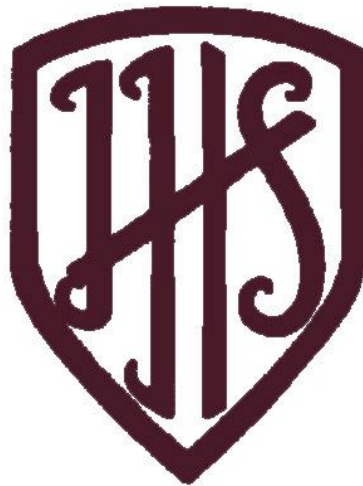


GOVERNORS' HANDBOOK

FOR



JOTMANS HALL PRIMARY SCHOOL (Academy)

UPDATED – January 2015

INTRODUCTION

Welcome to the Governing Body of Jotmans Hall Primary School.

Jotmans Hall Primary School is served by a Board of Directors (Governing Body) of 15 members, dedicated to the belief that the education of the whole child is fundamental

We work in close partnership with the staff, pupils and parents in providing good quality education for all our students, which emphasises care for one another, scholastic achievement and sporting commitment.

Our aim is to provide an environment that respects the needs, values, cultures, and opinions of others, where students can develop positive attitudes towards learning, discover success and develop self-esteem and where every student has the opportunity to fulfil their potential.

We are committed to working with the staff to ensure high standards of achievement, behaviour and discipline and to ensure excellence for all our students not only in academic matters but also in the outstanding range of extra curricular and sporting opportunities offered by the dedicated staff.

We are looking forward to the continued success of the school and to working as part of the school community in ensuring that our students meet the challenge of today's world with confidence and enthusiasm.

We have produced this handbook to help new governors understand their role and how a Governing Body works and to ensure continuity for existing governors. We all work very much as a team for the benefit of the school, respecting each other's points of view but always acting as a corporate body accepting the decisions reached by the majority.

Governing Bodies have a strategic role in the development of the school and do not become involved in day-to-day management issues – that is the role of the Headteacher. Working in partnership with the Headteacher and staff we have made Jotmans Hall Primary School the success that it is today and we very much hope your contribution will enable us to continue to build on this success.

This handbook helps to explain the roles and responsibilities of being a Governor and how we as a Governing Body carry out our duties.

CONTENTS

PAGE

Business Interests Form.....	53
Code of Conduct/Disclaimer.....	37-41/57
Constitution/Terms of Reference/Agendas for the Full Governing Body	22-23
Admissions.....	24
Curriculum & Target Setting.....	25-26
Finance & Premises	27-28
Pay & Personnel.....	29-30
Pupil Discipline.....	31
Staff Discipline.....	32
Staff Discipline Appeals.....	33
Dates of Committee Meetings	15
Desirable Characteristics, Mutual Expectations.....	4
Governor Skills Evaluation.....	51
Governors Allowances.....	35
Governors Visits	34
Standing Orders.....	14-21
Membership of Committees.....	8
Membership of the Governing Body	7
Overview of the Governing Body..	9
Policy Review Sheets	48/49/50
Prospective & Newly Appointed Governors Information	6
Role of Governors.....	5
Role of the Chairman/Named Governors.....	11-12
Role of the Clerk.....	13
Safeguarding Details.....	10
Staffing Structure/Associate Staff/Teaching Staff.....	44/46/47
Visit Monitoring Proforma.....	55

DESIRABLE CHARACTERISTICS, MUTUAL EXPECTATIONS & THE ROLE OF GOVERNORS

Mutual Expectations

Mutual understanding and co-operation in a professional environment leads to a more successful governing body.

Governing Body expects the School will:

- Understand and respect role and purpose;
- Recognise the shared commitment to improving the education provided for all pupils;
- Respect governors as volunteers who bring other skill, experiences and perspectives, and value their contribution;
- Work openly with the governing body and provide clear, concise and relevant information on which to base decisions;
- Enable all governors to become involved in the life of the school;
- Contribute to the induction, training and development of governors;
- Ensure that where educational jargon is unavoidable it is at least explained.

School expects Governing Body will:

- Respect the professional expertise of the Headteacher and staff;
- Work openly in partnership with the Headteacher and staff for the benefit of the school and its pupils;
- Demonstrate its commitment, collectively and individually;
- Act and take decisions that are in the best interests of the school and not those of self, individuals or groups;
- Support the school with parents and in the community;
- Recognise the need for both governor induction and on-going training and development.
- Be accountable
- Ensure policies and procedures are appropriate and followed
- Evaluate the impact of interventions, improvements and policies
- Improve standards

Desirable Characteristics in a Governor

- Has a genuine interest in Education.
 - Has a willingness to learn new skills.
 - Enjoys working as part of team of people.
 - Enjoys taking part in discussions and be willing to voice their own opinions.
 - Is willing to listen to other people's opinions.
 - Is representative of the parent body and bring a range of life-skills and experiences.
 - Has a special skill or strength that the Governing Body values – such as experience in a local business or as a councillor.
 - Has some free time which they would like to invest in the School.
 - Recognises the role of the Governor and doesn't seek to follow self-interests or those relating just to their own child/children.
 - Has enthusiasm and commitment to attend meetings, read paperwork and research issues.
 - Is prepared to act as a 'critical friend' to the School.
-

The Role of Governors

1. Recognise the respective roles of the Governing Body and the Headteacher.
 2. Attend Full Governing Body meetings.
 3. Become a member of at least one of each of the statutory and non-statutory committees.
 4. Prepare for all meetings by reading the agenda and enclosures in advance.
 5. **Training:** (information is available through the Link Governor)
 - Attend the 'Induction for New Governors' course within the first year of office;
 - Attend relevant training for the statutory and non-statutory committees the governor is serving on, as appropriate;
 - Seek ongoing training as and when appropriate;
 - Report back to Link Governor
 - Verbal report to Full Governing Body or Finance & Premises committee after each course as appropriate.
 6. **Collective Responsibility** - Following appropriate discussion, collective decisions made by the Governing Body (or in the case of emergency, the Chair of Governors and / or Headteacher) should be able to rely on the full support of all Governors. The Governing Body decision or recommendation should be fully supported in any discussion with parents, staff or any other party within or outside the school notwithstanding any personal preferences or beliefs.
 7. Take an active part in the life of the school – For example:
 - Offer their own expertise to the school;
 - Attend school concerts, sports day, FOJH activities;
 - Help in the classroom, assemblies or school trips.
 8. **Visits:**
 - Make a focus visit to the school at least once a year by arrangement with the Headteacher;
 - Any concerns should be discussed with the Headteacher;
 - At the next Full Governing Body meeting give a brief verbal report.
 9. **Specific Roles:**
 - Child Protection Governor – job description see page 11;
 - Link Governor – job description see page 12;
 - Special Needs Governor – job description see page 12;

The appointed governors should discuss the roles & responsibilities expected of them with the Headteacher.
 10. **Communication** – communication with any member of staff including the Headteacher should be within school hours unless urgent.
 11. **Confidentiality** – To be aware of the need for confidentiality at all times in relation to any issues associated with the school.
-

PROSPECTIVE & NEWLY APPOINTED GOVERNORS INFORMATION PACK

Prospective Governors (sent out with nomination letter)

As a Governor of Jotmans Hall Primary School your details will be registered at Companies House and you be a Director of the Academy for as long as you are a Governor at the School.

- Desirable Governor Competences, Mutual expectations & the role of Governors at Jotmans Hall School
-

Newly Appointed Governors – will receive the following in a pack from the Clerk

- Governors' Handbook; Articles of Association,; Funding Agreement
- The school's current prospectus;
- Minutes of the most recent meetings of the Governing Body (including sub-committees);
- A calendar of Governing Body and committee meetings - page 15 (updated every month via email);
- The school's current Development Plan;
- The school's 'Financial Regulations & Scheme of Delegation';
- Governors'/Trustee Report;
- The most recent OFSTED inspection report and any consequent action plan;
- Code of Conduct
- Governors Skill Evaluation sheet
- Business Interests Form
- Access to the statutory and non-statutory policies adopted by the governing body (filed in Clerk's office)
- Up to date Admissions Policy
- Governors in School Policy
- Business Interests Declaration Form

Note – The Link Governor (Clerk) will:

- Be happy to discuss training possibilities with you especially if you have a specific interest in particular areas, e.g. special needs, curriculum or finance;
- Establish the availability of suitable courses; supply further details and book places for you

Useful Web Sites:

- www.essexcc.gov.uk
 - www.e-gfl.org/
 - www.governourschool.co.uk/about_this_site.htm
 - www.governornet.co.uk
 - www.dfes.gov.uk
-

Name	Governor Type	Term Expires
Mr Scott Chandler	Community	5 th January 2019
Mrs Nicola Collins	Community	4 th October 2015
Mrs Sam Coultrup	Staff	12 th September 2015
Mr Brett Dunmow	Community	3 rd December 2016
Mr Michael Hobday	Staff	19 th March 2016
Mr Paul Hodges	(Chair) Parent	23 rd November 2015
Mr Adam Keeble	Community	3 rd December 2016
Mrs Jean Lunn	Community	23 rd November 2015
Mrs Maria Neary	Community	25 th November 2015
Mrs Nicky Ruddock	Staff	12 th September 2015
Mrs Claire Savage	Staff	9 th October 2015
Mr Russ Savage	Parent	5 th November 2016
Mr Malcolm Woodruff	Parent	1 st June 2016
Mr Barry Woolf	(Vice Chair) Community	25 th June 2016
Mrs Nicki Kadwill	Staff	Ex Officio
Mrs Lesley Carter	Clerk / Company Secretary	

MEMBERSHIP OF GOVERNOR SUB-COMMITTEES - September 2014

Curriculum & Target Setting

Mrs N Collins
Mr B Dunmow
Mrs J Lunn
Mrs M Neary
Mrs C Savage

Mrs N Kadwill (Headteacher) if required

Associate Members:

Mrs A Phillips/ Miss S Warnes/Mrs P Lovett

Pay & Personnel

Mr P Hodges
Mrs N Kadwill (Headteacher)
Mr A Keeble
Mrs M Neary
Mrs N Ruddock (Assistant Headteacher)
Mr B Woolf
Vacancy

Finance & Premises

Mrs S Coultrup
Mr M Hobday
Mr P Hodges
Mrs N Kadwill (Headteacher)
Mrs N Ruddock (Assistant Headteacher)
Mr R Savage
Mr M Woodruff
Mr B Woolf
Vacancy

Headteacher's Pay Committee

Mrs M Neary
Mr B Woolf

Link Governor

Clerk

Special Needs Governor

Mrs M Neary

Child Protection Governor

Mrs J Lunn

Health & Safety Governor

Mr P Hodges

Health & Safety Staff Governor

Mrs S Coultrup

Equality Scheme Governor

Mrs C Savage

Leave of Absence (Pupil) Governor

Mrs J Lunn

Statutory Committees

Admissions

Mr P Hodges
Mrs N Collins
Mrs N Kadwill (Headteacher)

Pupil Discipline

Mrs J Lunn
Mrs M Neary
Vacancy

Staff Capability/Dismissal

Mrs N Collins
Mr A Keeble
Mrs J Lunn

Staff Capability/Dismissal Appeals

Mrs M Neary
Mr B Woolf
Vacancy

Overview of Full Governing Body & Committee Structure and Constitution

Name of Committee	Terms of Reference	Membership	Others	*Chairman	Quorum	Meetings	Clerk	Reporting Back	Review
Admissions	See pages 27-39	3 Governors	–	1st FGB meeting at beg. of each academic year	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Curriculum & Target Setting		5	3 Assistant Headteachers (Associate Members)	1st C&T meeting at beg. of each academic year	3	Termly & as required	Clerk to the Governing Body	Via minutes & verbal reports	Annually Summer term
Finance & Premises		9	-	1st F&P meeting at beg. of each academic year	3	Bi-monthly (except Aug & Dec) & as required	Finance & Administration Manager	Via minutes & verbal reports	Annually Summer term
Headteacher Pay Committee		3	-	At Committee meeting	3	Summer Term	Finance & Administration Manager	Verbal reports	As required
Full Governing Body		15	3 Assistant Headteachers (Associate Members)	1st FGB meeting at beg. of each academic year. Term of office - 1 year	50% - of existing membership	At least one per term except Autumn when there will be two	Clerk to the Governing Body	Via minutes	Annually 1st meeting of Autumn term
Pay & Personnel		7	–	1st P&P meeting at beg. of each academic year	3	Termly & as required	Clerk to the Governing Body	Via minutes & verbal reports	Annually Summer term
Pupil Discipline		3	–	At Committee meeting	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Staff Capability/Dismissal		3	–	At Committee meeting	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term
Staff Capability/Dismissal Appeals		3	–	At Committee meeting	3	As required	Clerk to the Governing Body	Via minutes	Annually Summer term

Safeguarding

CRB Renewal

Directive from Essex Governor Services and the CRB people is that when a Governor renews their Term, a Self-Declaration Form must be completed by them and a full CRB check carried out along with sight of ID evidence (passport or Driving Licence).

If any Governor holds an ECC CRB Clearance which is under 3 years old this will be accepted.

Full CRBs can be carried out as eCRBs on line with the Clerk and takes about 15-20 minutes to complete and normally clearance is received within one or two weeks.

Legislation has changed again, and Governors are now cleared under the heading of 'volunteer' and this has reduced the cost of each application from £54 to £18.

ROLE OF THE CHAIR OF GOVERNORS

The Chair's functions include:

- Ensuring the business of the Governing Body is conducted properly, in accordance with the legal requirements.
- Ensuring that meetings are run efficiently, focusing on priorities and making best use of the time available.
- Ensuring that all members have equal opportunities to participate fully in discussions and decision making.
- Encouraging all members of the Governing Body to work together as a team.
- Forwarding to and advising the Governing Body on information received.
- Liaising with the Head teacher.
- Acting in cases which may properly be deemed "emergency". This is defined in the statutory School Governance (Procedures) Regulations 2003 and applies where a delay in exercising the function would be seriously detrimental to the interests of the school, a pupil, parent or member of staff.
- Acting in accordance with functions delegated by the Governing Body to "take action on day to day matters as may be required by the Headteacher and report on any such actions at each full Governing Body meeting".
- Making public statements on behalf of the Governing Body (including any contact with the press).

ROLE OF VICE CHAIR

The Vice Chair will deputise for the Chair in their absence and carry out the duties as specified in the Role of the Chair.

CHILD PROTECTION GOVERNOR

1. To ensure, in liaison with the Headteacher / designated teacher, that the school has a Child Protection policy.
2. To ensure that an annual item is placed on the Governing Body meeting agenda to report on any changes to the policy, any training undertaken by people responsible and any relevant issues relating to child protection matters.
3. To liaise (with due regard to confidentiality) with the Headteacher / designated teacher re allegations of child abuse.
4. To attend relevant training for governors, including the 'Safer Recruitment' online training.

LINK GOVERNOR

1. To encourage all governors to attend appropriate training courses.
2. To record training attended by governors upon receipt of information given by them.
3. Supply recorded information termly.
4. To report on training matters at the Full Governing Body meetings.
5. To assist with the induction of new governors onto the Governing Body, by acting as, or appointing a mentor.
6. To attend appropriate Link Governor meetings and training courses when possible.

SPECIAL NEEDS, GIFTED AND TALENTED PUPILS GOVERNOR

1. To liaise with the member of staff responsible for identifying the needs of gifted and talented pupils or the pupils with Special Educational Needs.
2. To visit the school and see the provision being made for Gifted and Talented or SEN pupils are being met.
3. To advise the Governing Body on its statutory responsibilities.
4. To report each term to the Curriculum Committee and annually report on how the curriculum needs of Gifted and Talented or SEN pupils are being met.
5. To attend relevant training.
6. To be aware of and review the Gifted and Talented or the SEN Policy in consultation with the Co-ordinator for these areas.

Duties of the Clerk/Company Secretary to the Governors

The Clerk to the Governors is secretary to the Governing Body and its committees. In particular she or he is responsible for:

- Convening all meetings of the Governing Body;
- The preparation and presentation of agenda together with the appropriate accompanying papers to ensure that members are adequately informed of matters for their consideration, and minutes of meetings of the Governing Body and its committees;
- Ensuring that all relevant persons are informed of the decisions of the Governing Body and its committees and that those decisions are implemented.
- Obtaining such information and maintaining such contracts both within and outside the school as the Governors may require;
- Preparing and keeping up-to-date Standing Orders concerning the conduct of meetings for which she or he has a responsibility;
- Ensuring that all requirements laid on the Governors by statute, the Department for Education and Standards, or other bodies are properly observed;
- Acting as Returning Officer for any parent, staff or teacher Governor vacancies;
- Keeping Governors informed of all matters which properly affect them;
- Holding the Register of Interest;
- Setting up, and making arrangements for all Appeal Committees;
- Acting as librarian for relevant documentation received from the DFE, FAS and other such bodies;
- Assisting with the organisational arrangements for the appointment of the Headteacher and deputy Headteacher and other senior staff;
- Undertaking such other duties relating to the Governing Body and its committees as the Chairman of the Governing Body, the Governing Body or its committees may require;
- To attend, as authorised, any training or briefing sessions for school governing body clerks;
- To update the Governing Body section of the School web site when necessary;
- To advise the Headteacher at beginning of each term which policies are due for review.
- To ensure Governor Safeguarding procedures are updated and carried out.
- Inform Companies House of Governor membership – ensuring all paperwork is completed and accurate;
- Inform Governor Services of Governor membership;
- Ensuring all relevant Policies are updated and approved

The Clerk will be responsible to the Chairman of the Governing Body.

STANDING ORDERS FOR JOTMANS HALL PRIMARY SCHOOL

1. Chairman and Vice-Chairman

- 1.1 The governing body will decide the term of office of the chairman and vice-chairman (minimum one year, maximum four years) and record its decision.
- 1.2 When the chairman and vice-chairman are due for election, the governing body will elect both positions from among its number (though excluding any employee of or a pupil at the school).
- 1.3 The governing body will decide in advance of the election the process of election for either or both positions.
- 1.4 If nobody has indicated willingness to stand for the office of chairman, the meeting will be adjourned until a chairman can be elected.
- 1.5 The clerk will take the chair when the chairman is being elected. Otherwise the chairman will conduct all meetings of the governing body except that, in his/her absence, the vice-chairman will take the chair.
- 1.6 *If the election of the chairman or vice-chairman is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.*
- 1.7 If both the chairman and vice-chairman are absent from a meeting, the governing body will elect a chairman for that meeting.
- 1.8 If the chairman resigns, or has to relinquish the office for any reason, the vice-chairman will act as chairman until a successor is appointed at the next meeting of the governing body. The election of chairman will be a specific item of business on the agenda for the meeting.
- 1.9 If the vice-chairman resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.
- 1.10 *If both the chairman and vice-chairman resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 14 days to elect their successors.*
- 1.11 The chairman can be removed from office by the governors following procedures set out in Regulation 7 of the School Governance (Procedures) (England) Regulations 2003.

2. Calendar of Meetings

- 2.1 The governing body will meet at least three times per academic year.
- 2.2 *Committees will meet at a frequency determined by the governing body.*
- 2.3 *The governing body will set the dates for its meetings, for the next school year at the final meeting of the previous school year wherever possible or on a termly basis at the last meeting of the preceding term. Its members will decide the dates of committee and/or working group meetings as far in advance as is practical.*

Dates for Governors - 2014/15

Committee	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sep 2014	Oct 2014	Nov 2014	Dec 2014
Admissions												
C & TS			4 p.m. Wed 4 th								4.15 p.m. Wed 12 th	
Finance	3.30 p.m. Tues 20 th		3.30 p.m. Tues 10 th						2.30 p.m. Mon 22 nd		3.30 p.m. Tues 18 th	
P & P			3.30 p.m. Fri 6 th								3.30 p.m. Fri 21 st	
FGB			4 p.m. Wed 18 th				4 p.m. Mon 6 th		4 p.m. Mon 22 nd		4 p.m. Tues 25 th	
Additional Dates									1.30 p.m. Tues 16 th NK targets with K Pullen MN/BW		Wed 26 th After Sch Keith Pullen Staff data	Tues 16 th Carol Service

3. **Timing and Duration of Meetings**

- 3.1 *Meetings will start at times which are acceptable to the governing body and will be limited to 2 hours duration.*
- 3.2 *Where the business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.*
- 3.3 A meeting may be discontinued at any time if the governing body so resolves. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

4. **Quorum**

- 4.1 The quorum for all business of the governing body is one half of the total membership of the Governing Body (excluding vacancies).
- 4.2 Meetings, which become inquorate, will be discontinued.

5. **Withdrawal from meetings**

- 5.1 Governors will be required to withdraw from a meeting under circumstances set out in Regulation 14 of the School Governance (Procedures) (England) Regulations 2003.
- 5.2 If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governing body.

6. **Convening meetings**

- 6.1 All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chairman where a matter is urgent and (b) any requisition signed by three governors.

7. **Notice of Meetings**

- 7.1 Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the chairman calls an urgent meeting at short notice – via email.
- 7.2 Non-receipt of notice of a meeting will not invalidate the meeting.
- 7.3 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

8. **Agenda**

- 8.1 The agenda will be prepared by the clerk in accordance with any determination of the governing body *and in consultation with the Chairman or Vice-chairman and the Headteacher **one week** before the meeting.*
- 8.2 *Any governor may place an item on the agenda, and should do so by advising the clerk, where possible, **two weeks** before the meeting.*
- 8.3 *Papers that inform agenda items will be sent to governors with the agenda.*

9. Late Items/Any Other Business

- 9.1 *So far as possible only issues that were unforeseen when the agenda was drawn up but which were urgent, should be raised in 'urgent matters', but with **prior notice** to the **Chairman, Headteacher** and the **Clerk** up to the day before the meeting. Notification of such items will be given after 'apologies for absence'.*
- 9.2 *The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.*

10. Suspension of Governors

- 10.1 The governing body will suspend a governor for a period of up to six months under circumstances set out in Regulation 15 of the School Governance (Procedures) (England) Regulations 2003.

11. Governors Expenses

- 11.1 The governing body will prepare a policy on the payment of expenses of governors in accordance with regulations.

12. Attendance

- 12.1 The clerk will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.
- 12.2 Where a governor sends an apology for absence with reason, the governing body will decide whether to 'consent' to the absence and the clerk will record the decision in the minutes. (A copy of the approved draft minutes will be sent as soon as possible to the governor concerned.)
- 12.3 *The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.*

13. Minutes of Meetings

- 13.1 *The minutes of meetings will be kept in a folder on loose-leaf pages, each page initialled by the person signing them as a true record.*
- 13.2 *Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.*
- 13.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.
- 13.4 *Within 15 school days of the meeting, the draft minutes will be sent by the clerk to the chairman for checking.*
- 13.5 *Copies of the draft minutes, once 'approved' by the chairman, will be sent to all members of the governing body within 30 school days of the meeting.*
- 13.6 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chairman.
- 13.7 Those matters, which the governing body determines shall remain confidential, will be minuted separately and such minutes will not be made publicly available.
- 13.8 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.
- 13.9 Minutes made available for inspection will include papers forming part of the meeting.

14. Confidentiality of Proceedings

- 14.1 Discussions, proceedings and voting at meetings of the governing body and committees will be treated as confidential and not revealed to anyone other than a governor.

15. Correspondence

- 15.1 *All incoming correspondence to the governing body (other than any concerning a complaint) is for the attention of the whole governing body, even if addressed to the chairman and/or the clerk. Significant items will be circulated to all governors as and when received or presented to each meeting of the governing body for action or information as appropriate. The chairman will report upon any correspondence on which he/she has already taken urgent action.*
- 15.2 *The governing body will determine by resolution who may write letters on behalf of the governing body, either generally or on specific issues.*

16. Information and Advice

- 16.1 The Headteacher has a statutory duty to keep the governing body fully informed, *and will present a written report to each termly meeting of the governing body.*
- 16.2 At the Autumn term meeting each year the governors of the Curriculum & Target Setting committee will receive details of public examination results taken in the preceding Summer term and compare these with previous years results.
- 16.3 *Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.*
- 16.4 *Where information required by the governing body is not readily available, reasonable time will be given for its production.*
- 16.5 Where expertise is needed but not available within the governing body, the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members.

17. Discussion and Debate

- 17.1 The chairman will ensure that all governors enjoy equality of opportunity to express their views.
- 17.2 The governing body will receive and note, *without debate*, any decisions on matters, which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes
- 17.3 *Recommendations received from working groups will be recorded in the minutes, together with any related governing body resolution.*

18. Decision-making

- 18.1 Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or to an individual.
- 18.2 Only governors present at a meeting may vote; proxy voting is not allowed.
- 18.3 A simple majority decides any matter put to the vote. In the event of a tie, the chairman has a casting or second vote – except in the case of a selection panel deciding what, if any, candidate to recommend to the governing body for appointment as head/deputy.
- 18.4 *Voting in the election of the chairman or vice-chairman where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors requests a secret ballot.*
- 18.5 Decisions of the governing body are binding upon all its members.

- 18.6 *Decisions of the governing body (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.*

19. Urgent Action

- 19.1 The chairman, or in his or her absence the vice-chairman, has authority to take urgent action between meetings only where:
- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
 - a meeting could not be called in sufficient time to deal with the matter; and
 - the matter is one which can be delegated to an individual under school and government regulations.
- 19.2 If the chairman (or vice-chairman) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing body under Agenda item 'Chairs Actions'.

20. Public Statements

- 20.1 Public statements on behalf of the governing body will be made only by those delegated to make them.

21. Access to Meetings of the Governing Body

- 21.1 Apart from governors, the only people entitled to attend a meeting of the governing body are the Clerk, associate governors and, where appropriate, by invitation.
- 21.2 Associate governors may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.
- 21.3 *When the Headteacher is absent, an Assistant Headteacher will attend in his/her place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting Headteacher).*
- 21.4 The governing body will decide who, other than those entitled to attend, may be admitted to a meeting and which of its meetings, if any, will be open to parents/the public.
- 21.5 The governing body can require any non-governor present at a meeting to leave at any time.
- 21.6 *If a meeting is to be opened to parents/the public, reasonable notice will be given.*
- 21.7 *The Assistant Headteachers will be invited to attend meetings of the governing body as an observer/observers, as part of their professional development.*

22. Pecuniary and Personal Interest

- 22.1 *The governing body will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose leaf sheets, each sheet being a statement completed and signed by the relevant governor.*
- 22.2 As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.
- 22.3 Anyone who is ordinarily entitled to attend governing body or committee meetings (that is, governors, members of committees, or Headteacher) must withdraw and not vote on the issue if:
- there could be conflict between the interests of that person and the interests of the governing body; or
 - where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter.

22.4 When a committee is considering:

- disciplinary action against an employee or against a pupil; or
- a matter arising from an alleged incident involving a pupil

A governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations, or is a witness in the case.

23. Complaints and Staff Discipline

23.1 The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

24. Delegation of Functions

24.1 No action may be taken by an individual governor (including the chairman and vice-chairman except where acting in accordance with 15.1 above) unless authority to do so has been delegated formally by resolution of the governing body.

24.2 Where required under the school government regulations, *and in other cases in order to ensure the most efficient conduct of its business*, the governing body will:

- *delegate work to committees, individual members of the governing body and/or the Headteacher, if not a governor;*
- *set up working groups to provide information and/or make recommendations to the governing body.*

24.3 The arrangements for delegating functions will be reviewed annually by the full governing body.

24.4 In delegating functions to individuals, the governing body will have regard to the restrictions set out in Regulation 17 of the School Governance (Procedures) (England) Regulations 2003.

25. Committees

25.1 Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation.

25.2 When establishing committees the governing body will ensure compliance with the regulations concerning the constitution of the committees and will:

- determine the membership (including non-governors where permitted and appropriate);
- *determine the reserve membership to cover for the absence of ordinary members;*
- appoint the chairman of each committee annually/allow the committee to elect its chairman;
- establish and record terms of reference;
- review the membership and terms of reference annually;
- decide whether to confer voting rights on any or all non-governors;
- *determine when the committees shall meet;*
- determine procedures for reporting back;
- review the need for, and the membership of, committees annually.
- Set the quorum for each committee (minimum quorum is 3)

25.3 The Headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.

25.4 Associate governors cannot vote on issues relating to admissions, pupil discipline election or appointment of governors, the budget and financial commitments of the governing body.

25.5 The governing body will establish committees for the following purposes:

- staff capability/dismissal appeal
- pupil discipline
- pupil admissions (aided and foundation schools only)
- staff matters (pay, discipline and grievance) –(Pay & Personnel Committee)
- a pay appeals committee - (Pay & Personnel Committee)
- a complaints committee – (Curriculum & Target Setting Committee)
- performance management of the Headteacher - (Pay & Personnel Committee)

- 25.6 Where the Headteacher has not been delegated, the responsibilities for dismissal of staff under the School Staffing (England) Regulations 2003, a dismissal committee must be appointed.
- 25.7 All committees and individuals with delegated powers will report in writing to the next meeting of the governing body about any decisions made or action taken.
- 25.8 All committees with delegated powers will keep formal minutes, and *copies will be presented to the next meeting of the governing body.*
- 25.9 All meetings of committees will be clerked by a person who is not the Headteacher.

26. Working Groups

- 26.1 *In establishing working groups the governing body will:*
- *determine the membership, including non-governors, and the method of appointing the chairman;*
 - *establish and record terms of reference;*
 - *allow working groups to determine their own timetables within given limits;*
 - *determine procedures for reporting back.*
- 26.2 *The Headteacher has the right to attend any working group meeting.*
- 26.3 *Working groups established for specific purposes will be discontinued when their work has been completed.*
- 26.4 *All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body.*

CONSTITUTION FOR FULL GOVERNING BODY

Name	Jotmans Hall Primary School Governing Body
Terms of Reference	<ul style="list-style-type: none">▪ Publishing proposals for alteration or discontinuance of the school;▪ Publishing proposals for change of category of the school;▪ To monitor and evaluate the curriculum, and report via the Appointed Governors to the Governing Body on progress against targets and action plans being undertaken. <p>Functions that cannot be delegated to committees:</p> <ul style="list-style-type: none">▪ The constitution of the Governing Body▪ Appointment / removal of the chair/vice-chair of governors;▪ Appointment of the clerk;▪ Suspension of governors;▪ The establishment of committees;▪ Delegation of functions:
Membership	15 Governors
Chairman	<p>Term of Office: One year to be appointed at the first meeting of the academic school year</p> <p>Process of electing Chair & Vice Chair: Before the meeting to elect the Chairman and Vice Chairman the Governing Body will seek nominations, ensuring the consent from the nominee has been obtained. Nominations should be advised to the Clerk who will be record on the agenda. Self-nomination is permitted at the meeting if no other nominations have been received. Those standing for election should withdraw from the meeting when a vote is taken.</p>
Quorum	50% - of existing membership (8 if full membership)
Meetings	At least one meeting per term except Autumn term when there will be two and as required. Where possible to take place at least two weeks before the end of term.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	Via minutes to the Governing Body.
Review arrangements	Annually at first meeting in the Autumn term.
Agenda arrangements	<p>From the Standing Orders</p> <ul style="list-style-type: none">▪ 8.1 The agenda will be prepared by the clerk in accordance with any determination of the governing body and in consultation with the Chairman or Vice-Chairman and the Headteacher one week before the meeting.▪ 8.2 Any governor may place an item on the agenda, and should do so by advising the clerk, where possible, two weeks before the meeting.▪ 9.1 So far as possible only issues that were unforeseen when the agenda was drawn up but which are urgent, should be raised in 'urgent matters', but with prior notice to the Chairman, Headteacher and the Clerk up to the day before the meeting. Notification of such items will be given after 'apologies for absence'.▪ 9.2 The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

Agenda arrangements FGB

At every meeting:

- Apologies;
- Notification of 'Urgent Matters';
- Minutes of last meeting;
- Matters arising;
- Declaration of any interest;
- Committee reports;
- Headteacher's Report
- Health & Safety report (Full report Spring by Finance & Premises committee, verbal report Autumn & Summer by staff governor);
- Training report (please advise the Link Governor of any training undertaken since the last meeting);
- Safeguarding
- Report from Friends of Jotmans Hall;
- Trust update;
- Governor Visits/Monitoring
- Report on adoption/review of required statutory and non-statutory policies;
- Date, time & venue of the meetings for next term
- Decision about items to be declared confidential.

First meeting of Academic Year:

- Election of chairman, vice chairman, admissions & pupil discipline chairmen (2nd item on agenda after apologies);
- Appointment of governors to committees & individual governor positions;
- Confirmation of Responsible Officer, Clerk to the Governors, the School Bank, Auditors, Architect/Buildings Surveyor/Health & Safety Consultant, Accounting Officer, Finance Director, Company Secretary and Others;
- Agree appointment of governors in charge of Headteacher's targets & External Adviser;
- Agree date for approval of Year End Financial Statements;
- Review 'Terms of Reference' for each committee (reviewed by committees in Summer term);
- Governors Expenses Policy;
- Signing of the Register of Business Interests by all Governors.
- Governor Skills Evaluation
- Code of Conduct
- Headteachers' report on KS 1&2 SAT's;
- Arrange date for admissions meeting as required and full governing body meetings for the school year.

Autumn Term:

- Review the school's strategy and priorities for the coming year, setting targets for the governing body to achieve;
- Approval of FMGE;
- Approve Governors' Handbook

Spring Term:

- Review the School Development Plan
- Advise Governing Body of dates of school term, & holidays for the following academic year;
- Approve the review of Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation';
- Approval of the Risk Register;
- Approval of the Business Continuity Plan;

Summer Term:

- Report on the School Budget from the Finance & Premises Committee;
- Approve School Budget
- Review the effectiveness/membership of the governing bodies committees and assess the governing bodies own performance;
- Seek nominations for chairman and vice chairman for the next academic year. Also for committee chairmen and membership.
- Set up date for the first meeting of the next academic year.

CONSTITUTION FOR ADMISSIONS COMMITTEE

Name	Admissions Committee
Terms of Reference	<p>The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:</p> <ul style="list-style-type: none">▪ To be responsible for advising the Governing Body on determining the numbers of pupils in any relevant age group it is intended to admit to school in any one year.▪ Determining admission arrangements;▪ Objecting to admission arrangements of another admission authority;▪ Fixing admission numbers and variation of standard numbers;▪ Making admission appeal arrangements. <p>The committee is also responsible for considering and reporting to the governing body on the following matters:</p> <ul style="list-style-type: none">▪ Subject to approval by the Secretary of State of Education and Employment, to recommend to the Governing Body and revisions to the arrangements for the admission of pupils to the school.▪ To publish admission arrangements to Admissions at Essex County Council, local primary & secondary schools via e-mail, every two years.▪ To be responsible for determining whether a parents' application would prejudice efficient education or the efficient use of resources within school.▪ To be responsible for ensuring that where a child is refused admission to the school, then the parent is aware of:-<ul style="list-style-type: none">i) The right to appeal against that decision.ii) The arrangement to determine that appeal.
Membership	3 Governors (including Headteacher).
Chairman	To be appointed at the first Full Governing Body of the academic year.
Quorum	3
Meetings	As required.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	Via minutes to the Full Governing Body.
Review arrangements	As required
Agenda arrangements	<p><u>At every meeting:</u></p> <ul style="list-style-type: none">• Apologies;• Minutes of the last meeting;• Matters arising;• Date, time & venue of the next meeting;• Decisions about items to be declared confidential.• <p>Publish every year before 1st March admissions policy via e-mail to local primary, secondary school and Admissions at Essex County Council and display in School's website.</p>

CONSTITUTION FOR CURRICULUM & TARGET SETTING COMMITTEE

Name	Curriculum and Target Setting Committee
Terms of Reference	<p>The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:</p> <ul style="list-style-type: none">• To consider and advise the Governing Body on major curriculum changes particularly in relation to the Literacy and Numeracy.• To consider and advise the Governing Body on the setting of targets required by legislation (initially KS2) and the process for establishing appropriate levels;• To adopt and review the Home/School agreement to ensure it legal and school requirements are met;• To institute a rolling review of all curriculum policy documents to ensure that they are valid and up-to-date. To approve changes to be made, and to report these to the Governing Body (see page 44)• Deciding school discipline policies;• To approve / review the school prospectus;• Decisions about applications to advisory councils concerning collective worship;• Deciding arrangements for collective worship. <p>The committee is also responsible for considering and reporting to the governing body on the following matters:</p> <ul style="list-style-type: none">• To consider what other non-legislative targets might be appropriate;• To review and discuss Staff Training (including the Standards Fund) and Capitation needs to support the School Development Plan. <p>The Headteacher has delegated powers to consider and make decisions in respect of the following functions:</p> <ul style="list-style-type: none">• Deciding school session times and dates of school terms and holidays;• Ensuring that sex education is given in a way that encourages pupils to have due regard to moral considerations and the value of family life;• Prohibiting political indoctrination and securing balanced treatment of political issues.
Membership	5 Governors (Associate members – 3 Assistant Headteachers)
Chairman	To be appointed at the first Curriculum & Target Setting meeting in the Autumn term of each academic year.
Quorum	3 (The membership may include Associate Members and allow them to vote, provided that a majority of members of the Committee are Governors.
Meetings	At least once a term and as required. Where possible to be at least two weeks before the Last full governing body meeting of the term.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	At every Full Governing Body via verbal report and minutes.
Review arrangements	Annually at last meeting in the Summer term.

**Agenda arrangements
C&TS**

At every meeting:

- Apologies;
- Minutes of last meeting;
- Matters arising;
- Declaration of any interest;
- Staff training report;
- Behaviour Monitoring Report
- Adopt/Review required statutory and non-statutory policies;
- Safeguarding
- Date, time & venue of the next meeting;
- Any other business;
- Decisions about items to be declared confidential.

Autumn Term:

- To elect Chairman and Clerk for academic year;
- To discuss & agree KS2 targets (level 4 & 5) for the following academic year;
- Review examinations results and SAT's tests;

Spring Term:

- Review Home/School Agreement

Summer Term:

- Review & agree roles, responsibilities & 'Terms of Reference';
- Finalise and publish the school's prospectus.

Constitution of the Finance & Premises Committee

Terms of Reference The Committee has delegated powers to consider and make decisions in respect of the following functions of the Governing Body:

- To ensure that all grants received from EFA or any other body are used only as described in the accompanying instructions;
- Approving the first formal school budget plan submitted to the EFA for each financial year;
- To keep under review the school's actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Governing Body. In all cases liaison must be maintained with the appropriate committees;
- To make decisions as to spending within the delegated powers given to it as stated in 3.1 of the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation';
- To agree and determine charges for the letting of the school premises including the grounds;
- To make decisions as to budgets movements, within the delegated powers given to it as stated in 3.2 of the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation';
- To monitor all spending in the school. Such monitoring will require full liaison with the appropriate Committees;
- To decide any matter which arises and does not fall within the remit of any other committee;
- To receive, select and approve competitive quotations for catering, cleaning, grounds maintenance, buildings maintenance & improvements, and any other significant contracts;
- To consider means of gaining non-grant income and resources for the school;
- To agree the annual maintenance and improvement programme (e.g. Asset Management Plan, ICT plans, Spending Plans priorities);
- To consider issues relating to Health & Safety on the Governing body's behalf and carry out Health & Safety audits as per agreed timetable;
- To receive and approve or note all non-school use of the buildings and grounds in accordance with the policy set down by the Governing Body;
- Review/Approve required statutory & non-statutory policies as necessary & report to the Governing Body (see pages 43 to 45 of the Governors' Handbook);
- To monitor the Pre-School's performance against the lease, ensuring that criteria in the original tender are met, discussed and any changes agreed by the relevant committee.
- To consider parameters for additional usage, lettings, space, time etc of school grounds or premises requested by the Pre-School.
- To consider Benchmarking data.
- To consider the Risk Register and advise the Governing Body on the document.
- To consider the Annual Year End Statements and advise the Governing Body regarding the documents.
- To help Senior Staff to prepare the Governors' Report for inclusion the Year End Statements.

The Committee is also responsible for considering and reporting to the governing body on the following matters:

- To advise the Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to it as stated in 3.1 of the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation'.
- To advise the Governing Body on the appropriateness or otherwise of budget movement requests outside the delegated powers given to it stated in 3.2 of the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation'.
- To review annually the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation'(which includes the Whistle Blowing & Lettings Policies);
- To recommend to the Governing Body any requests or needs for leasing arrangements.
- To consider any finance & premises issues relating to Accessibility affecting the school and to make recommendations to the Governing Body;
- To prepare & submit to the Governing Body termly a Health & Safety Report;

Audit Committee Functions

- To advise the Governing Body on the adequacy and effectiveness of the Academy Trust's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money) (termly)
- To review the Value for Money Statement annually and make appropriate recommendations to the Governing Body; (Autumn Term)
- To consider the reports of the Auditors and, when appropriate, advise the Governing Body of material control issues; (Autumn term)
- To monitor the implementation of agreed audit recommendations; (Autumn term)
- To ensure that all allegations of fraud and irregularity are appropriately investigated and controls weaknesses addressed; (Autumn term)
- To recommend the annual financial statements to the Governing Body for approval. (Autumn term)
- To advise the Governing Body on the appointment, reappointment, dismissal and remuneration of auditors (both external auditor and internal audit); (Autumn term)

- To monitor the effectiveness of auditors, including the use of auditor performance indicators; (Spring term)
- To ensure effective coordination between auditors; (Spring term)
- To ensure that additional services undertaken by the auditors is compatible with the audit independence and objectivity; (Spring term)

- To carry out the Audit Committee function on behalf of the Governing Body. Including meeting with the Auditor to decide on the scope of the next audit; (Summer Term)
- To agree the work programme of the Responsible Officer (or other internal auditor) including the checking of financial controls, systems, transactions and risks; (Summer term)

Membership	9 Governors
Chairman	To be appointed at the first Finance & Premises meeting in the Autumn term of each academic year.
Quorum	3
Meetings	Bi-monthly (except August & December) and as required.
Clerking arrangements	Finance & Administration Manager.
Reporting back	At every Full Governing Body via verbal report and minutes.
Review arrangements	Annually at last meeting in the Summer term

Finance & Premises Agenda Arrangements

At every meeting:

- Apologies;
- Declaration of any interest;
- Minutes of last meeting;
- Matters arising;
- Financial matters;
- Health & safety matters & full report of FGB;
- Premises Matters
- Accessibility plan / Disability Discrimination Act;
- Premises Manager's Report;
- R.O. Report (half termly);
- To ensure that all allegations of fraud and irregularity are appropriately investigated and weaknesses addressed;
- Extended Services Report
- Budget Holders' Report;
- Safeguarding
- Review requires statutory and non-statutory policies as necessary
- Consider the most recent Pupil Premium Report
- Review Terms of Reference (if needed)
- Any other business;
- Date, time & venue of the next meeting;
- Decisions about items to be declared confidential.

Autumn Term:

- To elect Chairman for the academic year;
- To advise the Governing Body on the appointment, reappointment dismissal, and remuneration of auditors;
- To draw up the Governors' Report for inclusion in the Year End Statements.
- Annual Review of Statutory Policies
- Consider the auditors' report and recommend the agreed Financial Statements to the Governing Body for approval;
- To consider the Auditors report and advise the Governing Body on any audit recommendations;
- To approve the Value for Money Statement

Spring Term:

- Prepare a draft budget for the next financial year that incorporates year 1 of the school's three year strategic plan; (February)
- Consider financial implications of the teachers' pay and conditions document and circular and staffing levels in the Budget Planning Process;
- RO Report
- To monitor the auditors and consider any additional services;
- Review the ICT and any other Spending Plans
- Reviewing the AMP and other Premises Plans.

Summer Term:

- Review & agree roles, responsibilities and update Terms of Reference if needed; (July)
- Setting the next year's budget; (May)
- To review annually the Jotmans Hall Primary School 'Financial Regulations & Scheme of Delegation'
- RO Report
- To agree the work programme of the Responsible Officer and the external auditors;

Constitution for Pay & Personnel Committee

Terms of Reference

The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:

- To determine the Pay Policy for the school and agree and keep under review the Teachers' pay and conditions. To consider and agree all pay scales for staff employed at the school and to conduct an annual review;
- To be responsible for ensuring that all teaching staff are employed by a written contract for employment as per national agreements;
- To be responsible for ensuring that all non-teaching staff are employed by a written contract of employment;
- The appointment of all staff has been delegated to the Headteacher with the exception of the Headteacher, Deputy Headteacher or Finance & Administration Manager, which must be referred to the Pay & Personnel committee;
- To agree and review each year, the annual staffing establishment
- To advise the **Governing Body**/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for Teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the **Headteacher** (by 31 December at the latest), taking account of the recommendation made by the **Headteacher's** Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full **Governing Body** on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- Review/Approve required statutory & non-statutory policies as necessary & report to the Governing Body (see page 43)
- To implement procedures (on behalf of the Governing Body) with regard to all model personnel policies;
- Making arrangements for staff dismissal appeals.

The committee is also responsible for considering and reporting to the governing body on the following matters:

- To appoint Governors (2) with responsibility for setting & reviewing Headteachers' targets & External Adviser;
- To be responsible for advising the Governing Body on all aspects of current & new legislation affecting employment of staff at the school;
- To appoint delegated Governor with responsibility for interviewing teaching staff eligible for Upper Pay Spine 2 & 3;
- To consider applications & make recommendations to the Governing Body for early retirement.
- To appoint Governors (2) with responsibility to form a Headteacher Pay Committee to meet in September following the External Advisors visit. Mrs Ruddock to Clerk for this Committee.

Name	Pay and Personnel Committee
Membership	7 Governors – shall consist of at least 3 named members of the Governing Body, none of whom shall be employees or Associate Members.
Chairman	To be appointed at the first Pay & Personnel meeting in the Autumn term of each academic year.
Quorum	3
Meetings	At least once a term and as required. Where possible to be at least two weeks before last full governing body meeting of the term.
Clerking arrangements	Clerk to the Governing Body. Clerking of the Pay & Personnel Committee should not be clerked by a Governor, or a member of the Committee or the Headteacher
Reporting back	At every Full Governing Body via verbal report and minutes. (All minutes of this committee are confidential)
Review arrangements	Annually at last meeting in the Summer term.

**Agenda arrangements
P&P**

At every meeting:

- Apologies;
- Minutes of the last meeting;
- Matters arising;
- Declaration of any interest;
- Head's update on current staff issues;
- Adopt/Review required statutory and non-statutory policies.*
- Safeguarding
- Date, time & venue of the next meeting;
- Any other business;
- Decisions about items to be declared confidential.

Headteacher Pay Committee

To meet immediately after External Advisor visit in September.

Autumn Term:

- To elect Chairman & Clerk for academic year;
- Update on Headteacher's performance against target;
- PRM – Teaching Staff
- Review Staffing Plan

Spring Term:

- Headteacher's Performance Management
- Salary review for all staff;
- To review 'Outstanding Contributions' board;
- PRM – Non-Teaching Staff

Summer Term:

- Review and agree each year, the annual staffing establishment;
- Review and agree roles, responsibilities and 'Terms of Reference';
- Update on Headteacher's performance against target;
- Appoint Governors (3) with responsibility for setting & reviewing Headteachers' target & External Adviser for the following academic year;
- Appoint delegated Governor with responsibility for interviewing teaching staff eligible for Upper pay Spine 2 & 3.
- To compare/review Staff Absence & Turnover rates

* - Model policies will not be reviewed unless amendments are received from Human Resources Department at Essex County Council.

CONSTITUTION FOR PUPIL DISCIPLINE COMMITTEE

Name	Pupil Discipline Committee
Terms of Reference	<p>The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:</p> <ul style="list-style-type: none">• To be responsible for considering whether a pupil should be reinstated following exclusion by the Headteacher. <p>The committee is also responsible for considering and reporting to the governing body on the following matters:</p> <ul style="list-style-type: none">• None.
Membership	3 Governors
Chairman	To be appointed when required
Quorum	3
Meetings	As required.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	Via minutes to the Full Governing Body.
Review arrangements	Annually at last meeting in the Summer term.

CONSTITUTION FOR STAFF CAPABILITY/DISCIPLINE COMMITTEE

Name	Staff Capability/Dismissal Committee
Terms of Reference	<p>The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:</p> <ul style="list-style-type: none">• To be responsible for considering discipline matters in respect of all persons employed to work at the school and any proposal that such a person should be dismissed.• To be responsible for considering grievance matters where referred in the context of grievance procedures. <p>The committee is also responsible for considering and reporting to the governing body on the following matters:</p> <ul style="list-style-type: none">• None.
Membership	3 Governors
Chairman	To be appointed when required
Quorum	3
Meetings	As required.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	Via minutes to the Full Governing Body.
Review arrangements	Annually at last meeting in the Summer term.

CONSTITUTION FOR STAFF CAPABILITY/DISCIPLINE APPEAL COMMITTEE

Name	Staff Capability/Dismissal Appeal Committee
Terms of Reference	<p>The committee has delegated powers to consider and make decisions in respect of the following functions of the governing body:</p> <ul style="list-style-type: none">• To be responsible for considering an appeal by a member of staff where the Staff Dismissal Committee has proposed that the contract of that member of staff be terminated. <p>The committee is also responsible for considering and reporting to the governing body on the following matters:</p> <ul style="list-style-type: none">• None.
Membership	3 Governors (excluding Headteacher & Governors on Staff Dismissal).
Chairman	To be appointed when required
Quorum	3
Meetings	As required.
Clerking arrangements	Clerk to the Governing Body.
Reporting back	Via minutes to the Full Governing Body.
Review arrangements	Annually at last meeting in the Summer term.

GOVERNOR VISITS

The main reasons for Governors to make visits are to learn more about the School, to contribute to the Governing Body's monitoring role and to show those employed at the School that they are interested.

As our guest you are very welcome into our School but please remember that this is a normal working day for staff and children and your visit should not cause any unnecessary disruptions.

We appreciate that it is sometimes difficult to know what you should be looking at and what questions you need to consider when making a visit and we hope that the following list will be of some guidance. Please do ask if you are unsure about any aspects of school life.

Do the children appear to be working purposefully?

Is the general standard of behaviour good? Are children polite and friendly to each other and adults?

Do the children appear to take pride in their work?

Do they talk confidently about their work?

Is there evidence of continuity and progression throughout the school?

Are children aware of what they should be doing and why?

Are pupils with learning difficulties identified and helped?

Are the more able identified and catered for appropriately?

Is there evidence of visits and/or visitors being used to enhance the curriculum?

Do displays around the school demonstrate that the children are receiving a broad and balanced curriculum?

Do members of staff appear to feel positive about their working environment, their jobs and the relationships within the school?

Are resources well cared for? Do they appear adequate?

Governing Bodies have particular roles to play in school improvement. You have a 'steering role' as you contribute to policy direction and planning. In the 'monitoring role' you assess the success of the Governing Body's plan; School Development, Action Plans etc. In your supporting role you promote a culture of improvement. The following have been identified as criteria that need to be in place in a school for it to be working effectively and continuing to improve.

An improving school will:

Focus on teaching and learning

Enhance pupil outcomes

Be able to manage change regardless of its source

Define its own direction

Work to develop a positive ethos

Have strategies in place to achieve its goal

Monitor, evaluate and review the success of the processes chosen to achieve its goals.

Focus on the conditions necessary to achieve positive change, improvement.

Maintain pace and direction during periods of uncertainty.

Working together Governors, staff, pupils and parents make a difference. We aim for excellence, together we will achieve it.

We hope you enjoy your visit

Nicki Kadwill Headteacher

JOTMANS HALL PRIMARY SCHOOL

PAYMENT OF GOVERNORS ALLOWANCES

We believe that the Governing Body plays a key role in the success of the school. It is vital that individuals are not put off or deterred from playing their part fully because of incidental costs. Governors give significant amounts of time to their work and may occasionally incur expenses. Any money used for payment of Governors allowances will come from the schools delegated budget according to the Education School (Governance Allowances) Regulations.

The school will fund the annual subscription to Essex County Council Governor Services in relation to governor training, support etc. It is expected that Governors will make as much use of the resources of the school as possible and not purchase resources externally and hence not maximise any discount the school may have negotiated.

At the full Governing Body meeting on **19th March 2012** it was agreed that any reasonable expenses could be claimed from **1st April 2012** for example:

- Travel exceeding 5 miles in total (paid in line with staff rates as defined in the schools Financial Procedures)
- Subsistence for agreed trips and visits away from school (paid in line with staff rates as defined in the school's Financial Procedures)
- Telephone charges, photocopying, stationery etc (where practical governors are expected to make use of the school's resources)

In certain circumstances as agreed with the Chairman of the Finance Committee or the Chairman of the Governing Body claims will be considered for:

- Childcare (or babysitting) expenses
- Care arrangements for a dependant
- Support for Governors with Special needs (e.g. audio equipment)
- Support for Governors whose first language is not English (Translations)

Claims should be submitted to the Finance Manager/Clerk who will check and authorise claims under £20.00

Claims over this amount will be checked by the Finance Manager/Clerk and authorised by the Chair of Governors or Vice-Chair where appropriate.

Claimants must confirm that the expenditure has been properly incurred in the course of their duties as governors and not for any other purpose and, where applicable, provide receipts

Claims must be supported with receipts where applicable or confirmation by the claimant that the expenditure has been incurred in the course of business as a governor and not for any other purpose.

CABINET OFFICE

**CODE OF CONDUCT FOR BOARD
MEMBERS OF PUBLIC BODIES**

JUNE 2011

FOREWORD

The Government expects all holders of public office to work to the highest personal and professional standards. In support of this, all non-executive board members of UK public bodies¹ must abide by the principles set out in this Code of Conduct. The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and should form part of individual members' terms and conditions of appointment. Any breach of the Code should be viewed as a breach of those terms and conditions of appointment.

¹ The principles set out in this Code should apply to all non-executive members on the boards of Government Departments, non-Ministerial Departments, Executive Agencies, Executive and Advisory non-department public bodies (NDPBs) and national public corporations.

This *Code* replaces *Guidance on Codes of Practice for Board Members of Public Bodies* issued by the Cabinet Office in 2004.

Any questions on the *Code* should be directed to:

Propriety and Ethics Team

Cabinet Office

70 Whitehall

LONDON

SW1A 2AS

Tel: 020 7276 0269/0387

Copies of the *Code* can be downloaded from:

www.cabinetoffice.gov.uk/content/public-bodies-and-appointments 3 4

CODE OF CONDUCT FOR BOARD MEMBERS OF PUBLIC BODIES

CONTENTS

1. Introduction 5

2. Key Principles of Public Life 5

3. General Conduct 6

Use of Public Funds 6

Allowances 6

Gifts and Hospitality 7

Use of Official Resources 7

Use of Official Information 7

Political Activity 7

Employment and Appointments 8

4. Members' Interests 8

5. Responsibilities as a Board Member 9

6. Responsibilities towards Employees 9 5

CODE OF CONDUCT FOR BOARD MEMBERS OF PUBLIC BODIES

1. INTRODUCTION

1.1 As a public office-holder, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

2. KEY PRINCIPLES OF PUBLIC LIFE

2.1 The key principles upon which this Code of Conduct is based are the Seven Principle of Public Life². These are:

² *Standards in Public Life: First Report of the Committee on Standards in Public Life*. Volume 1: Report. CM 2850-I.

Selflessness

You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might, or might be perceived to, influence you in the performance of your official duties.

Objectivity

In carrying out public business, including awarding contracts and recommending individuals for rewards and benefits, you should make choices on merit.

Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate for your office. 6

Openness

You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You should promote and support these principles by leadership and example.

2.2 These principles should inform your actions and decisions as a board member.

3. GENERAL CONDUCT

Use of Public Funds

3.1 You have a duty to ensure the safeguarding of public funds³ and the proper custody of assets which have been publicly funded.

³ This should be taken to include all forms of receipts from fees, charges and other sources.

3.2 You must carry out your fiduciary obligations responsibly – that is, take appropriate measures to ensure that the body uses resources efficiently, economically and effectively, avoiding waste and extravagance. It will always be an improper use of public funds for public bodies to employ consultants or other companies to lobby Parliament, Government or political parties.

Allowances

3.3 You must comply with the rules set by the board and the public body regarding remuneration, allowances and expenses. It is your responsibility to ensure compliance with all relevant HM Revenue and Customs' requirements concerning payments, including expenses. 7

Gifts and Hospitality

3.4 You must not accept any gifts or hospitality which might, or might reasonably appear to, compromise your personal judgement or integrity or place you under an improper obligation.

3.5 You must never canvass or seek gifts or hospitality.

3.6 You must comply with the rules set by the body on the acceptance of gifts and hospitality. You should inform the Chief Executive (or equivalent) of any offer of gifts or hospitality and ensure that, where a gift or hospitality is accepted, this is recorded in a public register in line with the rules set by the body.

3.7 You are responsible for your decisions on the acceptance of gifts or hospitality and for ensuring that any gifts or hospitality accepted can stand up to public scrutiny and do not bring the public body into disrepute.

Use of Official Resources

3.8 You must not misuse official resources⁴ for personal gain or for political purposes. Use of such resources must be in line with the body's rules on their usage.

⁴ This includes facilities, equipment, stationery, telephony and other services.

5 Board members who misuse information gained by virtue of their position may be liable for breach of confidence under common law or may commit a criminal offence under insider dealing legislation

6 If you are an MP, Member of the House of Lords, Member of a Devolved Administration or Local Councillor, you are exempt from these requirements - although you should still exercise proper discretion on matters directly related to the work of the body and recognise that certain political activities may be incompatible with your role as a board member.

Use of Official Information

3.9 You must not misuse information gained in the course of your public service for personal gain or for political purpose.⁵

3.10 You must not disclose any information which is confidential in nature or which is provided in confidence without authority. This duty continues to apply after you have left the board.

Political Activity⁶

3.11 In your public role, you should be, and be seen to be, politically impartial. You should not occupy a paid party political post or hold a particularly sensitive or high-profile role in a political party. You should ⁸ abstain from all controversial political activity and comply with Cabinet Office rules on attendance at Party Conferences⁷.

⁷ www.cabinetoffice.gov.uk/content/public-bodies-and-appointments

⁸ In general, all financial interests should be declared. When considering what non-financial interests should be declared, you should ask yourself whether a member of the public, acting reasonably, would consider that the interest in question might influence your words, actions or decisions.

⁹ These are common law provisions.

3.12 On matters directly related to the work of the body, you should not make political statements or engage in any other political activity.

3.13 In your official capacity, you should be even-handed in all dealings with political parties.

3.14 Subject to the above, you may engage in political activity but should, at all times, remain conscious of your responsibilities as a board member and exercise proper discretion. You should inform the Chair and/or the parent Department before undertaking any significant political activity.

Employment and Appointments

3.15 If you wish to take up new employment or appointments during your term of office, you must inform the Chair and/or the relevant parent Department.

3.16 On leaving office, you must comply with the rules of the body on the acceptance of future employment or appointments.

4. MEMBERS' INTERESTS

4.1 You must ensure that no conflict arises, or could reasonably be perceived to arise, between your public duties and your private interests – financial or otherwise.

4.2 You must comply with the rules of the body on handling conflicts of interests. As a minimum, these will require you to declare publicly any private interests which may, or may be perceived to, conflict with your public duties⁸. The rules will also require you to remove yourself from the discussion or determination of matters in which you have a financial interest. In matters in which

you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.^{9 9}

4.3 It is your responsibility to ensure that you are familiar with the body's rules on handling conflicts of interests, that you comply with these rules and that your entry in the body's register of members' interests is accurate and up-to-date.

5 RESPONSIBILITIES AS A BOARD MEMBER

5.1 You should play a full and active role in the work of the body. You should fulfil your duties and responsibilities responsibly and, at all times, act in good faith and in the best interests of the body.

5.2 You should deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability. You must not act in a way that unjustifiably favours or discriminates against particular individuals or interests.

5.3 You must comply with any statutory or administrative requirements relating to your post¹⁰.

¹⁰ In the case of a body incorporated under the Companies Act or the Companies (Northern Ireland) Order, you will also be subject to the duties of directors under company law. In the case of a body that has charitable status, you will also be subject to the duties of trustees under charities law.

5.4 You should respect the principle of collective decision-making and corporate responsibility. This means that, once the board has made a decision, you should support that decision.

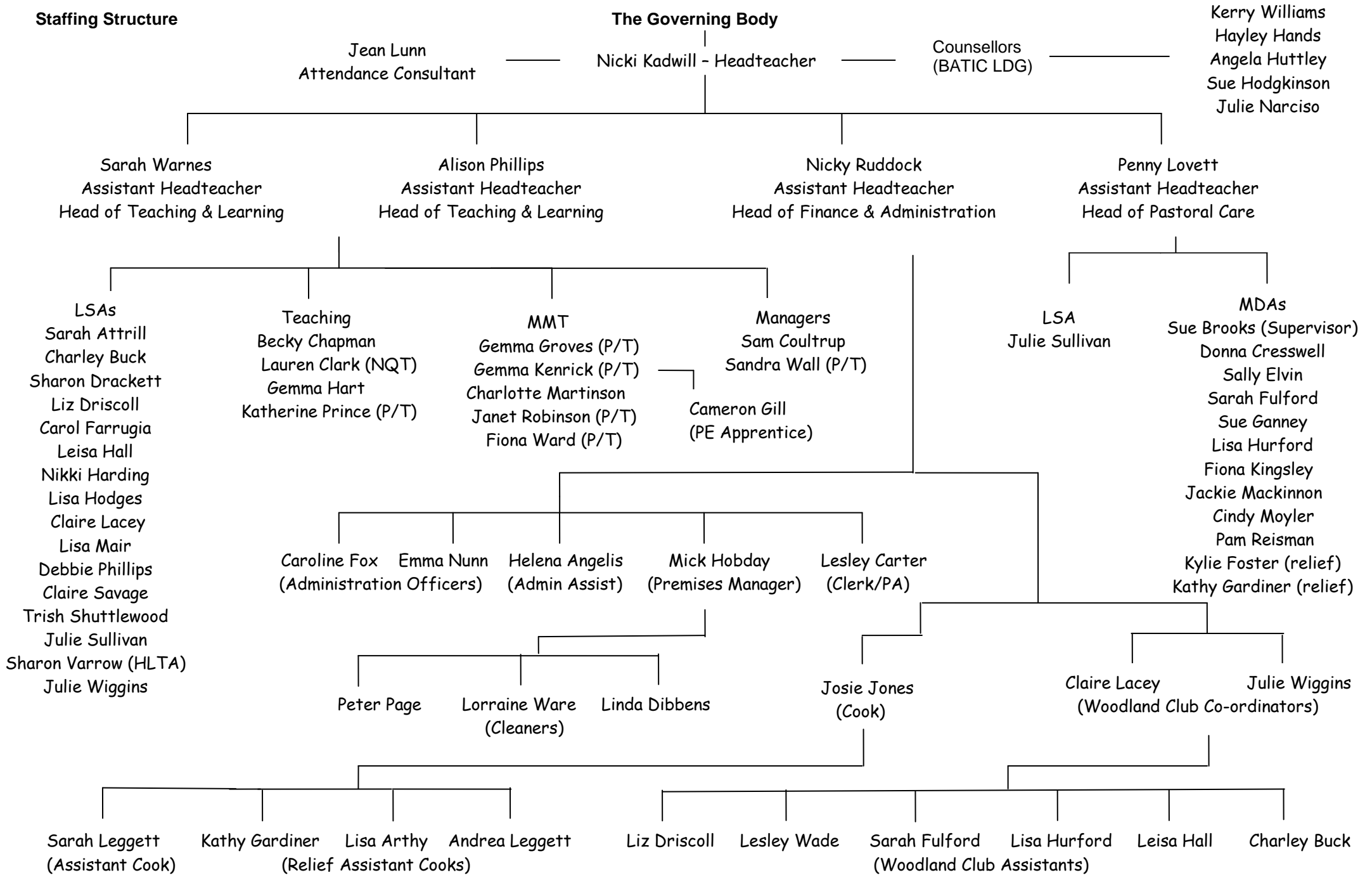
5.5 You must not use, or attempt to use, the opportunity of public service to promote your personal interests or those of any connected person, firm, business or other organisation.

6. RESPONSIBILITIES TOWARDS EMPLOYEES

6.1 You will treat any staff employed by the body with courtesy and respect. It is expected that employees will show you the same consideration in return.

6.2 You will not ask or encourage employees to act in any way which would conflict with their own Code of Conduct. ¹

Staffing Structure



THE TEACHING STAFF AT JOTMANS HALL – 2014/15

Nicki Kadwill	Headteacher	
Penny Lovett	Assistant Headteacher	Head of Pastoral Care (SEN SEAL, Nurture, Behaviour), Inclusion, Line Management of SEN LSAs, Assessment, Tutoring
Alison Phillips	Assistant Headteacher	Head of Teaching & Learning. Literacy FS to KS2, Assessment, Line Management of KS2 staff
Sarah Warnes	Assistant Headteacher	Head of Teaching & Learning. Numeracy FS to KS2, Assessment, Line Management of FS & KS1 staff
Samantha Coultrup	Class Teacher	Thinking Skills in the Curriculum, Gifted & Talented, Foundation Subject Manager
Rebecca Chapman	Class Teacher	ICT, SCITT Mentor
Lauren Clarke	Class Teacher NQT	
Gemma Groves	Class Teacher	Art, D & T, Management of School displays, and member of MMT
Gemma Hart	Class Teacher	PSHCE, Community Cohesion
Gemma Kenrick	Class Teacher	P.E. and member of MMT
Charlotte Martinson	Class Teacher	R.E., Cultural Education/Assemblies Visitors, Charities, Student Management, Pupil Voice and member of MMT
Katherine Prince	Class Teacher	Libraries
Janet Robinson	Class Teacher	Science, and member of MMT
Sandra Wall	Class Teacher	History, School Council, Behaviour Manager
Fiona Ward	Class Teacher	Music, MFL, and member of MMT

THE ASSOCIATE STAFF AT JOTMANS HALL - 2014/15

<u>Learning Support Assistants</u>		<u>Support Staff</u>			
Sarah Attrill	Full Time	Nicky Ruddock	Assistant Headteacher Head of Finance/Admin	Kathy Gardiner	Relief Mid Day Assistant/ Relief Assistant Cook
Charley Buck	Part Time LSA/Woodland Club Assistant	Caroline Fox	Administration Officer	Kylie Foster	Relief Mid Day Assistant
Sharon Drackett	Part Time	Emma Nunn	Administration Officer	Josie Jones	Cook
Liz Driscoll	Part Time LSA/Woodland Club Assistant	Helena Angelis	Administration Assistant	Sarah Leggett	Assistant Cook
Carol Farrugia	Full Time	Lesley Carter	P.A. to Senior Leadership Team/Clerk to Governors	Lisa Arthy	Relief Assistant Cook
Liesa Hall	Full Time LSA/Woodland Club Assistant	Mick Hobday	Premises Manager	Andrea Leggett	Relief Assistant Cook
Nicky Harding	Full Time	Lesley Wade	Woodland Club Assistant	Kerry Williams	Counsellor
Lisa Hodges	Full Time	Cameron Gill	PE Apprentice	Hayley Hands	Counsellor
Claire Lacey	Part Time LSA/Woodland Club Co-ordinator	Linda Dibbens	Cleaner	Angela Huttley	Counsellor
Lisa Mair	Full Time	Peter Page	Cleaner	Sue Hodgkinson	Counsellor
Debbie Phillips	Part Time	Lorraine Ware	Cleaner	Julie Narciso	Counsellor
Claire Savage	Part Time	Sue Brooks	Senior Mid Day Assistant	Jean Lunn	Attendance Consultant
Trish Shuttleworth	Part Time	Donna Cresswell	Mid Day Assistant		
Julie Sullivan	Full Time	Sally Elvin	Mid Day Assistant		
Sharon Varrow	Full Time Higher Level	Sarah Fulford	Mid Day Assistant/ Woodland Club Assistant		
Julie Wiggins	Full Time LSA/Woodland Club Co-ordinator	Susan Ganney	Mid Day Assistant		
		Lisa Hurford	Mid Day Assistant/ Woodland Club Assistant		
		Fiona Kingsley	Mid Day Assistant		
		Jackie Mackinnon	Mid Day Assistant		
		Cindy Moyler	Mid Day Assistant		
		Pam Reisman	Mid Day Assistant		

Policy Update - January 2015

Appendix 14

Policy	Delegated Committee	Review Frequency	Approved by delegated Committee	Accepted by FGB	Due for Review	Staff Responsible/ Model Policy
Admissions	C & TS	As required	Mar 13	Mar 13	As required	Admissions
Adult Volunteers	P & P	As required	Nov 12	Dec 12	As required	Model
Age Discrimination Guidance	P & P	As required		Sep 10	As required	Model
Anti-Bullying	C & TS	As required	Mar 10	June 10	As required	P Lovett
Art	C & TS	3 yearly	Mar 10	June 10	Summer 13	G Groves
Assessment & Recording	C & T S	3 yearly	Mar 10	June 10	Summer 13	P Lovett
Attendance (Pupils)	C & TS	As required	Sep 13	Sep 13	As required	
Audit HR Function	P & P	As required	Mar 14	Mar 14	As required	Model
Best Value for Money	F & P	Yearly	Nov 14	Nov 14	Autumn 15	N Ruddock
British Values Statement	P & P	Yearly	Nov 14	Nov 14	Autumn 15	Headteacher
Capability Procedures	P & P	As required	July 12	Sep 12	As required	Model
Charging Policy	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Child Protection - Allegations against Staff	P & P	As required		Jan 07	As required	Model
Children with Medical Needs	C & TS	Annually	Mar 14	Mar 14	Spring 15	N Ruddock
Code of Conduct/ Confidentiality	P & P	As required	Nov 14	Nov 14	As required	Model
Community Cohesion	C & TS	3 yearly	June 11	June 11	June 14	G Hart
Complaints Procedure	C & TS	as required	Nov 13	Nov 13	As required	Model
Cover & PPA	P & P	As required		Apr 09	As required	Model
Cycle to Work	P & P	As required		Sep 10	As required	Model
Data Protection	F & P	Annually	Nov 14	Nov 14	Autumn 15	Model
Dealing with Extremism	P & P	As required	Nov 14	Nov 14	As required	Headteacher
Design & Technology	C & TS	3 yearly	Mar 10	June 10	Summer 13	G Groves
Discipline & Dismissal Procedure (+ Guidance)	P & P	As required	Mar 13	Mar 13	As required	Model
EFA Financial Handbook	F&P	Annually	Sep 13	Sep 13	Annually	N Ruddock
E Safety EUP	F & P	Annually	Nov 13	Nov 13	Spring 15	N Ruddock
Emergency Management Plan	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Employment of Ex-Offenders	P & P	As required		Mar 06	As required	Model
Employment of Overseas Workers	P & P	As required		May 11	As required	Model
Equal Opportunity	P & P	As required	June 11	June 11	Summer 13	P Lovett
Equality Scheme Policy	P & P	As required	Mar 13	Mar 13	As required	P Lovett
Equality & Diversity in Employment	P & P	As required	Nov 13	Nov 13	As required	Model
Family Friendly Guidance	P & P	As required		Apr 11	As required	Model

Policy	Delegated Committee	Review Frequency	Approved by delegated Committee	Accepted by FGB	Due for Review	Staff Responsible/ Model Policy
Financial Reg/Scheme Del	F & P	Annually	Jan 14	Mar 14	Spring 15	N Ruddock
First Aid	C & TS	Annually	Mar 14	Mar 14	Spring 15	N Ruddock
Fit Note - Guidance	P & P	As required	June 10	June 10	As required	Model
Flexible Working Procedures	P & P	As required	Jul 14	Jul 14	As required	Model
Foreign Languages	C & TS	3 yearly	June 10	June 10	Summer 13	F Ward
Foundation Stage	C & TS	3 yearly	June 10	June 10	Summer 13	S Warnes
Fraud	F & P`	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Freedom of Information	F & P	Annually	Nov 14	Nov 14	Autumn 15	Model
Geography	C & TS	3 yearly	June 10	June 10	Summer 13	C Martinson
Governors in School	FGB	As required	Nov 12	Dec 12	As required	Model
Grievance Procedures & Guidance	P & P	As required	Mar 13	Mar 13	As required	Model
Health & Safety	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
History	C & TS	3 yearly	June 10	June 10	Summer 13	S Wall
Homework	C & TS	Annually	Nov 12	Dec 12	As required	Model
ICT	C & TS	3 yearly	June 10	June 10	Summer 13	B Fry
Incident Management Plan	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Inclusion	C & TS	3 yearly	June 10	June 10	Summer 13	P Lovett
Leave of Absence (Staff)	P & P	As required	Nov 14	Nov 14	As required	Model
Leave of Absence (Pupils)	C&TS	As required	Sep 13	Sep 13	As required	Model
Lettings Policy	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Literacy	C & TS	3 yearly	June 10	June 10	Summer 13	A Phillips
LGPS Discretions	P & P	As required	Jul 14	Jul 14	As required	Model
Looked After Children	C & TS	3 yearly	June 10	June 10	As required	P Lovett
Marking & Feedback	C & TS	As required	Nov 12	Dec 12	As required	Model
Models of Leadership	P & P	As required		Sept 09	As required	Model
More Able Children	C & TS	3 yearly	June 10	June 10	Summer 13	S Coultrup
Music	C & TS	3 yearly	June 10	June 10	Summer 13	F Ward
Numeracy	C & TS	3 yearly	June 10	June 10	Summer 13	S Warnes
Off Site/Educational Visits	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Parental Involvement	C & TS	As required	Nov 12	Dec 12	As required	Model
Pay Policy	P & P	As required	Nov 14	Nov 14	As required	Model
PE	C & TS	3 yearly	June 10	June 10	Summer 13	G Kenrick
Performance Management	P & P	As required	Jul 13	Sep 13	As required	Model

Policy	Delegated Committee	Review Frequency	Approved by delegated Committee	Accepted by FGB	Due for Review	Staff Responsible/ Model Policy
Photographic & Video	C & TS	As required	Jun 14	Jul 14	As required	Model
Positive Behaviour	C & T S	3 yearly	Jun 13	June 13	As required	P Lovett
Pre-Employment Checks	P & P	As required	Nov 14	Nov 14	As required	Model
Probation Procedures	P & P	As required	Mar 13	Mar 13	As required	Model
Pupil Premium Policy	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Rudd01ock
Purchase Card	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Race Equality	P & P	As required	June 11	June 11	As required	P Lovett
RE	C & TS	3 yearly	June 10	June 10	Summer 13	C Martinson
Recruitment	P & P	As required	Nov 13	Nov 13	As required	Model
Redundancy & Restructuring	P & P	As required	Nov 13	Nov 13	As required	Model
Risk Register	F & P	Annually	Jun 14	Jun 14	Autumn 15	N Ruddock
Safeguarding Children (includes Use of Force)	P & P	As required	Jan 15	Jan 15	As required	P Lovett
Safeguarding Summary (Supply)	P & P	As required	Nov 12	Dec 12	Annually	P Lovett
School Uniform	C & TS	As required	Nov 12	Dec 12	As required	Model
School Environment	C & TS	As required	Nov 12	Dec 13	As required	Model
Science	C & TS	3 yearly	Nov 10	Nov 10	Summer 13	J Robinson
Security Policy	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Severance Teachers' Discretions	P & P	As required	Jul 14	Jul 14	As required	Model
Shared Posts	P & P	As required		Mar 11	As required	Model
Sickness Absence	P & P	As required	Nov 14	Nov 14	As required	Model
Smoking in School	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Special Educational Needs & Disability	C & TS	Annually	Nov 14	Nov 14	Autumn 15	P Lovett
Supporting Children with Behaviour Emotional & Social Difficulties	C & TS	As required	June 10	June 10	As required	P Lovett
Teaching Assistants	P & P	As required	Nov 12	Dec 13	As required	Model
Teaching & Learning	C & TS	As required	Nov 11	Nov 11	As required	Model
Whistle Blowing (confidentiality)	F & P	Annually	Nov 14	Nov 14	Autumn 15	N Ruddock
Witnesses Attending Court Guidance	P & P	As required	Mar 13	Mar 13	As required	Model

Jotmans Hall Primary School

Governor Skills Evaluation

It would be useful to the Academy if Governors could give an indication of their experience in commercial areas or in their wider interests, by completing the following skills template.

Please give examples of your experience in the relevant column.

Name: _____

How long have you been a Governor? _____

Financial Management	Human Resources	Insurance and Risk Management	Legal Issues	Any other relevant experience

Jotmans Hall Primary School – Governing Body

REGISTER OF BUSINESS INTERESTS - Year:

Name of Governor or Member of Staff

Notes:

1. All members of the Governing Body have a responsibility to avoid any conflict between their business and personal interests and affairs and interests of the school. A Register of interests is maintained for this purpose.
2. The register must include all business interests such as directorships, share holdings and any other appointments of influence within a business or other organisation which may have dealings with the school.
3. The disclosures should also include business interests of relatives or other individuals who may exert influence.
4. The register must be made freely available for inspection by governors, staff and parents.

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest	Date of Entry

I certify that I have declared all beneficial interests which I or any person closely connected with me have with business or other organisations which may have dealings with the school.

Signed

Date

Governor Visit Monitoring Proforma



Governor Name

Date

Meeting with

Focus of Visit

Key Issue

Monitoring Through (How information was gathered)

- | | | | |
|--------------------------|------------------------------|--------------------------|--|
| <input type="checkbox"/> | classroom visit | <input type="checkbox"/> | talking to pupils |
| <input type="checkbox"/> | attending assembly | <input type="checkbox"/> | talking to Class Teachers |
| <input type="checkbox"/> | looking at pupils' work | <input type="checkbox"/> | looking at displays/books |
| <input type="checkbox"/> | reading logbook | <input type="checkbox"/> | meeting with PTA |
| <input type="checkbox"/> | talking to other staff | <input type="checkbox"/> | meeting with Subject Co-ordinator |
| <input type="checkbox"/> | attending staff meeting | <input type="checkbox"/> | looking at resources |
| <input type="checkbox"/> | attending lunchtime/playtime | <input type="checkbox"/> | Meeting with KS Co-ordinator |
| <input type="checkbox"/> | Meeting with Headteacher | <input type="checkbox"/> | Looking at buildings/decoration/contents |
| <input type="checkbox"/> | Other | | |

Summary of Monitoring Visit (What was learned from visit)

Points to take forward to Committee Meeting

Signed (Headteacher)Copies to.....

Jotmans Hall Primary Governing Body - Code of Conduct

I hereby agree to the Code of Conduct for Board Members of Public Bodies dated June 2011 contained in the Governors Handbook pages 37-41.

Name of Governor

Signed

Dated