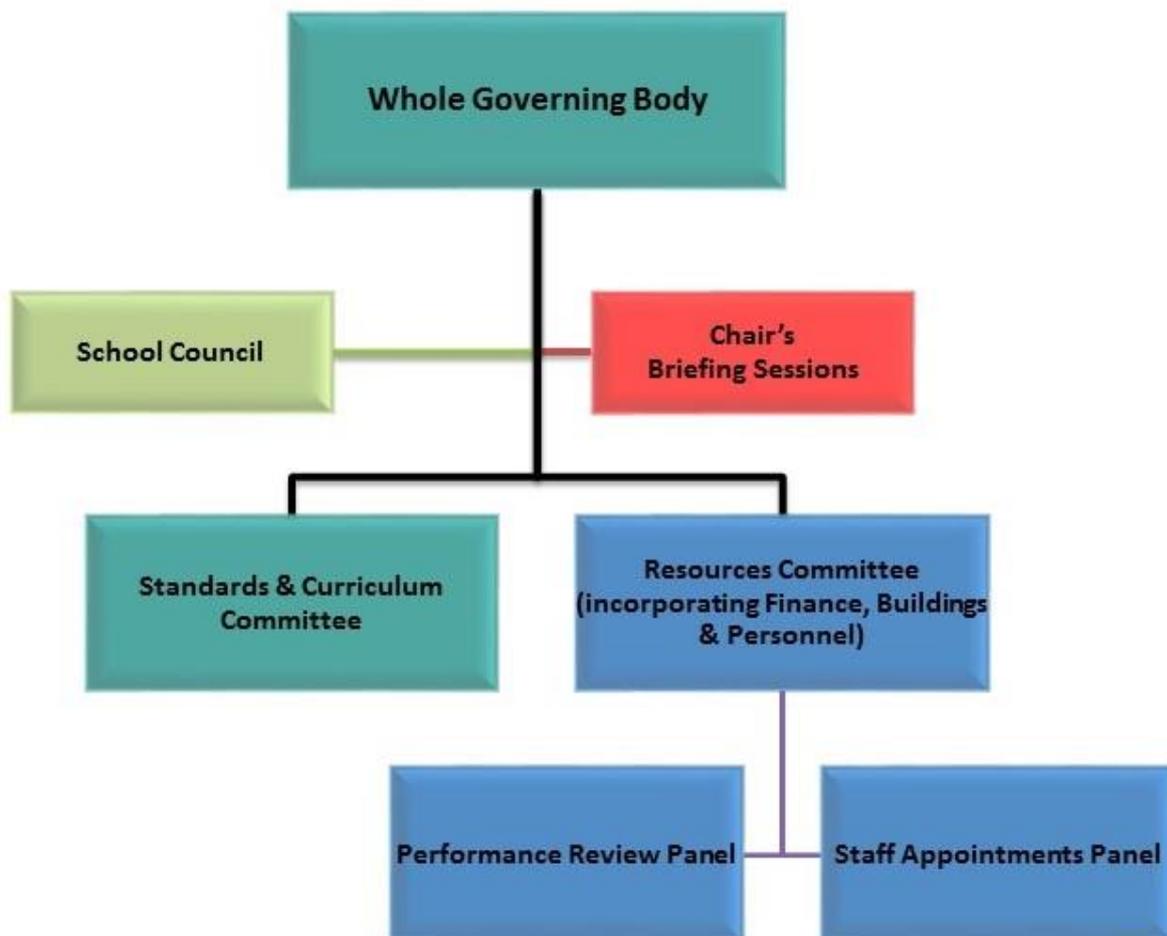


Wybourn Community Primary School & Children's Centre Governance Structure



WYBOURN COMMUNITY PRIMARY SCHOOL GOVERNING BODY

What makes Good Governance?

Wybourn Governors remain committed in its present arrangements to ensuring good governance through:

- *wide, representative participation;*
- *a strategic vision shared by users and providers;*
- *commitment on the part of all those involved;*
- *responsiveness to need;*
- *transparency and robust accountability;*
- *effective and efficient delivery processes; and*
- *a clear, shared sense of purpose between all parties and knowledge of who they are there to represent.*

Present Situation

The constitution of Governing Body of the school up until December 2014 reflected the arrangements that had been in place since the merger of the Nursery School with the Primary School and the extension of responsibility for the Children's Centre. A review of governance arrangements was carried out during the Autumn Term of 2014 to re-constitute the Governing Body under the statutory guidance published in May 2014 on the constitution of governing bodies of maintained schools. The review took full account of DfE guidance and the Autumn meeting of the Governing Body on 7 October 2014 considered the recommendations of a Task & Finish Group which proposed a reduction in size from 18 to 12 members and a new composition based on the statutory guidance. This was agreed and approval was sought from the local authority for a new Instrument of Government; this was approved by the local authority and applies from 1 January 2015 see Appendix 1).

The revised constitution now has a composition based on the following membership:

- Three parent Governors
- One LA Governor
- One staff Governor
- One headteacher
- Up to 6 co-opted Governors

Provision is also made for the appointment of Associate Governors to support the work of the Governing Body if required.

It was also agreed that the newly constituted Governing Body should reflect a skill set that would enable the school to:

- a. maintain the strong community ethos of the school
- b. provide robust and intelligent challenge to school performance in a supportive style

- c. ensure that the management of the school resources was effective and efficient
- d. sustain effective two way communication to its key stakeholders, especially the parents
- e. provide an opportunity to develop the capacity, self-confidence and esteem of local people by playing a part in the governance of the school.

Whilst that skill set would be sought across the Governing Body as a whole, a further consideration in looking at co-opted governors would be to look for experience and connection in the following areas (not exclusive):

- a range of senior management experience involving financial and human resource matters
- knowledge of local housing and social mobility
- involvement in adult and lifelong learning
- contact with the local voluntary and community sector
- wider knowledge and experience in other education sectors
- ability to inspire local children to look beyond Wybourn encouraging their participation in the wider world

Guidance on Good Practice

The City Council's 'Guidance on the Terms of Reference of Governing Body Committees' offers the following guidance on the formation of committees under the Governing Body:

- *The Governing Body and all committees should operate within the context of the School Improvement/Development Plan. Decisions should be taken with the present plan in mind and recommendations made which fit into the present plan or can be fed into the plan in the future*
- *All committees must ensure that decisions and recommendations are made which conform to the school's equal opportunities policy and promote equal opportunities within the school*
- *Each committee should report to the termly meeting of the Governing Body. There should be a standing agenda item for this. The chair of the committee should be responsible for ensuring that a written report is available to all governors before the meeting. Governing bodies may wish to circulate full minutes or lists of decisions and recommendations. Some governing bodies append approved committee minutes to the Headteacher's report - thereby ensuring that they are received by all governors*
- *The Governing Body must appoint a clerk to each committee. This can be one of the committee members but the Headteacher cannot be the clerk.*
- *All committees must appoint a chair.*

Delegation of Functions

*A Governing Body can delegate any of its statutory functions to a committee, a governor or to the headteacher, subject to the restrictions described below. The Governing Body **must** review the delegation of functions annually. Each Governing Body will remain accountable for any decisions taken, including those functions delegated to an individual or committee.*

The following functions can be delegated to a committee, but cannot be delegated to an individual

- *Functions relating to the alteration, discontinuance or change of category of maintained schools*
- *Functions relating to the approval of the first formal budget plan of the financial year*
- *Functions relating to school discipline policies*
- *Functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)*
- *Functions relating to admissions*

The Governing Body cannot delegate any functions relating to:

- *The constitution of the Governing Body (unless otherwise provided by the Constitution Regulations)*
- *The appointment or removal of the chair and vice-chair*
- *The appointment of a clerk*

- *The suspension of governors*
- *The delegation of functions*
- *The establishment of committees*

Some general principles

- *All governors have the right to attend committee meetings whether they are a member or not. All governors should therefore be made aware of committee meeting dates*
- *The Governing Body can give limited voting rights to co-opted non-governor members of committees. Non-governor members may not vote on the following issues*
 - *Admissions matters*
 - *Pupil discipline*
 - *Election or appointment of governors*
 - *The budget or financial commitments of the Governing Body*
- *Non-governor members may not out-number governors.*
- *A minimum 7 days' notice of committee meetings should be given.*
- *Members should receive an agenda and appropriate papers. It is not good practice to table papers unless it is unavoidable*
- *The Headteacher has the right to attend any committee meeting whether or not s/he is a governor*
- *Each committee should have a Chair and the Chair should feel clear about his/her role. It may be appropriate to seek access to support and training in chairing skills and to clarify expectations with the Governing Body*
- *The composition and quorum of each committee should be identified as shown in the example given in this guidance.*

Code of Conduct for Governors

The Governing Body has adopted the code of conduct reproduced in Appendix 2 which sets out the expectations on and commitment required from governors in order for the Governing Body to properly carry out its work within the school and the community

Childcare (Disqualification) Regulations 2009 - Declaration

Governors will also be required on taking office to sign a declaration that they are not a disqualified person within the terms of the Childcare (Disqualification) Regulations 2009

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

Resources Committee

Policies and Procedures

The Resources Committee has a general role in advising the Headteacher on matters relating to finance, the management of the property assets and Health & Safety matters within the school. In that role they are required to abide by the requirements and guidelines of the Local Authority and the DfE. In making recommendations to the Governing Body they will need to liaise with the other committees.

Terms of Reference

Finance

1. To ensure that the school operates within the financial regulations of the Local Authority
2. To report to the Governing Body any decisions made by them in accordance with the powers delegated to them by the Governing Body
3. To prepare and review financial strategy and policy in both the short and longer term (5 year plan)
4. To consider the first formal budget plan for the financial year and prepare summary for the Governing Body, taking into account the priorities in the school improvement plan
5. To regularly consider budget position statements including virement decisions and report significant variations from the anticipated position to the Governing Body, making recommendations where necessary
6. To determine whether sufficient funds are available for variations in staffing and remuneration as recommended by the Headteacher
7. To determine whether sufficient funds are available for the recommendations concerning the performance pay recommendations for the Leadership Team
8. To review and recommend to the Governing Body, the school's policies on Charging/Remissions and Governors' Expenses
9. To making decisions, where necessary, in respect of contracts and service level agreements, ensuring that the principles of Best Value are applied to all services purchased.
10. To monitor expenditure of all voluntary funds held on behalf of the Governing Body and to ensure such funds are audited and reported on for Governing Body
11. To approve financial statements for inclusion in the new School Profile document
12. To ensure an appropriate response is made to any audit recommendations

Buildings

13. To advise the Governing Body on priorities for the maintenance and development of the school's buildings, including an annual inspection of premises and drafting of a statement of priorities for the forthcoming year.

14. To ensure that the school complies with health and safety regulations and to prepare and annually re i.e. a Health & Safety Policy
15. To consider support and guidance for the school on all matters relating to the school premises and grounds, health and safety, and security
16. To monitor school cleaning, caretaking and security matters
17. To oversee implementation and costing of maintenance, repairs and redecoration within the budget allocation, to include overseeing the preparation and implementation of major contracts
18. To oversee arrangements for the use of school premises by outside users, to include preparation and review of the Lettings and Charges Policy
19. To ensure any necessary liaison with the local authority on property related issues
20. To ensure that the governors' responsibilities under the Environmental Protection Act 1990 regarding litter are discharged.

Personnel

21. To consider the staffing structure for the school
22. To review the staffing structure whenever a vacancy occurs and annually in relation to the school's development plan
23. To oversee the appointments procedure for all staff within the agreed process identified below
24. To draft and review all salary policies for the approval of the Governing Body taking account of any recommendations made by the Headteacher
25. To oversee the implementation of the salary policies
26. To determine appropriate salary ranges for members of the Leadership Team (with the exception of the individual school range for the Headteacher's salary)
27. To delegate to the Performance Review Panel, to be chaired by the Deputy Chair of the Committee (or their nominee) plus one other governor (not employed to work at the school):
 - a. the responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) with the Headteacher;
 - b. the receipt of recommendations from the Headteacher on their delegated responsibility for agreeing performance objectives (in accordance with the current School Teachers' Pay and Conditions Document) with members of the Leadership Team (except the Headteacher) and other members of the teaching staff; and
 - c. the making of recommendations to the Governing Body in respect of the annual performance review of the Headteacher and School Leadership Team in respect of the Headteacher and the Headteacher in respect of the Leadership Team
28. To oversee the system(s) for appraisal of all staff
29. To monitor and review the staff development

30. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of them
31. To oversee the issuing of employment contracts and job descriptions

Meetings and Quorum

The Committee will normally meet once per term and may delegate various functions to panels which will meet as and when required, reporting back to the Committee as necessary. The Quorum shall be three, two of whom must be governors and one the Headteacher (or their nominee from the Leadership Team). For matters concerning the Headteacher (or their nominee from the Leadership Team), where they are excluded from the meeting the Quorum shall be two governors.

Membership

Membership shall consist of not less than 3 governors plus the Headteacher (or their nominee from the Leadership Team). The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Any individual employed to work at the school may be a member, either as a governor or as a co-opted member. However, with the exception of the Headteacher for matters other than issues concerning themselves, they must be excluded when the subject for consideration is the pay or performance review of any person employed to work at the school.

Appointments and Promotion of Staff

Before making any appointment governors must consider any advice from the Headteacher (except in the case of his successor).

1. Teaching Staff	Permanent appointment of the Headteacher and Leadership Team: Chair of Governors (or their nominee), the Chair of the Resources Committee (or their nominee) and two other governors not employed by the school
	Permanent appointments below Leadership Team: Headteacher with Chair of the Resources Committee (or their nominee) and one other governor not employed by the school
	Temporary appointments: Headteacher with approval of Chair of the Resources Committee
2. Internal Allocation of Teaching & Learning Responsibility Allowances	Headteacher in consultation with Chair of the Resources Committee (if there are more applicants than allowances, available panel of Headteacher and at least one committee member through interview)
3. Teaching Staff	Supply: delegated to Headteacher

4. Non-Teaching and Support Staff	All Support Staff appointments except posts who would be on the Leadership Team: Headteacher. For appointments to the Leadership Team: the Headteacher, the Chair of the Resources Committee (or their nominee) and one other governor not employed by the school
-----------------------------------	---

Note - Where appointment of staff below the Leadership Team has been delegated by the Governing Body to the Headteacher 1-4 above will not apply; but the Headteacher must report decisions taken under delegated powers to the next meeting of the full Governing Body.

Reviewed and approved by the Governing Body – February 2015

Standards & Curriculum Committee

Policies and Procedures

The Standards & Curriculum Committee has a general role in advising the Headteacher on matters relating to the pupils' education and social well-being in their primary stage of their stay within the school. In that role they are required to abide by the requirements and guidelines of the Local Authority and the DfE laid down under relevant Education Acts relating to the Conduct of the School and Curriculum. In making recommendations to the Governing Body they will need to liaise with the other committees.

Terms of Reference

1. To advise the Governing Body on the curriculum policy and statutory obligations regarding the National Curriculum
2. To provide information, with the assistance of staff, to the full Governing Body about how the curriculum is taught, evaluated and researched
3. To consider the school's RAISEonline and other performance data annually and to regularly monitor progress towards in-year attainment targets for all children.
4. To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information. To monitor the provision for vulnerable groups of children, e.g.
 - Black and Ethnic Minority Children
 - Traveller Children
 - Looked After Children
 - Young Carers
5. To agree targets for pupil attainment to be included in the School Improvement Plan
6. To be aware of and advise the Governing Body on the legal responsibilities of governors in terms of Curriculum provision and assessment including Special Educational Needs provision.
7. To support, and receive reports from curriculum link governors
8. To consider and review the school's policies on discipline and behaviour (including Anti-Bullying policy) and make recommendations to the Governing Body.
9. To monitor and review the school's curriculum contribution to its Equality scheme.
10. To monitor how the school listens to pupils' views.
11. To assist in the production, review and rewriting of policy documents which cover the delivery of the primary curriculum and the approaches adopted to teaching and learning within the school (this will include specifically the policy and provision for Sex Education and for Collective Worship & Religious Education) and make recommendations to the full Governing Body

12. To consult and work in partnership with the Headteacher, staff, parents, the community and relevant bodies, as appropriate, in order to maintain an oversight in, and review of, the above
13. To contribute towards the School Improvement Plan
14. To review the information and data about school performance
15. To advise the Governing Body on the use of the school premises both during and outside schools hours.
16. To encourage shared use of resources and facilities by both the school and the Children's Centre
17. To provide information, with the assistance of staff, to the full Governing Body about how the services provided are delivered, evaluated and researched

Meetings and Quorum

The Committee will normally meet at once per term and may delegate various functions to panels which will meet as and when required, reporting back to the Committee each term. The Quorum shall be three, two of whom must be governors and one the Headteacher (or their nominee from the Leadership Team). For matters concerning the Headteacher (or their nominee from the Leadership Team), where they are excluded from the meeting the Quorum shall be two governors.

Membership

Membership shall consist of not less than 3 governors plus the Headteacher (or their nominee from the Leadership Team). The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

Any individual employed to work at the school may be a member, either as a governor or as a co-opted member.

Reviewed and approved by the Governing Body – February 2015

School Council

The School Council has been created to involve pupils in decision-making. The School Council is made up of a representative and a vice-representative from each class. These children put themselves forward for nomination and are then voted for by classmates.

Meetings are usually held two to three times a month.

The school council nominates a chairperson to organise the meetings. Children bring either ideas or issues, usually suggested by their classmates, and these are discussed as to how they may be implemented or resolved as a Council. The aims of the School Council are to enable pupils to take responsibility and care for both their school environment and school community.

The Headteacher will report on its considerations to the Governing Body and a specific governor will be nominated to act as a direct link for the School Council to communicate with.

Wybourn Community Primary School & Children's Centre
Manor Oaks Road
Sheffield
S2 5ED



Instrument of Government

1. The name of the school is Wybourn Community Primary School & Children's Centre
2. The school is a Community school.
3. The name of the governing body is "The governing body of Wybourn Community Primary School & Children's Centre".
4. The governing body shall consist of 12:
 - a. Three parent Governors
 - b. One LA Governor
 - c. One staff Governor
 - d. One headteacher
 - e. Up to 6 co-opted Governors
5. Associate members may be appointed from time to time to support the work of the governing body but will not have a vote in governing body decisions.
6. Total number of Governors 12
7. The term of office of all Governors is four years
8. This instrument of government comes into effect on 1 January 2015.
9. This instrument was made by order of Sheffield City Council on 1 January 2015

[A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor.)

Code of Conduct for the Wybourn Community Primary Governing Body

This code sets out the expectations on and commitment required from governors in order for the Governing Body to properly carry out its work within the school and the community. It can be amended to include specific reference to the aims and ethos of the particular school.

The Purpose of the Governing Body

The Governing Body is the school's accountable body. It is responsible for the conduct of the school and for promoting high standards. The Governing Body aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

The Governing Body:

- a) Sets the strategic direction of the school by:
 - Setting the values, aims and objectives for the school
 - Agreeing the policy framework for achieving those aims and objectives
 - Setting statutory targets
 - Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure
- b) Challenges and supports the school by monitoring, reviewing and evaluating:
 - The implementation and effectiveness of the policy framework
 - Progress towards targets
 - The implementation and effectiveness of the school improvement strategy
 - The budget and the staffing structure
- c) Ensures accountability by:
 - responding to Ofsted reports when necessary
 - holding the headteacher to account for the performance of the school
 - ensuring parents and pupils are involved, consulted and informed as appropriate
 - making available information to the community
- d) Appoints and performance manages the Headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the Governing Body.

For governing bodies to carry out their role effectively, governors must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;

- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

The role of a governor

In law the Governing Body is a corporate body, which means:

- no governor can act on her/his own without proper authority from the full Governing Body;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, Local Authority Community/Co-opted), the overriding concern of all governors has to be the welfare of the school as a whole.

General

- We are aware of and accept the Nolan seven principles of public life (appended).
- We understand the purpose of the Governing Body and the role of the Headteacher as set out above.
- We recognise that the Headteacher is responsible for the implementation of policy, day to-day management of the school and the delivery of the curriculum.
- We have no legal authority to act individually, except when the Governing Body has given us delegated authority to do so.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and shall be seen to be doing so
- We will consider carefully how our decisions may affect other schools.

Commitment

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend meetings and, where we cannot attend, explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will consider seriously our individual and collective needs for training and development and undertake relevant training.
- We are committed to actively supporting and challenging the headteacher.

Relationships

- We will strive to work as a team, expressing views openly, courteously and respectfully in all our communications with other governors.
- We will support the chair in his/her role of ensuring appropriate conduct both at meetings and at all times.
- We will seek to develop effective working relationships with the head, staff and parents, the Local Authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when required or asked to do so by the Governing Body, especially regarding matters concerning individual staff or students, both inside and outside school.
- We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the Governing Body.
- We will make use of e-communication and social networking sites as agreed by the Governing Body and will ensure that our individual use of electronic media is responsible, supports the ethos of the school and may not bring the school or the Governing Body into disrepute.

Conflicts of interest

- We will declare and record any pecuniary or other business interest that we have in connection with the Governing Body's business in the Register of Pecuniary Interests.
- We will declare any pecuniary interest – or a personal interest which could be deemed as a conflict of interest – in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

Conduct

- We will accept collective responsibility for all decisions made by the Governing Body. This means that we will not speak against majority decisions outside the Governing Body meeting.
- We will only speak or act on behalf of the Governing Body when we have been specifically authorised to do so.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
- Our visits to school will be undertaken within the framework established by the Governing Body and agreed with the Headteacher.
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.
- We will, upon ceasing to be a governor, continue to work to the principles in this Code of Conduct, particularly those relating to confidentiality.

Breaches of this Code of Conduct

- If we believe this code has been breached we will raise this issue with the Chair of the Governing Body who will investigate further.
- A breach of the code may lead to the suspension or removal of a governor if it has not been possible to resolve any difficulties or disputes in more constructive ways.

Undertaking:

As a member of the Governing Body I will always have the well-being of the children and the reputation of the school at heart; I will do all I can to be an ambassador for the school, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the school, the Governing Body, the Headteacher or staff.

Signed

Printed name

Date:

The Seven Principles of Public Life

(originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

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

Leadership

Holders of public office should promote and support these principles by leadership and example.