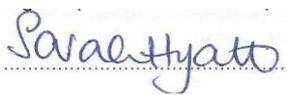

Blakesley CE Primary School



Governance Manual 2015/16

Ratified by:	Date of Ratification:
Full Governing Body on	17th September 2015
Signed by: Chair of Governors:	

Introduction:

This manual describes the governance structures in place at Blakesley CE Primary School, including the following:

1. Governance and Committee Structure
2. Governing Body Membership and Terms of Reference
3. Associate Members
4. Committee Structure, Membership and Terms of Reference
5. Roles and Responsibilities of the Chair, Clerk and Chairs of Committees
6. Individual Governor responsibilities
7. Scheme of Delegation
8. Scheme of Financial Delegation
9. Schedule of School Policies and Delegation of Policies to Committees

1. Governance and Committee Structure:

Governing Body	Standards Committee
	Resources Committee
	Health, Safety and Premises Committee
	Strategy Committee
	Staff Discipline and Dismissal Panel
	Pupil Discipline and Exclusions Panel
	Pay Committee
	Appeals Panel
	Head Teacher Performance Management Group

2. Governing Body Membership and Terms of Reference:

Responsibilities of the Governing Body:

The Governor's Handbook (January 2015) states that Governing Bodies should focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

These functions are reflected in new regulations for maintained schools; and in the criteria that Ofsted inspectors use to judge the effectiveness of a school's governing body.

Instrument of Government (came into effect 2nd September 2014):

The table below describes the constitution of the Governing Body by the number and type of governors; and lists the existing governors and their terms of office:

Governor Type	No	Name	Term of Office	
			Start	End
Head Teacher	1	Ms Lucy Burman	01/01/2013	
Local Authority	1	Mrs Sophie Stuart-Buttle	20/04/2012	19/04/2016
Foundation (Appt)	2	Rev Carolyn Oley	12/06/2012	11/06/2016
		Mr Paul Parsons	21/10/2015	19/10/2019
Parent (elected)	2	Mr Ian Gardner	18/10/2015	17/10/2019
		Mr Robert Ward	18/10/2015	17/10/2019
Staff (elected)	1	Mrs Lauren Leeson	01/09/2014	31/08/2018
Co-Opted	3	Mrs Sarah Hyatt	11/09/2014	10/09/2018
		Mrs Maxine Conway	02/07/2015	01/07/2019
		Mrs Alexia Simon	12/11/2015	11/11/2019

Chair of the Governing Body	Sarah Hyatt
Vice Chair of the Governing Body	Robert Ward
Clerk to the Governing Body	Jane Hall

The total number of governors is 10. Foundation Governors are appointed by the Peterborough Diocese Board of Education.

Terms of reference:

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Body*
- To establish the committees of the Governing Body and their terms of reference*.
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary*
- To approve the first formal budget plan of the financial year

- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*
- *Any items which individual governing bodies may wish to include*

* These matters cannot be delegated to either a committee or an individual

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Quorum	One half of the number of Governors in post
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4. Associate Members:

The following Associate Members to Governing Body Committees have been appointed:

Name	Committee	Start	End
Tracey Hall	Health, Safety and Premises	27/11/2014	26/11/2018
Malcolm Alphonso	Standards	02/07/2015	01/07/2019
Zoe Hockley	Standards	02/07/2015	01/07/2019
Joanne Wilkins	Resources	02/07/2015	01/07/2019
Robert Gray	Resources	12/11/2015	11/11/2016
Peter Mayne	Standards	12/11/2015	11/11/2016

4. Committee Structure, Membership and Terms of Reference:

The following Committees have been established, with membership as shown below:

Standards Committee: Sophie Stuart-Buttle (Chair) Maxine Conway Lucy Burman Robert Ward Sarah Hyatt Lauren Leeson Zoe Hockley (AM) Malcolm Alphonso (AM)) Peter Mayne (AM)	Resources Committee: Alexia Simon Lucy Burman Sarah Hyatt (Chair) Joanne Wilkins (AM)) Ian Gardner Robert Gray (AM)	Health, Safety and Premises Committee: Robert Ward (Chair) Tracey Hall (AM) Paul Parsons Robert Gray (AM) Sophie Stuart-Buttle
Staff Discipline and Dismissal Panel* Rev Carolyn Oley Alexia Simon	Appeals Panel**: Robert Ward Sophie Stuart-Buttle Paul Parsons	Pupil Discipline and Exclusions Panel*: Rev Carolyn Oley Ian Gardner

Maxine Conway		Sarah Hyatt
Head Teacher Performance Management Group**: Sarah Hyatt Rev Carolyn Oley	Pay Committee**: Sarah Hyatt (Chair) Rev Carolyn Oley Sophie Stuart-Buttle Ian Gardner Maxine Conway	Strategy Committee: Sarah Hyatt Rob Ward (Chair) Lucy Burman Ian Gardner Alexia Simon Sophie Stuart-Buttle (Any other governor or AM who wishes to attend)

*	To meet only when required
**	To meet annually or when required

Terms of Reference for each of the Committees follow:

➤ **Standards Committee:**

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To decide which subject options should be taught, having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LEA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- Establish and review a sex education policy and ensure that parents are informed of their right to withdraw their children.
- To review, adopt and monitor a policy for Collective Worship
- To produce a set of written principles for the school behaviour policy and present these to the Head Teacher, parents, staff and pupils for consultation
- To appeal against LA directions to admit pupil(s)
- To review and adopt the home school agreement
- To prepare and publish the school prospectus and school profile
- To monitor and review information about school performance and report according to statutory requirements

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Standards Committee
Sarah Hyatt	September 2013
Robert Ward	September 2013
Sophie Stuart-Buttle (Chair)	September 2013
Lauren Leeson	November 2014
Lucy Burman	September 2013
Malcolm Alphonso (AM)	July 2015
Zoe Hockley (AM)	July 2015
Maxine Conway	September 2015
Peter Mayne (AM)	November 2015

Quorum	Three members
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➤ **Resources Committee:**

- In consultation with the Head teacher, to draft the first formal budget plan of the financial year, to approve the budget plan and report it to the Full Governing Body
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Head teacher
- In the light of the Head teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- Comply with the SFVS regulations and standards.
- To draft and keep under review the staffing structure in consultation with the Head teacher
- To oversee the appointment procedure for all staff

- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To establish, publish and review a complaints procedure
- To establish and publish a Freedom of Information scheme and ensure that the school complies with it

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Resources Committee
Sarah Hyatt (Chair)	September 2013
Alexia Simon	November 2015
Robert Gray (AM)	November 2015
Lucy Burman	September 2013
Joanne Wilkins (Associate Member)	July 2015
Ian Gardner	November 2015

Quorum	Three members
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➤ **Health, Safety and Premises Committee:**

- To ensure that a health and safety policy and procedures are in place
- To advise the Governing Body and Head Teacher on funding priorities, including Health and Safety, for the maintenance and development of the school's premises
- To inspect the premises and grounds three times a year (terms 1/2, 3/4 and 5/6), produce a report of the findings and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Resources Committee on premises-related expenditure
- In consultation with the Head teacher and the Resources Committee, to oversee premises-related funding bids
- To ensure that a Fire Risk Assessment for the premises is completed and reviewed annually with the resulting report being received by the Committee
- To review the PIC (Person in Control) handbook and monitor regularly
- To ensure all appropriate Risk Assessments are completed
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan, and review it every 3 years

These terms of reference agreed by the	Date: 17 th September 2015
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Governing Body	
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Name of Governor	Date appointed to the Health Safety and Premises Committee
Paul Parsons	November 2015
Robert Gray	November 2015
Robert Ward (Chair)	September 2014
Tracey Hall (AM)	September 2014
Sophie Stuart-Buttle	November 2015

Quorum	Three members
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➤ **Strategy Committee:**

- To develop a shared vision and long term strategy for sustainability and future of Blakesley CE Primary School. The strategy will include all aspects of sustainability including headcount, leadership, staffing and any other issues as appropriate.
- The focus will be on significant strategic challenges
- It will include strategic headline key performance indicators and targets
- The strategy will consider the type of school which will offer the best opportunities for achieving a sustainable future.
- The final school strategy will be agreed by the full governing body.
- The strategy will cover a period of up to 10 years.

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Strategy Committee
Sarah Hyatt	November 2014
Robert Ward (Chair)	November 2014
Ian Gardner	November 2015
Alexia Simon	November 2015
Lucy Burman	November 2014
All governors and AMs may attend the Strategy Committee	

Quorum	Three members
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➤ **Staff Discipline and Dismissals Panel:**

- To make any determination to dismiss any member of staff (*unless delegated to the head teacher*).
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures (*unless delegated to the Head teacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy.

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Staff Discipline and Dismissals Committee
Alexia Simon	November 2015
Maxine Conway	November 2015
Rev Carolyn Oley	September 2014

Quorum	Three members
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➤ **Pupil Discipline and Exclusions Panel:**

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one terms (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 50th school days after receiving notice of the exclusion).
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

- To differentiate between Welfare and Exclusions (appeals against fixed term or permanent exclusions).

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Pupil Discipline and Exclusions Committee
Ian Gardner	November 2015
Rev Carolyn Oley	September 2013
Sarah Hyatt	November 2015

Quorum	Three members
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➤ **Appeals Panel:**

- To consider any appeal against a decision to dismiss a member of staff made by the Staff Disciplinary Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Appeals Committee
Paul Parsons	November 2015
Robert Ward	September 2013
Sophie Stuart-Buttle	September 2013

Quorum	Three members
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➤ **Pay Committee:**

- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To formulate and review a teacher appraisal policy
- To decide upon pay discretions in line with the Salary Policy and legal requirements
- To make recommendations on personnel related expenditure to the Resources Committee

These terms of reference agreed by the Governing Body	Date: 23 rd January 2014
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Name of Governor	Date appointed to the Pay Committee
Sarah Hyatt (Chair)	September 2013
Rev Carolyn Oley	September 2013
Sophie Stuart-Buttle	September 2015

Quorum	Three members
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➤ **Head Teacher’s Performance Review Group:**

- | |
|---|
| <ul style="list-style-type: none"> • To arrange to meet with the External Adviser to discuss the Head Teacher’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 Head Teacher against the targets • To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set. |
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These terms of reference agreed by the Governing Body	Date: 17 th September 2015
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Name of Governor	Date appointed to the Head Teacher’s Performance Review Group
Sarah Hyatt	September 2013
Rev Carolyn Oley (Foundation Governor)	September 2013

Review Officer	Mrs Catherine Capell (2015)
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Quorum	Two members
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5. Roles and Responsibilities of the Chair, Clerk and Chairs of Committees and Associate Members:

Please note that the role of all governors is outlined in point 2.

➤ **The Role of the Chair of the Governing Body:**

- To ensure the business of the Governing Body is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Head teacher and provides strategic direction.

➤ **The Role of the Clerk to the Governing Body:**

- To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body.
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- To convene meetings of the Governing Body.
- To attend meetings of the Governing Body and ensure minutes are taken.
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Body from time to time.

➤ **The Role of a Chair of a Committee:**

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements,
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

➤ **The Role of an Associate Member:**

- Associate members can attend full governing body meetings but may be excluded from any part of a meeting where the business being considered concerns a member of school staff or an individual pupil. They have no voting right.
- They are appointed for a period of between one and four years and can be reappointed at the end of their term of office.
- Associate members are not governors and they are not recorded in the instrument of government.
- Associate members are recruited to bring additional skills and expertise to support the work of Governing Body Committees and to help deliver the monitoring and evaluation role of all governors, in order to effectively hold the Head teacher to account for all aspects of school performance.

6. Individual Governor responsibilities:

Where governors have delegated responsibility for specific areas of work, they will be expected to work within the following terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the Governing Body or one of its committees, whichever has been deemed most appropriate, on developments and progress within their area of responsibility
- To monitor and evaluate progress, as appropriate and required, of the School Improvement Plan and Self Evaluations, in their area of responsibility and report back to the designated committee on a termly basis.
- To raise the profile of their area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate

The following individual governor responsibilities have been recommended (tbc):

Area of Responsibility:	Governor:	Liaising with:	Reporting to:
English (across whole school including EYFS)	Maxine Conway and Malcolm Alphonso	Mrs Amy Douglas	Standards
Maths (across whole school including EYFS)	Rob Ward and Alexia Simon	Miss Hazel Crawford	Standards
SEN	Sophie Stuart-Buttle	Mrs Kate Broadaway	Standards
Pupil Premium/Sports Premium	Sarah Hyatt and Malcolm Alphonso	Ms Lucy Burman	Standards
Safeguarding/Child Protection/Safer Recruitment	Sarah Hyatt	Ms Lucy Burman	FGB
RE & Collective Worship	Rev Carolyn Oley and Peter Mayne	Ms L Burman	Standards
Modern British Values	Sophie Stuart-Buttle and Zoe Hockley	Ms Lucy Burman	FGB
School Environment/ Displays/Art	Sophie Stuart-Buttle and Zoe Hockley	Ms Lucy Burman	Standards
Science/ICT	Joanne Wilkins	Ms Rebecca Metcalfe	Standards
Foundation subjects (history/geography)	Ian Gardner and Robert Gray	Ms Lucy Burman	Standards

These areas of responsibility will be reviewed annually.

7. Scheme of Delegation

The scheme has been developed to clarify the responsibilities and powers of Governors and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies.

The delegations set out in this scheme are delegated to the specified committees of the Governing Body and/or the head teacher and/or individual Governors.

Delegations cannot be exercised by anyone other than the designated person or committee unless otherwise directed or agreed by the Governing Body.

Instead of exercising her/his delegated powers the committee, head teacher or other individual may refer the matter back up to the Governing Body or appropriate committee.

The scheme will be reviewed at the first meeting in each academic year and is made without prejudice to the powers and duties of the Governing Body and its committees.

Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision.

The Scheme of Delegation for 2015/16 is shown at Appendix 1.

8. Scheme of Financial Delegation:

The Financial Management Policy and Scheme of Delegation is shown at Appendix 2.

9. List of School Policies and Delegation to Committees:

The Schedule of School Policies, review dates and delegation to Committees is shown at Appendix 3.

APPENDIX 1

At Blakesley CE Primary School, responsibility is delegated as below:

Function	Full Governing Body	Committee	Individual Governor	Head Teacher
BUDGETS				
To approve the first formal budget plan each financial year		Resources		
To monitor monthly expenditure		Resources		
To establish and charging and remissions policy		Resources		
To enter into contracts in accordance with the Scheme of Financial Delegation		Resources		
Appoint selection pane				
STAFFING				
Appoint selection panel for head teacher	FGB			
Appoint selection panel for deputy head	FGB			
Appoint selection panel for other members of the senior leadership team	FGB			
Appoint other teachers				HT
Appoint non-teaching staff				HT
To put in place a Pay Policy		Pay		
To decide upon pay discretions in line with the Pay Policy and legal requirements		Pay		
Dismissal of Head Teacher		Staff Discipline		
Initial dismissal of other staff				HT
Suspending Head Teacher		Staff Discipline		
Suspending staff (except Head Teacher)				HT
Ending suspension (Head Teacher)		Staff		

		Discipline		
Ending suspension (except Head Teacher)		Staff Discipline		
Setting the overall staffing structure		Resources		
To agree whether or not the Chief Education Officer/Diocesan Authority should have advisory rights	FGB			
Determining dismissal payments/early retirement		Pay		
To produce and maintain a central record of recruitment and vetting checks				HT
Establish and review procedures for addressing staff discipline, conduct and grievance	FGB			
CURRICULUM				
Ensure National Curriculum taught to all pupils		Standards		
To consider any disapplication for pupil(s)				HT
To decide which subject options should be taught, having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)		Standards		
Establish and review a sex education policy (including in primary schools where the governing body must decide whether to teach sex education) and ensure that parents are informed of their right to withdraw their children		Standards		
EXTENDED SCHOOLS				
To decide whether to offer additional activities and what form these should take	FGB			
To put in place the additional activities provided				HT
To decide whether to stop providing additional activities	FGB			
PERFORMANCE MANAGEMENT				
To formulate and review teacher appraisal policy		Pay		
To appoint the panel to carry out the appraisal of the head teacher	FGB			
To carry out appraisal of other teachers				HT
DISCIPLINE/EXCLUSIONS				
To produce a set of written principles for the school behaviour policy and		Standards		

present these to the head teacher, parents, staff and pupils for consultation				
To draft the content of the school behaviour policy and publicise it to staff, pupils and parents				HT
To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination		Exclusions		
ADMISSIONS				
To consult annually before setting an admissions policy (VA and foundations schools)	N/A	N/A	N/A	N/A
Admission application decisions (VA, foundation and special schools)	N/A	N/A	N/A	N/A
To appeal against LA directions to admit pupil(s)		Standards		
PREMISES AND INSURANCE				
Buildings insurance and personal liability – GB to seek advice from LA, diocese or trustees where appropriate	FGB			
HEALTH AND SAFETY				
To ensure that a health and safety policy and procedures are in place		Health, Safety and Premises		
To ensure that health and safety regulations are followed				HT
SCHOOL ORGANISATION				
To publish proposals to change category of school	FGB			
To decide whether to convert to academy status	FGB			
Propose to alter or discontinue voluntary foundation or foundation special school	FGB			
To set the times of school sessions and the dates of school terms and holidays (except where this is the LA's role)	N/A	N/A	N/A	N/A
To ensure that school lunch nutritional standards are met				HT
To ensure the provision of free school meals to those pupils meeting the criteria				HT

Comment [SH1]:

To establish a data protection policy and review it at least every two years				HT
Maintain a register of pupil attendance				HT
INFORMATION FOR PARENTS				
Adopt and review the home school agreement		Standards		
Establish, publish and review a complaints procedure		Resources		
To establish and publish a Freedom of Information scheme and ensure that the school complies with it		Resources		
GOVERNING BODY PROCEDURES				
To draw up an instrument of government and any amendments thereafter	FGB			
To appoint (and remove) the chair and vice chair of a permanent or a temporary governing body	FGB			
To appoint and dismiss the clerk	FGB			
To appoint and remove community or sponsor governors (if constituted under 2007 regulations) or co-opted governors (if constituted under 2012 regulations)	FGB			
To set up a register of governors' business interests	FGB			
To approve and set up a governors expenses scheme	FGB			
To consider whether or not to exercise delegation of functions to individuals or committees	FGB			
To regulate the GB procedures (where not set out in law)	FGB			
FEDERATIONS				
To consider formation a federation or joining an existing federation	FGB			
To consider requests from other schools to join the federation	FGB			
To leave the federation	FGB			
INCLUSION AND EQUALITY				
To establish and review a special educational needs (SEN) policy	FGB			
To establish and publish annually an "Equality Information and Objectives Statement" and review equality objectives every four years	FGB			
To designate a "responsible person" for children with SEN in community,	FGB			

voluntary and foundation schools				
To designate a “responsible person” for looked after children in community, voluntary and foundation schools	FGB			
To establish an accessibility plan and review it every three years		Health, Safety and Premises		
To establish and review annually a child protection policy and relevant procedures	FGB			

Appendix 2

Financial Management Policy and Scheme of Delegation

1.	<p>AIMS:</p> <p>The Governors of Blakesley Primary School believe that sound financial management policies are essential to the fulfilling of their statutory duties under government legislation. Sound financial management is achieved by:</p> <ul style="list-style-type: none">• Defining the roles and responsibilities of staff and governors under the SFVS in schools procedures• Providing a framework to ensure that a consistently high standard of education is maintained for their pupils within the available resources• Preparing the budget in accordance with the identified priorities of the school as identified in the Self Evaluation Framework and School Development Plans
2.	<p>ORGANISATION FOR RESPONSIBILITY AND ACCOUNTABILITY:</p>
	<p>A. Delegated Budget:</p> <p>All governors of the school have a collective responsibility for actions agreed in accordance with their own Standing Orders and regulations. Joint liability exists for such actions within the terms of the Education Act 1988.</p> <p>The governors and Head Teacher are responsible for the proper financial management and probity of their school</p> <p>If it is suspected that money or property of the school have been stolen or misappropriated, or that a financial irregularity has occurred, the governors and/or Head Teacher must immediately report the matter to the Director Children and Young People’s Service and the Executive Director (Finance). Reference must also be made to the school’s Whistleblowing Policy.</p> <p>The governors have delegated day to day spending authority within the approved annual budget for the school to the Head Teacher. The Head Teacher delegates to subject leaders an annual budget to support teaching and learning within that particular area. Teaching staff placing orders must ensure that there is sufficient money within their budget and that all ordering processes follow school procedures.</p> <p>A register of governor pecuniary interests must be maintained and available for inspection by governors, staff, parents and the Head Teacher must immediately report the matter to the Director, the Executive Director (Finance) and their representatives.</p> <p>B. Orders:</p> <p>All orders must be raised through SIMS onto official order stationery and must only be made where there is sufficient budgetary provision. Orders may be placed by any authorised person (eg Head Teacher, Bursar or Admin Assistant) and signed by the Head or Deputy.</p>

Orders placed orally should be immediately placed on SIMS and the printed order marked accordingly.

On receipt of goods, the delivery is checked against the consignment notes and original order. The invoice is passed to the Bursar for payment, where a check is made on goods delivered, quantity and price. The invoice is then signed as correct and passed to the Head before payment is processed.

The Bursar then prepares cheque payments through SIMS. The cheques are then checked and signed by the authorised signatories, with the cheque stub being initialled by the Head.

No member of staff may authorise cheque payments relating to expenditure incurred or services supplied by themselves or their relatives.

Cheques must be signed by two authorised signatories, one of whom should normally be the Head Teacher. Any cheque over £20,000 must also be signed by the Chair of Governors, Vice Chair or Chair of Resources.

C. Petty Cash

An arrangement has been made for cash facilities at Lloyds Bank, Brackley and National Westminster Bank Northampton for a maximum sum of £50 to be cashed. The maximum to be held at the school at any one time is to be £50 and this is to be locked in a secure place whenever the premises are vacant.

Petty cash may be used to reimburse any member of staff who make a purchase other than by official order.

A Petty Cash voucher must be signed for all transactions and retained within the existing float until reconciled.

When the bank statement is received (normally monthly), all cheques must be reconciled on SIMS.

When necessary, a reimbursement claim is made to NCC (usually monthly) for all cheques issued including petty cash cheques. In order to do this, the following documentation must be supplied:

- SIMS Local Bank Account Reimbursement Claim for the period
- SIMS Petty Cash expenditure analysis for the period
- SIMS Bank Statement Comparison Report to date
- Monthly reconciliation on SIMS for salaries and any central invoices
- Monthly Transaction Document received to reconcile any payments not on the imported information.

D. Quotes and Tenders:

Where work is obviously less than £1,000 quotations are sought at the discretion of the Head Teacher.

For items between £1,000 and £10,000 two quotations are required from independent suppliers.

Items over £10,000 at least three quotations must be sought.

Three tenders are required for items over £30,000 unless governors decide otherwise, in which case the consent of the Director of Schools must be received.

Unforeseen items over £5,000 should be brought to the attention of the Chair of Resources Committee and be placed on the agenda for the next Resources Committee or full Governing Body meeting.

For the avoidance of any doubt – value in this context includes both an immediate cost and any contract cost over a set period of time – eg a service contract for 10 years at a cost of £1,500 pa. A cost for a contract such as this should be treated as the lifetime cost of the contract ie £15,000; and not the annual cost ie £1,500.

E. The Data Protection Act:

The school is registered appropriately under the Act.

F. Virements:

The Head Teacher may make provisional virements of up to £1,000 at any one time, subject to reporting these back to the next Resources Committee meeting for formal confirmation.

All other virements are to be approved and minuted by the Resources Committee for the information of the full Governing Body.

G. Back Up Procedures:

The server backs up the computer system daily. One back up tape is held off the premises.

H. Inventories:

An up to date inventory of school property should be maintained and updated at least once per year. Serial numbers and identification marks should be recorded where appropriate as well as adequate descriptions for insurable items. The Bursar has delegated responsibility for this task under the direction of the Head Teacher.

I. Lettings:

The governors have adopted the NCC's Lettings Schedule and Rates of Payment as a general guide, but have delegated authority to the Head Teacher to negotiate actual letting charges, subject to keeping governors fully informed of the actual position at meetings of the Resources Committee.

J. Private Fund:

Formal annual accounts will be prepared covering activities in the School Fund Account for presentation to the governors (at Resources Committee) and for audit purposes. Preparation of these accounts will conform to the relevant provisions in the Schools' Financial Management Handbook, Private Funds Appendix 3. In particular individual balance sheets for each school trip or specific school activity will be prepared in order to make the results of such activities clearer to all concerned.

K. Value Added Tax (VAT):

The Governing Body will comply with current VAT regulations.

L. The Annual Budget:

The annual notification of budget is received by the Head Teacher and Bursar. The school's budget plan must be prepared with a view to breaking even or creating a surplus at the end of the financial year. If a deficit budget is anticipated, the Director of Schools Finance must be notified immediately. The budget will be prepared in accordance with the identified priorities of the School as identified in the Self Evaluation Framework and the School Development Plan.

Development Planning Cycle:

- a) Autumn Term: Staff should formulate plans for the new financial year in discussion with the Head Teacher. These plans are presented to the relevant Committees for governors, as appropriate, to formulate a costed School Improvement Plan.
- b) Spring Term: Based on the School Development Plan, the Resources Committee will recommend a draft budget for the coming year to governors, within the constraints of the provision budget allocation from the LA. The final step will be approval of a Budget by the Resources Committee (reported to the full Governing Body) to match the final LA allocation when it is received in late March or early April.
- c) Summer Term: The monitoring procedures outlined below will commence based on the final approved budget.

M. Budget Monitoring:

In the Autumn and Spring Terms, contingencies and surplus balances will be examined and vired to other headings following recommendations by the Head Teacher and the Resources Committee.

At least once each term, the Resources Committee will report to the full governing body on the progress of the school against its agreed budget, highlighting any variances of significance. In the Autumn and Spring terms forecasts of the likely outcome for the year will also be circulated to aid forward planning processes.

N. Reconciliation of FAMIS and SIMS:

The school accepts responsibility for ensuring that the statutory record of the school's accounts held on the County Council's accounting system accurately

reflects income and expenditure incurred by the school. The school will notify NCC if budget changes and debits are not properly recorded on the NCC account. In practice, the principal procedure is reconciliation between the NCC account and the school's SIMS records.

Accounting procedures utilise the SIMS computer system and follow the LA's Financial Management Handbook.

O. Balances and Contingencies:

It is a fundamental aim of the school that the income for one financial year is used in that year. It is not the policy of the school to hold large balances or contingencies. The exceptions to this general rule will be:

- A reserve of capital money may be retained to cover major but irregular works as identified by the Health Safety and Premises Committee as part of any school premises plan.
- A small general contingency fund (not exceeding 8% of the total annual budget) to cover any unforeseen overspending or changes in external circumstances.

P. Overall Guidelines:

The Head Teacher and staff are recommended to:

- Establish an appropriate framework of financial control in the public interest
- Establish procedures which seek value for money
- Ensure clear segregation and accountability for actions taken and not taken

The Head Teacher should:

- Ensure that clear records of financial transactions and decisions are maintained
- Ensure the delegation of responsibility is accompanied by clear accountability and appropriate level of management supervision and monitoring
- Ensure that financial procedures include adequate internal control
- Ensure that these financial regulations and other financial instructions are available to staff

Q. Controls Assurance (Statement of Internal Control):

The Resources Committee should be responsible for completing the pre-certification checklist required in order that governors can ratify a Statement of Internal Control. This statement should set out the processes that are in place to ensure effective financial management of the school and its resources, whilst making it clear that "absolute" assurance cannot be given as internal control systems cannot prevent or detect all errors or irregularities.

This statement forms part of the financial management self-assessment (SFVS) and should be completed annually after financial year end processes have been completed.

Appendix 3

List of School Policies and Delegation to Committees:

Title	On website	Last review	Owning Working Party / Committee	Next review due
Admissions Policy	Yes	Sep-14	Standards	Sep-15
Adult Code of Conduct	no	Sep-14	Resources	Sep-16
Anti-bullying Policy	Yes	Nov-14	Resources	Nov-16
Attendance Policy	Yes	Sep-14	Resources	Sep-16
Behaviour Policy	Yes	Apr-13	Resources	May-15
Calculation Policy	Yes	Jun-14	Standards	Jun-15
Charging and Remissions Policy	Yes	Dec-15	Resources	Dec-16
Child Protection and Safeguarding Policy	Yes	May-14	Standards	May-15
Collective Worship Policy	Yes	May-14	Resources	May-16
Complaints	No	Sep-11	Premises	Sep-15
Critical Incident Policy	No	May-13	Resources	Sep-15
Data Protection	no	May-15	Resources	
Curriculum Policy	Yes	May-13	Standards	May-15
Disability Equality Scheme	No	Sep-11	Premises	
Drugs Education Policy	Yes	Sep-11	Premises	
Early Years Foundation Stage Policy	No	Sep-11	Standards	Sep-16
Educational Visits and Activities	No	Sep-11	Premises	
Equal Opportunities Policy	Yes	Feb-13	Premises	
Freedom of Information		May-15	Resources	Feb-16
Handwriting Policy		Mar-15	Standards	Mar-17
Health, Safety and Welfare Policy	Yes	Sep-11	Premises	
Homework policy	No	Jun-13	Standards	Jun-15
Inclusion and SEN	No	Jun-14	Standards	May-15
Income Policy		Nov-15	Resources	Nov-16
Managing Medicines	No	Sep-14	Premises	Sep-16
Marking and Feedback Policy	Mar-15	Mar-15	Standards	Mar-17
Nut Allergy Policy	yes	Nov-14	Premises	Nov-16
Personal Hygiene for Lunchtime Staff		Mar-15	Premises	Mar-17
Physical Education Policy	Yes	Sep-11	Standards	Jun-15
Positive Handling & Physical Intervention Policy		Sep-14	Standards	Sep-15
Religious Education Policy	Yes	Sep-11	Resources	Sep-15
School Uniform Policy	Yes	Jun-13	Resources	Mar-16
Sex and Relationships Education Policy	Yes	Mar-15	Standards	Mar-16
Single Equality Policy		Sep-10	Resources	Jul-15
Teaching and Learning Policy	Yes	Sep-14	Standards	Sep-15
Transport Policy			Premises	

Others:				
NCC/LGSS Policy List Adopted	no	Nov-15	Resources	Nov-16
School Prospectus	yes	Mar-14	Strategy	Spring 2016