

Ambleside Centre - Governance Policy

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1.1 Policy statement

The Governing Body of The Ambleside Centre acknowledges its responsibility to support and challenge the Centre in all its activities.

Its key aims are:

- To provide a strategic view for the Centre
- To act as a critical friend
- To ensure accountability

1.2 Working arrangements

The governing body is constituted according to the Instrument of Governance displayed at the Centre.

The governing body fulfils the roles and responsibilities detailed in Section 21 of the Education Act (2002)

Tasks may be carried out by the governing body or delegated to committees or to the Head Teacher. See Roles and Responsibilities table Appendix A. Policies detailed in the Policies Annual Plan will be delegated to the appropriate committees for review, revision and agreement.

Each committee will have Terms of Reference agreed by the full governing body.

Changes to committees or areas of delegation are agreed by majority vote at a full governing body meeting.

The governing body will meet at least once per term. Frequency of committee meetings will be stated in their terms of reference.

All meetings and committee meetings are minuted. The minutes of all meetings (excepting any details of a personal nature) are made available to parents and staff of the Centre.

All governors are required to have a DBS check carried out.

1.3 New governor induction

The governing body are aware of the importance of training new and established governors to enable them to fulfil their role. To facilitate this an induction procedure is in place. See Appendix B

Established governors are strongly encouraged to continue to attend training, as appropriate.

1.4 Governor visits

Governor visits are necessary to monitor the activities in the Centre and the Centre's ethos encourages involvement from the community, however consideration must be taken of the disruption caused by such visits.

Visits will be organised by the appropriate committees.

The Chair of the committee will consult with the Head Teacher at least one week in advance of a formal visit.

1.5 Reimbursement of expenses

Any items purchased directly for the Centre will be reimbursed if they have been authorised.

1.6 Use of childcare facilities

Governors may use childcare facilities to cover meetings during opening hours or governor training, only if their child already attends and there is space available in either Meadows or Pastures as appropriate. Bookings cannot be made more than two weeks in advance and no charge will be made under these circumstances.

APPENDIX A
Statutory Roles and Responsibilities of the Ambleside Centre Governing Body

- Shaded columns indicate that the function cannot be legally be delegated to the Headteacher
- Functions allocated solely to the FGB cannot be delegated to a committee (except the statutory committees, ie, Pupil Discipline, Staff Dismissal and Staff Dismissal Appeal)

			Responsibility				
Key function	**No.**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
School	1	To approve the first formal budget plan each financial year		✓	✓		
Budgets	2	To monitor expenditure.			✓		
	3	Miscellaneous financial decisions (eg write offs)	✓		✓		
	4	To enter into contracts (above set financial limit)			✓		
	5	To enter into contracts (below set financial limit)	✓				
	6	To make payments	✓				
Staffing	7	Head teacher appointments (selection panel)		✓			
	8	Deputy appointments (selection panel)		✓			
	9	Appoint other teachers (selection panel)	✓		✓		
	10	Appoint non teaching staff (selection panel)	✓		✓		
	11	Pay discretions			✓		

			Responsibility				
Key function	**No**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
	12	Establishing disciplinary/capability procedures		✓			
	13	Dismissal of headteacher (GB must act through Dismissal Committee)		✓			
	14	Dismissal of other staff (GB must act through Dismissal Committee but normally delegated to head)	✓	✓			
	15	Suspending head		✓			
	16	Suspending staff (except head)	✓				
	17	Ending suspension (head)		✓			
	18	Ending suspension (except head)		✓			
	19	Determining staff complement	✓				
	20	Determining dismissal payments/ early retirement			✓		
	21	To agree Pay Policy	✓		✓		
	22	To agree all staff recruitment policy/procedure	✓		✓		
Curriculum	23	Ensure the EYFS taught to all pupils and to consider any disapplication for pupil(s)	✓				✓
	24	To draft curriculum policy	✓				✓

			Responsibility				
Key function	**No.**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
	25	To implement curriculum policy	✓				
	26	Responsible for standards of teaching	✓				
	27	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)	✓				
	28	Responsibility for individual child's education	✓				
	29	To prohibit political indoctrination and ensuring the balanced treatment of political issues	✓				
	30	To draw up a charging and remissions policy for additional activities as appropriate			✓		
Performance Management	31	To establish a performance management policy			✓		
	32	To implement the performance management policy	✓		✓		
	33	To carry out Head's performance management		Appointed review panel			
	34	To review annually the performance management policy			✓		
Exclusions	35	To decide a group harmony policy		✓			✓
	36	To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently	✓				

			Responsibility				
Key function	**No.**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
	37	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 5 days in total in a term or would lose the opportunity to sit a public examination. NB the GB must act through their pupil discipline committee		✓			
	38	To direct reinstatement of excluded pupils		✓			
Admissions	39	To consult annually before setting an admissions policy (but in community and controlled schools only where the LEA has delegated this power to the governing body)		✓			
	40	Admissions: application decisions (but in community and controlled schools only where the LEA has delegated this power to the governing body)		✓			
	41	To appeal against LEA directions to admit pupil(s) (community schools where LEA is the admissions authority)		✓			
Premises	42	Buildings insurance - GB to seek advice from LEA, diocese or trustees where appropriate			✓		
	43	Strategy (including budgeting for repairs etc.) and Asset Management Plans	✓		✓		
	44	To ensure health and safety issues are met	✓			✓	
	45	To set a charging and remissions policy			✓		

			Responsibility				
Key function	**No.**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
School Organisation	46	To draw up instrument of government and any amendments thereafter		✓			
	47	To publish proposals to change category of school		✓			
	48	To draft a school Action Plan following Ofsted inspection and distribute copies to parents		✓			
Information for parents	49	To provide information to be published by governing bodies (in so far as approval of the school prospectus)		✓			
GB procedures	50	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body		✓			
	51	To hold a governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require		✓			
	52	To appoint and remove co-opted, including temporary additional governors.		✓			
	53	To set up a Register of Governors' Business Interests		✓			
	54	To approve and set up an Expenses Scheme			✓		
	55	To agree school Financial Value Standards		✓			

			Responsibility				
Key function	**No.**	**Tasks**	**Head**	**FGB**	**Finance & Staffing**	**Health & Safety**	**Curriculum & Inclusion**
	56	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools		✓			✓
	57	To consider whether or not to exercise delegation of functions to individuals or committees		✓			
	58	To regulate the GB procedures (where not set out in law)		✓			

APPENDIX B

Induction Procedure

New governors will:

- **Receive an Induction Pack**
- **Be welcomed to the governing body by the Chair**
- **Have the opportunity to tour the Centre**
- **Have an informal briefing on the Centre from the Chair and/or Head Teacher.**
- **Have the opportunity to attend a meeting of all the committees to decide which one/s best suit their skills/interests.**
- **Have a chat with an available governor before their first governing body meeting.**
- **Attend the WBC New Governor's Induction Course.**
- **Attend/complete electronically, a Safeguarding training course**
- **Be subject to a DBS check**
- **Have a brief induction with the Admin and Finance Leader**

WBC Governor Services will also provide

- The WBC Governor's Handbook (information and training)
- A date for WBC new governor's induction training

New governors are also recommended to read:

- The Centre Development Plan
- The latest Ofsted report and action plan
- Ambleside Centre's website www.ambleside.wokingham.sch.uk

Further information can be obtained from:

- Governor net link to archive www.governornet.co.uk
- National governors association www.nga.org