



Headlands School

Governing Body Work and Delegation Planner 2020 - 2021

GB = Governing Body C = Committee I = Individual

HT = Headteacher

Autumn Term				Responsibility			
			GB	C	I	HT	
Governing Body	Election of Chair	<ul style="list-style-type: none"> It is important to consider succession planning when electing the Chair and Vice-Chair of the Governing Body and determining term of office. Term of office can be between one and four years. Members of staff cannot be elected Chair or Vice-Chair. 	*				
	Election of Vice-Chair	<ul style="list-style-type: none"> Election of Chair and Vice-Chair may be done at any point in the academic year if the need arises The item must be on the agenda of the Full Governing Body meeting so that all governors are aware of the election and have the opportunity to express interest in the positions. 	*				
	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but must be appointed at a Full Governing Body meeting. The school will arrange elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Body. Governors can submit applications to the Local Authority for approval. The end of term of office of governors will be considered and appropriate action taken. 	*		*	*	
	Revision of structure and membership of committees	<ul style="list-style-type: none"> Membership and structure of committees will be reviewed and published on the school website. Committee structure is approved at a Full Governing Body meeting. 	*				
	Revision of the terms of reference of each committee	<ul style="list-style-type: none"> The terms of reference of each committee are reviewed and the powers of each committee established. E.g. approval of policies, approval of the School Fund Account, financial delegation, approval of the 5 Year Plan/School Budget. Terms of reference are approved at a Full Governing Body meeting. 	*				
	Review Special Responsibilities	<ul style="list-style-type: none"> Special responsibilities are reviewed with regard to recent developments in practice and statutory requirements. Governor responsibilities are published on the school website. 	*				
	Complete Skills Audit	<ul style="list-style-type: none"> Governors complete a skills audit regularly to identify skills required by the governing body to allow for appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*				

	Set Governing Body objectives	<ul style="list-style-type: none"> Governors consider the governing body's objectives regarding the school's development and their own development as part of leadership and management. 				
	Establish a programme of visits	<ul style="list-style-type: none"> Governors consider a programme of governor visits related to areas of responsibility and school improvement priorities/governing body objectives. 	*			
Finance	Schools Financial Value Standard (SFVS)	<ul style="list-style-type: none"> This can be approved by the Full Governing Body at any time during the financial year. The deadline for submission is 31st March therefore it is approved at a Full Governing Body meeting before this date. Finance governors are asked to complete a competency matrix. The Leadership, Management & Finance Committee (LMFC) may recommend the SFVS to the Full Governing Body for approval. This is approved by the Full Governing Body and signed by the Chair for submission to the Local Authority. 	*			
	School Fund Account	<ul style="list-style-type: none"> The School Fund Account and the auditor can be approved at any time throughout the financial year. The yearend will differ from school to school. The yearend is March. Approval of the School Fund Account and the auditor are delegated to the LMF Committee. This is stated in the terms of reference of the committee. 	*	*		
	Revision of delegation of financial responsibilities.	<ul style="list-style-type: none"> Governors review the financial responsibility delegated to the Full Governing Body, LMF Committee and Headteacher. These are included in the terms of reference. 	*			
	Premium Spend Action Plans	<ul style="list-style-type: none"> Governors receive action plans for Pupil Premium. 	*	*		
	Declaration of Pecuniary interests	<ul style="list-style-type: none"> All governors complete a declaration of pecuniary interests and the register of pecuniary interests is reviewed. 	*			
Staffing	Review delegation of staffing responsibilities	<ul style="list-style-type: none"> The terms of reference of the Leadership Committee outlines the staffing responsibilities of the Headteacher and governors. 	*			
	Approve pay decisions	<ul style="list-style-type: none"> Governors may be asked to approve pay decisions of staff following performance management. This is delegated to the Pay Committee. Governors are asked to approve pay decisions regarding the Headteacher following performance management. This is delegated to the Pay Committee. 	*	*		
	Staffing structure	<ul style="list-style-type: none"> Governors receive information regarding the school staffing structure. Staffing is considered by the Leading Learning Committee. 	*	*		
School Improvement	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some of this information is received in the confidential section of the meeting. Governors agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		

	Approval of School Improvement Plan/ School Development Plan	<ul style="list-style-type: none"> Approval of the School Development Plan is delegated to all the Committees All governors are aware of the priorities named in the School Development Plan so governors keep this responsibility with the Full Governing Body. The School Development Plan will continue to develop once approved with input from School Improvement Advisors. The Senior Leadership Team track progress made against milestones detailed in the plan. <ul style="list-style-type: none"> Governors hold responsibility to monitor actions made against the milestones stated, especially those highlighted as a weak area by Ofsted, School Improvement and school data. 	*	*		
	SEND-Co Report	<ul style="list-style-type: none"> Governors receive a report from the Special Educational Needs and Disabilities Co-ordinator outlining the numbers of SEND students in the school including those holding a Statement or Education Health and Care (EHC) Plan or on the SEN register in receipt of school support. This may be included in the Headteacher's Report or considered at committee. 	*	*		
	ASP Online Data	<ul style="list-style-type: none"> The school will receive ASP online data comparing the school's performance in the previous academic year to schools nationally. Governors may consider this at the Full Governing Body meeting or at the Leading Learning Committee. It is important that all governors are familiar with the school's ASP online data and aware of its indications for the school's improvement priorities. 	*	*		
	Exam Results Discussion	<ul style="list-style-type: none"> Governors consider the examination results of the previous academic year. Results are used to inform the school's improvement priorities. 	*	*		
	Self-Evaluation Form	<ul style="list-style-type: none"> Governors are aware of how the school judges itself against the Ofsted areas: Effectiveness of Leadership and Management, Quality of Teaching Learning and Assessment, Personal Development, Behaviour and Welfare, Outcomes for Pupil. This information may be included in the Headteacher's Report or governors may receive the Self Evaluation Form stating the school's own judgements at a Full Governing Body meeting or at the appropriate committee. The Self Evaluation Form is updated according to the school's current position and is received at any point throughout the year as the school's judgements are reviewed. 	*	*		
Safeguarding	Annual Safeguarding Report	<ul style="list-style-type: none"> Governors receive the Annual Safeguarding Report for the previous academic year. The report is formulated with the governor responsible for safeguarding and submitted to the East Riding Safeguarding Children Board. All governors ensure that their safeguarding training is up to date. Governor training is reported as part of the Safeguarding Report. This is considered at the appropriate committee however all governors are responsible for safeguarding in the school, not just the named governor or committee. 	*	*		
	Child Protection Policy Review	<ul style="list-style-type: none"> The Child Protection Policy should be reviewed and adopted in light of the latest child protection and safeguarding guidance including Keeping Children Safe in Education documentation. All governors are given the latest Keeping Children Safe in Education guidance. We ask governors to sign to confirm they have received and read the documentation. 	*	*		

Policy	Set a timetable of review and agree responsibility for policy formulation	<ul style="list-style-type: none"> Governors set a timetable of review of statutory and school policies. Policies can be formulated by an individual governor or staff member, committee or group, or the Local Authority. Please see the School Policy Schedule for guidance on the frequency of review. 	*	*		
	Approval of Policies	<ul style="list-style-type: none"> Policies can be approved by the Full Governing Body or delegated to the appropriate committee. If approved at committee level approval of policies is included in the committee's terms of reference. Our policies are distributed to all governors for approval at committee or Full Governor meetings and this is stated in the terms of reference. Please see the School Policy Schedule for guidance. 	*	*		*

Spring Term						
			Responsibility			
			GB	C	I	HT
Governing Body	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but are appointed at a Full Governing Body meeting. The school arranges elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Body. Governors can submit applications to the Local Authority for approval. The end of term of office of governors is considered and appropriate action taken. 	*		*	*
	Review Skills Audit	<ul style="list-style-type: none"> Governors review the results of the skills audit identifying skills required by the governing body to allow for appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*			
	Review Governing Body objectives	<ul style="list-style-type: none"> Governors review progress against the governing body's objectives. This may be considered at a specific committee. 	*	*		
	Receive Governor Visit Records	<ul style="list-style-type: none"> Governors report on recent governor visits and highlight any issues. Governor visits are discussed at the relevant committee and Full Governor meetings. Copies of written reports are kept in school as evidence of monitoring for reference for inspectors. 	*	*		
Finance	School Fund Account	<ul style="list-style-type: none"> The School Fund Account and the auditor can be approved at any time throughout the financial year. Approval of the School Fund Account and the auditor is delegated to the Leadership Committee. This is stated in the terms of reference of the committee. 	*	*		
	Review Premium Spend Action Plans	<ul style="list-style-type: none"> Governors receive progress against the action plans for pupil premium. This is delegated to the Leadership Committee. 	*	*		

Staffing	Staffing structure	<ul style="list-style-type: none"> Governors receive information regarding the school staffing structure. Staffing is considered by the LMF Committee. 	*	*		
	Instigation of Staffing Reductions including any end of temporary contracts	<ul style="list-style-type: none"> Staffing reductions and the decision to enter the redundancy process must be approved by the Full Governing Body. For further advice contact Human Resources. The end or renewal of temporary contracts is considered for the next academic year. This may be considered further by the appropriate committee. 	*			
School Improvement	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information may be received in the confidential section of the meeting. Governors should agree the format and the content of the report with the Headteacher. Some of this information is being reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		
	School Improvement Plan	<ul style="list-style-type: none"> Governors review progress against the School Development Plan termly. The School Development Plan and the individual priorities are considered at the appropriate committee. 	*	*		
	In Year Data	<ul style="list-style-type: none"> Governors receive in year data indicating pupil progress. This is considered at the Leading Learning Committee to allow full discussion. 	*	*		
Safeguarding	Termly Safeguarding Report	<ul style="list-style-type: none"> Whilst it is not a statutory requirement it is good practice that governors are presented with the Safeguarding Report termly. The Safeguarding Report is considered at the appropriate committee. Information is anonymised. Governors are responsible for ensuring that the correct safeguarding procedures have been carried out by the school. The Safeguarding Governor meets with the Child Protection Lead regularly to discuss Safeguarding and the Safeguarding Report prior to its presentation at a governor's meeting. 	*	*		
Policy	Approval of Policies	<ul style="list-style-type: none"> Policies are approved in accordance with the established review cycle by the Full Governing Body, the appropriate committee or Headteacher in accordance with the committee terms of reference. 	*	*		*
	Review the Accessibility Plan	<ul style="list-style-type: none"> Governors receive the Accessibility Plan and Disability Equality Scheme to ensure compliance with statutory requirements relating to disability issues. 	*	*		*

	Admission Arrangements	<ul style="list-style-type: none"> Governors may be asked to approve the admission arrangements for the next academic year. Details of the admission arrangements are published on the school website. 	*	*		*
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Summer Term						
			Responsibility			
			GB	C	I	HT
Governing Body	Review governor vacancies	<ul style="list-style-type: none"> Co-opted governors can be sought by individual governors and the Headteacher according to the skills and expertise required but must be appointed at a Full Governing Body meeting. The school arranges elections for parent and staff governors in a timely manner. Local Authority governors are nominated by the Local Authority having received approval from the Chief Executive and appointed by the Full Governing Body. Governors can submit applications to the Local Authority for approval. The end of term of office of governors is considered and appropriate action taken. 	*		*	*
	Review Skills Audit	<ul style="list-style-type: none"> Governors review progress made against results of the skills audit including appropriate recruitment, succession planning and to inform governor Continuous Professional Development. 	*			
	Review Governing Body objectives	<ul style="list-style-type: none"> Governors review progress against the Governing Body's objectives. This may be considered at a specific committee. 	*	*		
	Receive Governor Visit Records	<ul style="list-style-type: none"> Governors report on recent governor visits and highlight any issues. Governor visits could also be discussed at the relevant committee. Copies of written reports are kept in school as evidence of monitoring for reference for inspectors. 	*	*		
	Establish a schedule of meetings	<ul style="list-style-type: none"> Governors identify appropriate dates for Full Governing Body and committee meetings for the next academic year. 	*			
	Review Work Plan	<ul style="list-style-type: none"> Governors review the Governing Body Work & Delegation Plan for the next academic year. 	*			
Finance	School Fund Account	<ul style="list-style-type: none"> Governors consider and approve the auditor of the School Fund Account for the next academic year. 	*	*		
	Review Premium Spend Action Plans	<ul style="list-style-type: none"> Governors receive progress against the action plans for Pupil Premium. This is delegated to the Leadership Committee. 	*	*		
	School Budget/ Five Year Plan	<ul style="list-style-type: none"> Governors receive and approve the School Budget for the next academic year and the Five Year Financial Plan. This is delegated to the Leadership Committee and is stated in the committee terms of reference. Governors wish for approval to remain with the Full Governing Body. The Budget and Five Year Plan are recommended for approval by committee. 	*	*		

Staffing	Staffing structure including any end of temporary contracts and the appointment of staff	<ul style="list-style-type: none"> Governors receive information regarding the school staffing structure for the next academic year. Staffing is considered by the LMF Committee. The end or renewal of temporary contracts is considered for the next academic year. This may be considered further by the appropriate committee. Governors may be involved in the appointment of staff. This is outlined in the staffing delegation. 	*	*		
School Improvement	Headteacher's Report	<ul style="list-style-type: none"> Whilst a Headteacher's Report is not a statutory requirement best practice is to receive a termly report detailing the school's current position including attendance information, numbers on roll, school improvement activities, SEND and vulnerable groups, staffing, premises and safeguarding, behaviour and exclusions, outcomes etc. Some information is received in the confidential section of the meeting. Governors agree the format and the content of the report with the Headteacher. Some of this information may be reported to the appropriate committee. It is good practice for governors to receive the Headteacher's Report prior to the meeting so they can consider the information properly and formulate any questions for the Headteacher. 	*	*		
	School Improvement Plan	<ul style="list-style-type: none"> Governors review progress against the School Development Plan termly. The School Development Plan and the individual priorities are considered at the appropriate committee. 	*	*		
	End of Year Data	<ul style="list-style-type: none"> Governors receive end of year data indicating pupil progress. This is considered at the Leading Learning Committee to allow full discussion. 	*	*		
Safeguarding	Termly Safeguarding Report	<ul style="list-style-type: none"> Whilst it is not a statutory requirement it is good practice that governors are presented with the Safeguarding Report termly. The Safeguarding Report is considered at the appropriate committee. Information is anonymised. Governors are responsible for ensuring that the correct safeguarding procedures have been carried out by the school. The Safeguarding Governor meets with the Child Protection lead regularly to discuss Safeguarding and Safeguarding Report prior to its presentation at a governor's meeting. 	*	*		
	Health and Safety Report	<ul style="list-style-type: none"> Governors have the responsibility of ensuring that Health and Safety procedures are adhered to. The Health and Safety Governor joins staff in the completion of a health and safety walk. A Health and Safety report is received by the Full Governing Body or appropriate committee. This could be completed termly. 	*	*	*	
Policy	Approval of Policies	<ul style="list-style-type: none"> Policies are approved in accordance with the established review cycle by the Full Governing Body, the appropriate committee or Headteacher in accordance with the committee terms of reference. 	*	*		*

	Establish a Schedule of policy review	<ul style="list-style-type: none">Governors consider a schedule of policy review for the next academic year.	*	*		
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