

QUEEN ELIZABETH'S HIGH SCHOOL GAINSBOROUGH

SCHOOL GOVERNANCE

DOCUMENT INCLUDES

GOVERNING BODY REMIT

COMMITTEE STRUCTURE

COMMITTEE TERMS OF REFERENCE

SCHEMES OF DELEGATION

Date Adopted: 8th May 2007

Reviewed: October 2019

Changes Log

December 2007	Delete the requirement for the Resources, Standards and Welfare committees to include either the Chair or Vice Chair of Governors
September 2008	General TOR review Review of appendices
December 2008	New TOR for the Specialist Status Committee Review of appendices
September 2009	General TOR review Review of appendices
September 2010	General TOR review (inc. frequency of meetings) Review of appendices
September 2011	Demise of the Specialist Status Committee General TOR review Review of appendices Review of QEHS Code of Practice for Governors
September 2012	Creation of the Major Capital Build Committee General TOR review Review of appendices
September 2013	General TOR review Review of appendices
September 2014	General TOR review Review of appendices
February 2015	Adoption of new Instrument of Government
September 2015	General TOR review Review of appendices
September 2016	General TOR review Review of appendices
December 2017	General TOR review Review of appendices
October 2018	General TOR review Review of appendices Review and changes to Admissions Committee Demise of Major Capital Build Committee
October 2019	General TOR review

THE ROLE OF THE GOVERNING BODY AND ITS COMMITTEES

The following are useful documents published by the Department for Education detailing the roles and responsibilities of governors. It is advised that Governors familiarise themselves with these. They can be viewed/downloaded at www.gov.uk/government/publications

- Governance handbook – For academies, multi-academy trusts and maintained schools (March 2019)
- The constitution of governing bodies of maintained schools – Statutory guidance for governing bodies of maintained schools and local authorities in England (August 2017)
- A Competency Framework for Governance – The knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts (January 2017)

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

This Governing Body and its committees will:

- Act with integrity, objectivity and honesty in the best interests of the school
- Be open about their decisions and actions

The Governing Body and its Committees will act strategically by:

- Setting the aims and objectives for the school
- Setting policies for achieving those aims and objectives
- Setting targets by which progress towards the aims and objectives can be measured
- Reviewing and monitoring progress in achieving the aims, objectives and targets

In all of the above, the Governing Body and its committees will act in accordance with the relevant legislation, and will consider any advice given by the Headteacher and the Leadership Team.

The Governing Body and its committees will act as a 'critical friend' offering an external perspective to the Headteacher and the school: monitoring its work, offering support and advice, an external opinion, asking challenging questions and offering constructive criticism when appropriate.

In addition to discharging their responsibilities as Governors by attending the Full Governing Body and Committee Meetings, individual Governors will be linked to the strategic priorities of the School Improvement Plan (SIP). There is an expectation on Governors to liaise with those staff members leading those SIP priorities, visiting school to understand how those priorities are being implemented and actively engaging in discussions about those priorities when they are reported on in Committees. Governor visits may also be linked to policy development and implementation where appropriate.

The Governing Body's relationship with Headteacher

The Headteacher is a member of the governing body by virtue of their office. The Headteacher may at any time resign as a governor, and withdraw their resignation, in both cases by notifying the clerk in writing. At QEHS the Headteacher is a member of all the committees as specified in this document. However, he/she may choose not to attend all meetings. Where the Headteacher is not a member of the committee, he/she is entitled to attend committee meetings unless the regulations state otherwise. However, the Headteacher is only entitled to vote if he/she is a member of that committee.

The Headteacher is responsible for the internal organisation, management and control within school. It is their job to implement the strategic framework established by the Governing Body. The Governing Body should work to support and strengthen the leadership of the Headteacher and hold them to account for the running of the school. The Governing Body should play a strategic role and avoid routine involvement in operational matters.

The Headteacher will be supported in the day-to-day management of the school by the Leadership Team. A member of the Leadership Team will take the role of Lead Professional member in each Governor committee. He/she attends as a support professional and is expected to engage fully with the meeting, albeit without voting rights.

Incorporated in the role of the Headteacher and Lead Professionals in advising the Governing Body are:

- Formulating aims and objectives for the school, for adoption, modification or rejection by the Governing Body
- Formulating policies and targets for the Governing Body to consider adopting
- Reporting to the Governing Body on progress
- Developing the School Improvement Plan for discussion and sign off by the Governing Body

Delegation of the Governing Body's Functions

The full Governing Body has taken decisions about delegation, and that delegation has been considered in the light of:

- The requirement for the Governing Body to fulfil a largely strategic function within the school
- The responsibility of the Headteacher and Leadership Team for the internal organisation, management and control of the school
- The requirement for the Headteacher to comply with any legal and reasonable direction of the Governing Body in carrying out a function delegated by the Governing Body

THE GOVERNING BODY - COMMITTEE STRUCTURE

Committee Organisation

The individual committees are responsible for the functions that have been delegated to them by the full Governing Body. They operate under their own terms of reference and in compliance with existing legislation, including the relevant Education Acts.

Governors will review the establishment, terms of reference, constitution and membership of committees at least once a year, normally at the first ordinary meeting of each committee at the start of the school year.

Each committee must have a chair, who will be elected by members of that committee, to serve for a term of one year. The Clerk to the committee will normally conduct the election. The full Governing Body retains the right to remove a Committee Chair at a full Governor's meeting.

All Governing Body committee meetings must be clerked. The Clerk, in consultation with the Committee Chair and other Steering Committee members (the Headteacher and other Committee Chairs), will agree the agenda for each committee meeting. Where necessary, the Headteacher will liaise with the appropriate school professionals. The Clerk will normally issue the meeting agenda at least seven days in advance of each meeting.

Governors with a vested interest in any item discussed should declare their interest, withdraw from the meeting and not take part in any voting.

Decisions will be determined by a majority of the full Governing Body members present (including Head Boy and Head Girl) and voting. In the event of a tied vote, the Committee Chair will have a second and casting vote.

The un-adopted minutes of all committee and full board meetings will be circulated by the Clerk to all governors as soon as possible after the meeting. Confidential matters relating to individual staff, pay or pupils, will be printed on pink paper and will not be circulated outside of the relevant committee. Each Committee Chair will respond to any queries arising from the committee minutes as a matter of regular practice, at the next normal meeting of the full Governing Body.

The un-adopted minutes of each meeting will be discussed, amended if necessary, and adopted/signed by the Committee Chair at the next meeting of the relevant committee.

The agenda, discussion papers and minutes of each committee should be available for inspection by any interested person within a reasonable time. Non-confidential minutes will be made available to staff at the school and the School Council. The Committee Chair or Clerk may withhold from inspection any discussion papers relating to named persons which they deem to be confidential.

Chair of Governors

The Chair of Governors may attend meetings of any committees detailed in this document. However, he/she will only attend as a non-voting member unless he/she is a properly constituted member of that committee.

Associate Members

The Governing Body may from time to time invite those with a specific interest or area of expertise to attend a particular meeting.

Consideration will also be given to inviting stakeholder representatives to becoming Associate Members. These Associate Members will be appointed by the full Governing Body who will determine the level of authority appropriate. Associate Members may be considered from the community, students or other partner organisations.

GENERAL RESPONSIBILITIES OF ALL COMMITTEES

- **To act strategically**, in accordance with the School Procedures Regulations
- **To establish** a list of policies coming within the area of responsibility of the committee and plan accordingly
To review the effectiveness of the committee and recommend variations to the terms of reference
- **To follow** the QEHS Code of Practice for governors (see Appendix C)

All Governors are also required to act in accordance with the Nolan Principles for conduct in Public Office as shown below:

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 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.

INDIVIDUAL RESPONSIBILITIES

Chair's responsibilities:	Clerk's responsibilities:
To liaise with the Clerk and Headteacher to agree the agenda	To liaise with the Committee Chairs and the Headteacher to agree the agenda
To chair meetings	To arrange meetings & notify members
	To note decisions/options
	To provide written report/minutes

STAFF DISCIPLINE COMMITTEE TERMS OF REFERENCE

Any three eligible Governors who are available to meet within the required timescales. The Headteacher and Governors employed to work in the school are not eligible to be a member.

The committee will carry out the function laid down in the School Standards and Framework Act and the School Procedures Regulations. The committee will act in accordance with the procedures agreed by the full Governing Body and undertake any procedure/hearing which may result in an employee who works at the school having his/her contract of employment with the Governing Body terminated, not renewed or be in receipt some other sanction in accordance with the disciplinary procedure.

Quorum: 3 voting members of the Committee

Frequency of meetings: as and when required

STAFF DISCIPLINE APPEAL COMMITTEE TERMS OF REFERENCE

Any three eligible Governors who are available to meet within the required timescales. The Headteacher and Governors employed to work in the school are not eligible to be a member. These Governors must not have sat on the originating Staff Discipline Committee.

The committee will carry out the function laid down in the School Standards and Framework Act and the School Procedures Regulations. The committee will act in accordance with the procedures agreed by the full Governing Body and undertake any procedure/hearing relating to an appeal made against a decision taken by the Staff Discipline Committee.

Quorum: 3 voting members of the Committee

Frequency of meetings: as and when required

SCHEME OF DELEGATION

The Governing Body delegates its authority in respect of the Disciplinary Process to the Headteacher, in consultation with the Chair of Governors, in all cases except where the end result of this stage of the Disciplinary Process may be the dismissal of the member of staff concerned. In a dismissal situation, a meeting of the Staff Discipline Committee must be convened by the Clerk to this committee.

The Governing Body delegates the decision to suspend staff in the circumstances which may be considered to be 'Gross Misconduct', or where a fair investigation may be prejudiced by their continued presence at work, to the Headteacher in consultation with the Chair of Governors. The removal of a suspension and re-instatement of a member of staff can only be undertaken in accordance with the school's Employee Discipline Policy.

Where action is taken, the Headteacher must inform the Local Authority as soon as practically possible.

**PUPIL DISCIPLINE COMMITTEE
TERMS OF REFERENCE**

Any three Governors from the list detailed in Appendix A, who are available to meet within the required timescales. The Headteacher is not eligible to be a member.

The committee will carry out the function laid down in the School Standards and Framework Act, the School Procedure Regulations and the national guidance on exclusions. The committee will act in accordance with the procedures agreed by the full Governing Body and undertake the functions of the full Governing Body in relation to pupil discipline and excluded pupils.

The Welfare Committee will review the trend statistics of all school exclusions. Where considered necessary, exclusion reports may include the pupil's name, the length of the exclusion, the reason for the exclusion, the pupil's age, gender and ethnicity, whether the pupil is being or has been assessed for a statement of SEN, whether the pupil is on *School Action/School Action Plus* and whether the pupil is in Local Authority care.

Quorum: 3 voting members of the Committee

Frequency of meetings: as and when required

**PUPIL DISCIPLINE APPEAL COMMITTEE
TERMS OF REFERENCE**

Any three Governors from the list detailed in Appendix A, who are available to meet within the required timescales. The Headteacher is not eligible to be a member. Those Governors who served on the originating committee are not eligible to serve on this committee.

The committee will carry out the function laid down in the School Standards and Framework Act and the School Procedure Regulations. The committee will act in accordance with the procedures agreed by the full Governing Body and undertake the functions of the Governing Body in relation to pupil discipline appeals (but not appeals against permanent exclusions), where the original decision was taken by the Pupil Discipline Committee.

Quorum: 3 voting members of the Committee

Frequency of meetings: as and when required

STEERING COMMITTEE TERMS OF REFERENCE

The membership of this committee is the Chair of Governors, the Vice-Chair of Governors, the Chairs of the Resources, Standards and Welfare Committees and the Headteacher. Minimum committee membership is three governors.

These key governors fulfil a strategic and co-ordinating role and the terms of reference are detailed below.

General

- Oversee the drafting of school information (meeting legal requirements) and recommendations for its publication
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher

Governing Body

- To agree, by early autumn, the annual programme of work and calendar of meetings for the Governing Body and its committees, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the workings of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school (see Appendix D)
- To oversee arrangements for Governor involvement in formulating & monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project
- To undertake tasks delegated to them by the Governing Body

Headteacher's Pay and Performance Review

- Review the Headteacher's pay and performance
- An external adviser must also take part in the review process
- Appeals will be dealt with by a committee comprising three Governors who do not work at the school
- Those Governors who served on the originating committee are not eligible to serve on the Appeals Committee

Pay

- Review the salaries and any discretionary allowances of the school staff in line with the Appraisal Policy and the Whole School Pay Policy, observing all statutory and contractual obligations

Quorum: 3 voting members of the Committee

Frequency of meetings: One meeting per term. Refer to Appendix C for details of the agreed meeting dates. Further meetings may be called, with the agreement of the Chair, at any other time deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity.

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Reviewed September 2019

ADMISSIONS COMMITTEE TERMS OF REFERENCE

Membership

Membership will be at least three and no more than five governors to include the Headteacher. Members of staff may be asked to attend these meetings if the committee wishes to ask questions of that member of staff.

General

- To oversee the admissions process in all years
- To ensure the governors meet their statutory obligations as the Admissions Authority (AA) as laid out in The School Admissions Code December 2014

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

Policy

- To monitor and review the Admissions Policy annually and bring any suggested changes for ratification by FGB
- To arrange for appropriate consultations as required by the Code for any changes to the Policy

11+

- To monitor and scrutinise the 11+ procedures of the school

Year 7

- To monitor and scrutinise the procedure for admitting Year 7 students into the school, including any appeals from parents
- To monitor and scrutinise the induction of Year 7 students by the school

Year 12

- To monitor and scrutinise the procedure for admitting Year 12 students into the school
- To organise and hold 'Governors' appeals' for the Sixth Form

In-Year admissions

- To receive reports and scrutinise the in-year movement of students leaving and entering the school not in Years 7 or 12

Quorum: 3 voting members of the Committee

Frequency of meetings: As and when required.

Reviewed October 2019

RESOURCES COMMITTEE TERMS OF REFERENCE

At least four and no more than eight Governors – to include the Headteacher and a member of the Leadership Team as Lead Professional. Additional non-Governors can be members, but must not out-number the governor members. None of these additional members can be given voting rights.

Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. These staff members will not have any voting rights. The Director of Finance and Site Manager will be expected to attend each meeting of the committee.

Quorum: 4 voting members of the Committee

Frequency of meetings: At least three times per academic year. Refer to Appendix B for details of the agreed meeting dates. Further meetings may be called, with the agreement of the Chair, at any other time deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity.

The committee, taking advice from the Headteacher and the Lead Professionals shall:

Finance

- Scrutinise and adopt the annual budget for income and expenditure in the forthcoming financial year, pending ratification within a month by the full Governing Body
- Ensure the budget reflects the schools' prioritised educational objectives
- Review expenditure against agreed limits, reporting significant potential variances to the full Governing Body
- Review the school's strategic financial position – the opportunities for income and savings, the priorities for spending etc.
- Monitor or make decisions regarding virements within the framework described below:
 - up to £9,999 – Approval of Headteacher
 - £10,000 to £19,999 – Headteacher to consult the Committee Chair
 - £20,000 and above – Approval of the Resources Committee
- Ensure that the school operates within the Financial Regulations of the County Council
- Recommend whether to delegate the Governing Body's responsibility to spend the delegated budget and any grants, including Standards Fund grants to the Headteacher and if so, to decide the amount to be delegated
- Monitor and audit compliance with approved financial procedures and consider action required as a result of internal/external audit report/s
- Action decisions on expenditure made by the full Governing Body, following recommendations to the full Governing Body by other governor committees
- Monitor the expenditure of the School Fund. The Headteacher's discretionary limit is £10,000
- Write, ratify and submit the Schools Financial Value Standard.

Premises

- Oversee the drafting of the Charging and Remissions Policy and use of school premises both during and outside the school day
- Review the school's provision of on-going maintenance, decoration and furnishing of school buildings within the constraints of the budget determined each year by the full Governing Body
- Review contracts arranged for property services and ensure quality standards are upheld
- Audit and review the use of premises, equipment and resources.
- Ensure that the premises, equipment and resources meet the requirements of the School Improvement Plan

**RESOURCES COMMITTEE
TERMS OF REFERENCE (continued)**

Premises (continued)

- Consider recommendations concerning capital works at the school, in line with the School Improvement Plan and the authority's Asset Management Plan priorities, liaising with interested parties, as appropriate and making prudent use of the school's devolved capital budget
- Oversee the drafting of the relevant section/s of the School Improvement Plan, including appropriate
- Monitor and evaluate progress towards targets in the School Improvement Plan
- Prioritise all Health and Safety recommendations

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Reviewed September 2019

STANDARDS COMMITTEE TERMS OF REFERENCE

At least four and no more than eight Governors – to include the Headteacher and a member of the Leadership Team as Lead Professional. Additional non-Governors can be members, but must not out-number the governor members. None of these additional members can be given voting rights.

Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. These staff members will not have any voting rights.

Quorum: 4 voting members of the Committee

Frequency of meetings: At least three times per academic year. Refer to Appendix B for details of the agreed meeting dates. Further meetings may be called, with the agreement of the Chair, at any other time deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity.

The committee, taking advice from the Headteacher and the Lead Professionals shall:

The Curriculum

- Consider targets for the achievement of pupils (e.g. KS4 and Post 16) and ensure that those targets are set and published in accordance with relevant regulations and guidance
- Ensure the Statutory Curriculum is taught to all pupils
- Monitor the implementation of the curriculum and test results
- Oversee the drafting of the relevant section/s of the School Improvement Plan, including appropriate amendments following an OFSTED inspection
- Monitor and evaluate progress towards targets in the School Improvement Plan
- Hear complaints related to any curriculum issue, in accordance with the Complaints Procedure adopted by the school
- Develop policies in line with e-learning and e-management
- Oversee extra curricular activities ranging from sporting activities to music and drama
- Ensure that arrangements for reporting to parents meet statutory requirements

Staffing

- Oversee the drafting of the school staffing structure and recommend its adoption to the full Governing Body
- Oversee the recruitment and selection of all teaching staff, including Leadership Team positions. The only exception is the position of Headteacher, where responsibility lies with the full Governing Body:
 - Arrangements for short listing and interviews will be made by school
 - If available, a governor not employed by the school will be invited onto the interview panel
 - Recruitment will be undertaken in accordance with the school's Personnel Procedures Manual and normal guidelines on safer recruitment
- For the appointment of Non-Teaching Staff, the Headteacher will simply report appointments to the Committee. If available, a governor not employed by the school will be invited onto the interview panel
- Ensure that every member of staff has a job description
- Monitor the training and development of staff and the Governing Body

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Reviewed October 2019

WELFARE COMMITTEE TERMS OF REFERENCE

At least four and no more than eight Governors – to include the Headteacher and a member of the Leadership Team as Lead Professional. Additional non-Governors can be members, but must not out-number the governor members. None of these additional members can be given voting rights.

Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. These staff members will not have any voting rights.

Quorum: 4 voting members of the Committee

Frequency of meetings: At least three times per academic year. Refer to Appendix B for details of the agreed meeting dates. Further meetings may be called, with the agreement of the Chair, at any other time deemed necessary.

The committee has been delegated the power to review policies, in accordance with the law, which are within its own area of activity.

The committee, taking advice from the Headteacher and the Lead Professionals shall:

Welfare

- Take primary responsibility for reviewing matters concerning staff welfare (except Pay which is the responsibility of the Steering Committee)
- Address issues with students, including the review of appropriate sanctions and trend statistics.
- Oversee the drafting of the relevant section/s of the School Improvement Plan, including appropriate amendments following an OFSTED inspection
- Monitor and evaluate progress towards targets in the School Improvement Plan
- Monitor the welfare of pupils with Education, Health and Care Plans (EHC) and students with learning difficulties
- Hear complaints about matters other than the curriculum, in accordance with the Complaints Procedure adopted by the school
- Oversee the drafting of the Home-School Agreement and recommendations for Governing Body approval
- Be responsible for all matters of student health and welfare
- Oversee home/school and community/business links
- Ensure that pupil attendance arrangements meet statutory requirements
- Ensure information, advice and guidance is provided for all students at key transition points
- Oversee and authorise the arrangements for field trips and school visits in line with school policy and legal requirements

Health and Safety

- Monitor the Health and Safety Policy, making recommendations to the Resources Committee as necessary
- Receive reports on health and safety/building condition issues and ensure appropriate responses
- Review the school's compliance with the Local Authority Health and Safety Handbook
- Communicate with other stakeholders to recognise that controlling health and safety risks is an essential part of everyone's daily life
- Ensure the Leadership Team has considered specific health and safety issues and that legal minimum standards for health and safety are being met
- Oversee the drafting of the relevant section/s of the School Improvement Plan, including appropriate amendments following an OFSTED inspection
- Monitor and evaluate progress towards targets in the School Improvement Plan
- Oversee site security arrangements and practice and review periodically. Monitor the performance by checking that:
 - Physical controls are in place and working
 - Agreed actions have been carried out
 - Procedures are working

The delegated powers of this Committee will be reviewed annually and the Governing Body will be asked to approve any changes.

Reviewed September 2019

**APPENDIX A
GOVERNORS' COMMITTEE MEMBERSHIP**

Officers of the Full Governing Body

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Dr J White	Chair of Governors	Co-opted Governor
Mrs S Jaehrig	Vice Chair of Governors	LA Governor

Steering Committee

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Mr D Allsop		Headteacher
Mrs S Jaehrig	Vice Chair	Chair of Welfare Committee
Mrs J Pilsworth		Chair of Standards Committee
Mr P Harrison		Chair of Resources Committee
Dr C Stanley		Chair of Admissions Committee
Dr J White	Chair	Chair of Governors

Admissions Committee

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Mr D Allsop		Headteacher
Dr J White		
Mrs E Farrar		
Mr J Field		
Mrs H Kilmore	Vice-Chair	
Dr C Stanley	Chair	
Advisor		
Miss L Radcliffe		Office and Admissions Manager

Resources Committee

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Mr D Allsop		Headteacher
Mr J Field		
Mr P Harrison	Chair	
Mrs J Hunt	Vice-Chair	
Dr J White		
Mr C Williamson		Site Manager
Advisers		
Mr N Allan		Leadership Team
Mr P Russell		Leadership Team
Mrs K Peaker		Director of Finance

APPENDIX A
GOVERNORS' COMMITTEE MEMBERSHIP (continued)

Standards Committee

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Mr D Allsop		Headteacher
Mrs E Farrar		
Mr D Curry		Head Boy
Mrs H Kilmore		
Mrs J Pilsworth	Chair	
Mr G Senescall		
Dr C Stanley	Vice Chair	
Dr J White		
Advisers		
Mrs R Haldenby		Leadership Team
Mr J Kingdom		Leadership Team
Ms M Muir		Leadership Team
Mr P Russell		Leadership Team
Mrs E Watson		Leadership Team

Welfare Committee

<i>Name</i>	<i>Position</i>	<i>Comments</i>
Mr D Allsop		Headteacher
Mrs H Bird	Vice Chair	
Mrs J Daubney		
Mrs D Hall		
Mrs P Holmes		
Mrs S Jaehrig	Chair	
Miss A Morris		Head Girl
Mr C Williamson		Site Manager
Advisers		
Mr N Allan		Leadership Team
Mrs D Brown		Leadership Team
Mrs E Watson		Leadership Team
Dr J White		

Appendix B

GOVERNORS' MEETINGS CYCLE 2019/20

Committee Meetings (Average Duration 2.0 hrs)

<i>Date</i>	<i>Body/Committee</i>	<i>Venue</i>
	<i>Term 1</i>	
Tuesday 10 th Sept	Steering	Mr Allsop's office
Tuesday 17 th Sept	Welfare	Room 30
Tuesday 24 th Sept	Resources	Room 30
Tuesday 1 st Oct	Standards	Room 30
Tuesday 8 th Oct	Admissions	Room 30
Wednesday 16 th Oct	Full Governing Body	Room 30
	<i>Term 2</i>	
Tuesday 5 th Nov	Steering	Mr Allsop's office
Tuesday 12 th Nov	Standards	Room 30
Tuesday 19 th Nov	Resources	Room 30
Tuesday 26 th Nov	Admissions	Mr Allsop's Office
Tuesday 3 rd Dec	LT Training for Govs	Room 30
Tuesday 10 th Dec	Full Governing Body	Room 30
	<i>Term 3</i>	
Tuesday 7 th Jan	Steering	Mr Allsop's office
Tuesday 14 th Jan	Standards	Room 30
Tuesday 21 st Jan	Welfare	Room 30
Tuesday 28 th Jan	Resources	Room 30
Thursday 30 th Jan	Admissions	Room 30
Tuesday 4 th Feb	LT Training for Govs	Room 30
Tuesday 11 th Feb	Full Governing Body	Room 30
	<i>Term 4</i>	
Tuesday 25 th Feb	Steering	Mr Allsop's office
Tuesday 3 rd March	Welfare	Room 30
Tuesday 10 th March	Resources	Room 30
Tuesday 17 th March	Standards	Room 30
Tuesday 24 th March	LT Training for Govs	Room 30
	<i>Term 5</i>	
Tuesday 21 st April	Steering	Mr Allsop's office
Tuesday 28 th April	Resources: budget setting	Room 30
Tuesday 5 th May	LT Training for Govs	Room 30
Tuesday 12 th May	Full Governing Body	Room 30
	<i>Term 6</i>	
Tuesday 9 th June	Steering	Mr Allsop's office
Tuesday 16 th June	Welfare	Room 30
Tuesday 23 rd June	Standards	Room 30
Tuesday 30 th June	Resources	Room 30
Tuesday 7 th July	Full Governing Body	Room 30
SUMMER	HOLIDAYS	
Tuesday 25 th August	Admissions: appeals	Room 30

APPENDIX C

EXPECTATIONS AND CONDUCT OF GOVERNORS AT QEHS

The following apply to all categories of governors at the school (parent, staff, local authority, co-opted and associate). It is expected that new and existing governors will be provided support from existing governors and/or through training to become equipped to deliver these responsibilities.

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to provide strategic leadership and accountability in schools. It is governors who hold the main responsibility for finance in schools and it is governors who work with the headteacher to make the tough decisions about balancing resources.

Responsibilities include:

- to carry out their statutory duties, such as safeguarding, and understand the boundaries of their role as governors
- to ensure that they and the school promote tolerance of, and respect for, people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain
- to ensure clarity of vision, ethos and strategic direction, including long-term planning (for example, succession)
- to contribute to the school's school improvement plan and self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact of their own work
- to understand and take sufficient account of pupil data, particularly their understanding and use of the school data dashboard
- to take an active role in the design and monitoring of the School Improvement Plan
- to be aware of the impact of teaching on learning and progress in different subjects and year groups
- to provide challenge and hold the head teacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and behaviour and safety, including by using the data dashboard, other progress data, examination outcomes and test results
- to ensure the use the pupil premium and other resources to overcome barriers to learning
- to ensure solvency and probity and that the financial resources made available to the school are managed effectively
- to provide support mechanisms for an effective headteacher
- to monitor performance management systems and understand how the school makes decisions about teachers' salary progression , including the performance management of the headteacher, to improve teaching, leadership and management
- to be transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

APPENDIX D
CODE OF PRACTICE FOR GOVERNORS' VISITS TO SCHOOL

Purpose

The purpose of governors making focused visits to school is so that they can build an effective working relationship with staff and have a better understanding of the context in which they work. Governors will observe policies and plans being implemented on a day-to-day basis. Their findings should help the full governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the School Improvement Plan. This process will enable the governing body to recognise and celebrate the efforts and successes of pupils and staff and identify further areas for development.

Visits are *not* about making judgments on the quality of teaching – this is the responsibility of the headteacher. Nor are they about checking on the progress of individuals or pursuing personal agendas.

Roles and responsibilities of the Headteacher, staff and governors

There is an expectation on Governors to liaise with those staff members leading School Improvement Plan priorities, visiting school to understand how those priorities are being implemented and actively engaging in discussions about those priorities when they are reported on in Committees. Governor visits may also be linked to policy development and implementation where appropriate. Governors will agree which SIP priority they will be linked to at the first Committee meeting of the year and they should email the relevant lead staff member(s) as an initial contact.

When organising and conducting a visit, governors will be courteous and considerate at all times, respecting the professional roles of the staff. Governors and staff will agree a mutually convenient time for the visit that may fit with the milestones laid down in the School Improvement Plan or the policy development cycle. This may involve meeting with groups of students, participating in Parental Focus Groups, discussions at relevant members of staff or training sessions.

At the end of each visit, governors should be clear they have an understanding of any issues around the SIP priority or policy and take the opportunity to clarify these with the lead member of staff. Governors are advised to compile a report of their visit such that they will be able to contribute to the discussion on these priorities at FGB.

Reviewed October 2019