



Farmor's School  

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AN ACADEMY

**FARMOR'S SCHOOL**

**SCHEME OF DELEGATION**

**December 2021**

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## Governance structure and lines of accountability

### Legal status

Farmor's School is an academy trust. It is a charitable company limited by guarantee and therefore has members and directors, who are also trustees, and who are also referred to as governors.

### The role of the members

The Articles of Association describe how members are recruited and replaced, and how many governors the members can appoint to the Board. There will always be a minimum of 3 members appointed.

The members appoint governors to ensure that the academy trust's charitable object is carried out and so must be able to remove governors if they fail to fulfil this responsibility. Accordingly, the Board submits an annual report on the performance of the academy trust to the Members. Members are also responsible for approving any amendments proposed to be made to the academy trust's Articles of Association.

Members' business is conducted at Members' meetings, or by written resolution. Typically, the Members will only meet once a year at the Annual General Meeting (AGM).

### The role of the governors

Each governor is both a director and a trustee, and so the governors have duties and responsibilities both as directors under company law and trustees under charity law. The Articles of Association specify the composition of the Board of Governors and how governors are appointed or elected and replaced.

The governors are responsible for the general control and management of the administration of the school and, in accordance with the provisions set out in the Articles of Association and its funding agreement, are legally responsible and accountable for all statutory functions and for the overall performance of the school. The three core functions of governance are:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the executive to account for the educational performance of the school and its students, and the efficient performance management of staff.
3. Overseeing the financial performance of the school and making sure its money is well spent.

The Board of Governors has power to delegate any of its powers or functions and delegates responsibility for the day to day running of the school to the Headteacher. The Board holds the Headteacher to account for the performance of the school. The Headteacher in turn holds other members of the senior leadership team to account by line managing them. While the Board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher reports to the board on the performance of the school, although this is supplemented by the monitoring of governor committees and individual governors with specified delegated responsibilities.

The Headteacher is performance managed by the Board of Governors.

Subject to compliance with the Articles of Association, the Board of Governors has the right to review and adapt its governance structure at any time which includes amending this scheme of delegation.

### The role of governor committees

The Board has established committees to carry out some of its governance functions and these functions may include making decisions. Any decisions made will be deemed decisions of the whole Board of Governors. All committee deliberations and decisions are reported back to the full Board of Governors

The Board currently has six committees as follows.

- **Finance, Resources and Business Development Committee (FR&BD)** responsible for monitoring, evaluating and reviewing policy and performance in relation to financial management, compliance with reporting and regulatory requirements This Committee approves the annual budget for submission to the Education and Skills Funding Agency and performs the role of an audit committee. It has responsibility for the review of business development activity and monitoring the use of school resources including the school premises.
- **Curriculum and Quality of Teaching Committee (C&QT)** – responsible for monitoring and evaluating the school’s policy and practice in relation to the the school curriculum and the quality of teaching and learning.
- **Student Welfare Committee (SW)** – responsible for monitoring, evaluating and reviewing policy, practice and performance in relation to all pastoral issues including safeguarding.
- **Staffing and Staff Welfare Committee (S&SW)** – responsible for monitoring, evaluating and reviewing school policy and practice in relation to all personnel and staffing issues.
- **Chairs’ Committee** – consisting of the chair and vice chair of the Board and the chairs of the main four committees (FR&BD, C&QofT, SW and S&SW), this committee monitors compliance of the Governing Board with current legislation and statutory guidance including the risk register and scheme of delegation, as well as considering strategic planning.
- **Staff Pay Committee** – responsible for reviewing and ratifying proposals for staff pay progression.

**Policies** – With the exception of policies which are required to be approved by the Full Governing Board, policy groups with no fewer than three governors are convened by the Policy Governor to review policies for approval. The Policy Governor is appointed by the Board to exercise this role.

**Working Groups** - In addition to the above, the Board occasionally establishes temporary Working Groups to research or carry out specific tasks.

# GOVERNING BOARD STANDING ORDERS

These Standing Orders Apply to all Governing Board & Committee Meetings unless Stated Otherwise

## 1. Structure of the Governing Board.

The structure of the Governing Board specified in the Articles of Association is as follows::

- up to 8 Trustees who are appointed by Members;
- up to 2 Trustees who are appointed by the Farmor's Endowed Foundation ;
- a minimum of 2 Parent Trustees who are elected by parents of registered pupils at the Academy or, if the number of parents standing for election falls short of the number of vacancies, qualified persons who are appointed by the Board in accordance with the Articles of Association ;
- up to 2 staff Trustees who are appointed through such process as the Members determine; and
  - the Headteacher who is treated for all purposes as being an *ex officio* Trustee so long as he or she so wishes.

## 2. Election and tenure of Governors.

- The process for the appointment of staff Trustees which has been determined by the Members is election by the staff and ratification by the Members.
- The Clerk to the Governors is the designated returning officer for the election of parent and staff governors; the elections will be held in accordance with the Articles of Association and guidelines issued by the Department for Education.
- The term of office for all governors, except the Headteacher, will be four years from the date of notification of their appointment. Governors may stand for re-appointment, if eligible.
- Staff governors cease to be governors when they leave the school.
- Parent governors can continue until the end of their term of office if their child has left the school, but may not stand for re-election.
- The Headteacher is a permanent member of the governing board whilst in post and for so long as he or she so wishes

## 3. Co-opted Governors.

A co-opted governor is a governor elected as such by vote by the full governing board. The governors may appoint a maximum of four co-opted governors.

Co-opted governors cannot vote on the election of other co-opted governors. Other than this, they have the same voting rights as any other member of the governing board.

**4. Disclosure and Barring Service (DBS).**

Governors may be required to carry out regulated activity in relation to children; for example, . unsupervised one to one mentoring of a pupil). Therefore, all governors must have successfully acquired a fully enhanced Disclosure and Barring Service Clearance Certificate through Farmor's School and have presented their certificate to the Company Secretary before they can begin their term of office.

**5. Election of Chair and Vice Chair.**

Any person employed by Farmor's School or paid for undertaking work in Farmor's School is not eligible for election as Chair or Vice Chair. The Chair and Vice Chair shall be elected at the first meeting of each academic year, immediately after the adoption of the standing orders. At this point the current Chair will then stand down. The new Chair is elected by a simple majority of members. The Clerk to Governors will take the chair for the purpose of holding the election.

Governors may nominate themselves or others in writing to reach the Clerk to the Governors at least two working days before the Meeting, except that nominations may be made at the Meeting if there are no prior nominations. At the meeting the nominees must be seconded. If there is more than one candidate a secret ballot is to be held. If there is a tie another ballot shall be held immediately. If there is still a tie those present shall decide on how to proceed with the Clerk to Governors still acting as Chair.

**6. Governing Board Meetings.**

All governors are expected to attend meetings of the Full Governing Board. Apologies should be sent to the Clerk to the Governors, in advance of the meeting, if a governor is unable to attend the meeting.

The Clerk to the Governors and the Company Secretary will also be in attendance at meetings of the full governing board.

**7. Non-attendance at Meetings.**

Governors who fail to attend Full Governing Board meetings for a continuous period of 6 months shall be liable to be removed from membership of the Governing Board. Removal can only be made by a vote of the Governing Board as per paragraphs 9b and 11 of these Standing Orders.

**8. Suspension, Resignation and Removal of Governors.**

Please refer to Articles 66 to 67E of the Articles of Association.

**9. Quorum for Governing Board Meeting.**

The quorum for a Governing Board meeting and any vote on any matter at the meeting is three Trustees or, if the total membership is greater than three, one third (rounded up to the nearest whole number) of the number of the complete membership of the Governing Board (at the day of the Meeting) who are present and entitled to vote except that it shall be two thirds (rounded up to a whole number) of the persons who are at the time present at the meeting and entitled to vote on the these matters; for a vote on any of the following:

- a. To appoint a parent governor if not enough parents stand for election to fill the number of vacancies.
- b. Any vote on the removal of a governor.
- c. A vote on the removal from office of the Chair of Governors or the Vice-Chair of Governors

A resolution to remove the Chair of Governors or the Vice-Chair of Governors shall only be effective if confirmed in accordance with Articles 91 and 92 of the Articles of Association

**10. Quorum for Committee Meetings.**

The quorum for each committee is stated in that committee's Terms of Reference.

**11. Voting.**

Only governors may vote at a meeting of the Full Governing Board. If there is an equal number of votes, the Chair of the Meeting has a second (casting) vote.

**12. Frequency and Time of Full Governing Board Meetings.**

Meeting frequency for The Governing Board is as follows:

- a. There will normally be four Full Governing Board meetings each year. Additional meetings may be called as appropriate provided at least 14 days' notice is given.
- b. The last meeting of each academic year will decide the meetings' programme for the next calendar year.
- c. Meetings will normally begin at 6.30pm.
- d. Committee schedules are agreed by each committee and published annually by the Clerk to Governors.

**13. Location of Meetings.**

Meetings normally will be held in the School Conference Room but may be held by electronic means if the Chair of Governors deems it advisable for reasons of public health.

**14. Confidentiality.**

Agreement on confidentiality, with due regard to the Freedom of Information Act, will form part of the formal adoption process. All governors are required to sign abide by the Code of Practice set by Farmor's School.

**15. Distribution of Governing Body Minutes.**

After being agreed a true record Governing Board minutes are distributed as follows:

- a. To the Full Governing Board via SharePoint.
- b. Filed and available for inspection with the Clerk to the Governors. Any matter which, by reason of its nature, the governors are satisfied should remain confidential, will be

marked as a confidential item on the agenda and the minutes of such an item will not be available for inspection.

- c. To the Members via SharePoint.

## 16. The Agenda.

- a. **Agenda items.** For reasons of effectiveness, any Governor wishing to place a matter on the Agenda must notify the Clerk to the Governors in writing at least 14 days before the meeting of Governors.
- b. **The Ordering of the Agenda** shall be agreed between the Chair of Governors and the Headteacher.
- c. In accordance with Article 111 of the School's Articles of Association, and for reasons of effectiveness, **the Agenda** shall be circulated by the Clerk to the Governors to all Governors at least 7 days before the meeting, together with all the attachments.
- d. **Items at the Discretion of the Chair of Governors.** Exceptionally, at the start of a meeting, a Governor may request that the Chair include an item without notice.
- e. Matters of information only should be raised under the heading of "Any other business"

## 17. Committees of the Governing Board.

- a. The Governing Board has established the following committees which have delegated powers detailed in the Terms of Reference for each of the committees;
  - Chairs Committee
  - Finance, Resources and Business Development
  - Student Welfare
  - Curriculum and Quality of Teaching
  - Staffing and Staff Welfare
  - Staff Pay
- b. Disqualification from Committees:
  - Any Governor who is employed to work at Farmor's School, other than the Head, cannot be a member of the Staffing and Staff Welfare Committee or the Staff Pay Committee or participate in any Staff Dismissal or Dismissal Appeals panel.



- Any Governor, who is related to an employee of Farmor’s School, cannot be a member of the Staffing and Staff Welfare Committee or the Staff Pay Committee or participate in any Staff Dismissal or Dismissal Appeals panel.
  - Any person whose paid employment or voluntary work may constitute as a conflict of interest while on a Governors’ Committee at Farmor’s School must declare the interest and this may affect their membership of the Committee, for example, working in a particular trade or education.
- c. All governors must be a member of at least two of the following committees:
- Finance, Resources and Business Development
  - Student Welfare
  - Curriculum and Quality of Teaching
  - Staffing and Staff Welfare
- d. The following panels meet as required:
- Discipline/Pupil Exclusion
  - Admissions and Admission Appeals
  - Staff Dismissal and Dismissal Appeals Panels
- e. The Constitution and Membership of each of the committees is to be agreed by the Governing Board at its first meeting of the academic year. Amendments may be proposed by a committee during the year but are not effective unless and until approved at the next meeting of the Governing Board.
- f. The Governing Board or its committees may establish working groups to deal with specific matters and report back to the relevant committee.
- g. Each committee and working group will decide the frequency, timing and location of its meetings.
- h. Each committee and working group will report at each of the scheduled Full Board meetings. Minutes of its meetings will be available to all governors.

**18. Amendments.**

Amendments to these standing orders may only be made by the Governing Board.

**19. Adoption of Standing Orders.**

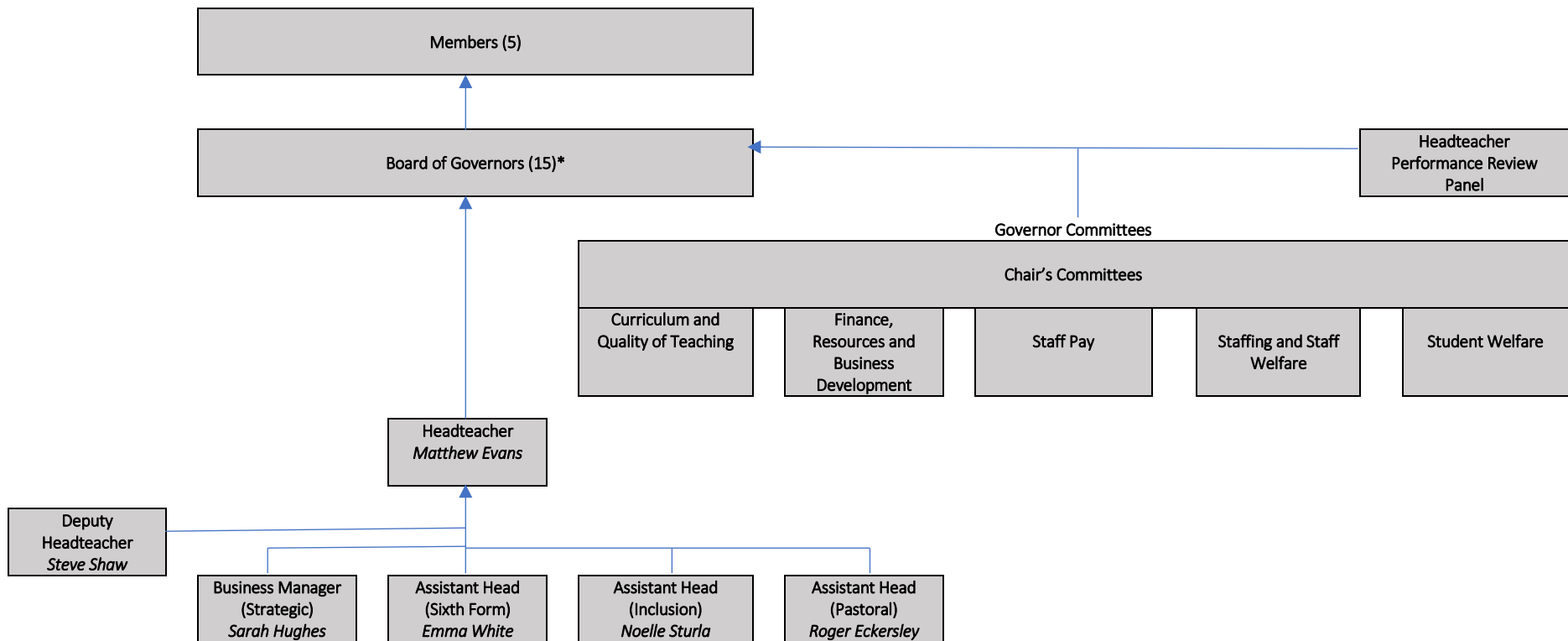
These Standing Orders will be formally adopted as the first item of business at the first meeting of the Governing Board in the Autumn Term.

The Articles of Association are available from the Company Secretary and are available on the School’s website.



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### Governance and Leadership Structure.



\*15 Governors made up as follows:  
2 parent governors, elected by parents  
2 staff governors, elected by staff  
2 appointed by the Farmor's Endowed Schools Foundation  
8 appointed by the Members  
The Headteacher (ex-officio)



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## The Governing Board of Farmor's School

### Curriculum and Quality of Teaching Committee Terms of Reference

<b>Curriculum and Quality of Teaching Committee</b>	
<b>Membership</b>	No fewer than 6 Governors including the Head Teacher
<b>Other Attendees</b>	Other members of SLT and invited staff. These do not have voting rights.
<b>Quorum</b>	A minimum of 4 governors shall form a quorum
<b>Chair</b>	To be elected and appointed on an annual basis.
<b>Meetings</b>	Committee meetings will be held on an as required basis, but shall be at least once per term (three times per academic year)
<b>Clerking</b>	The appointed clerk or a member of the committee will record all proceedings at each meeting. Scheduling, circulation of committee agendas and papers will follow the same procedural arrangements as for the Full Governing Body.
<b>Reporting</b>	Minutes are first approved by chair, relevant SLT members and Head Teacher. They will then be circulated to members of the committee and presented at the next Full Governors Meeting. The chair of the committee will report to the Full Governing Body: <ul style="list-style-type: none"> <li>• All decisions taken under delegated powers.</li> <li>• Progress made relating to specific actions in the School Development Plan.</li> </ul>
<b>Review</b>	The Terms of Reference and membership of the committee will be reviewed annually.
<b>Terms of Reference</b>	

<b>Curriculum</b>	<ol style="list-style-type: none"> <li>1. To ensure that the whole school curriculum maintains breadth and balance, is relevant to the needs of all students and provides continuity, progression and an ability to stretch all students</li> <li>2. To ensure that the whole school curriculum is accessible for all students, including disadvantaged groups.</li> <li>3. To be informed of the current statutory requirements for the curriculum relevant to the school and to be satisfied that the curriculum meets these requirements.</li> <li>4. To ensure that the school curriculum includes PHSE provision and a policy on sex and relationships (DfE statutory guidance on sex and relationships education), vocational provision, teaching of RE and Ethics and provision for pupils with special educational needs (policy on website). Ref: The Children and Families Act: Section 69 and the SEN and Disability regulations 2014.</li> <li>5. To contribute in collaboration with the Head Teacher and SLT to the curriculum-based priorities.</li> <li>6. To be informed of changes in subjects offered, exam boards and course content.</li> <li>7. To review the school's Curriculum Policy and curriculum-related policies and make recommendations of the Policy Committee for change.</li> </ol>
<b>Leadership of Teaching</b>	<ol style="list-style-type: none"> <li>1. To contribute in collaboration with the Head Teacher and SLT to the teaching-related priorities.</li> <li>2. To ensure that targets for student achievements are set and published as required by legislation.</li> <li>3. To review teaching-related policies and make recommendations to the Policy Committee for change.</li> </ol>
<b>Progress &amp; Attainment</b>	<ol style="list-style-type: none"> <li>1. Receive, analyse and review in conjunction with SLT, data and other school results. Agree with SLT relevant actions and targets to be incorporated in the school development plan.</li> <li>2. To review performance and progress.</li> <li>3. To consider the actions required after consideration of update reports</li> <li>4. Summarise and disseminate key information to the full board of governors.</li> <li>5. To identify department strengths and weaknesses and consideration of actions required.</li> </ol>
<b>Assessment</b>	<ol style="list-style-type: none"> <li>1. To be assured that assessment processes are robust and provide appropriate basis for comparing future attainment.</li> <li>2. To ensure that there are effective systems in place to generate consistency in marking, monitoring and differentiation.</li> <li>3. To ensure that there are effective systems in place for the appropriate provision of homework.</li> <li>4. To be aware of internal assessment approaches and tracking achievements.</li> </ol>

<p><b>Quality of Teaching</b></p>	<ol style="list-style-type: none"> <li>1. To be satisfied that monitoring of teaching through observations, blink surveys, work sampling and learning walks is robust and effective.</li> <li>2. Monitor the impact of resulting intervention plans and of processes in place to support the learning of disadvantaged groups.</li> <li>3. To seek assurance that quality of teaching processes are in place and to continue to challenge their effectiveness.</li> </ol>
<p>To consider the risks to the delivery of the stated objectives above and to review whether effective mitigations are in place.  <b>In all areas to consider and monitor progress against the Annual School Development Plan</b></p>	

Approved by the Governing Board on 1 December, 2021



## The Governing Board of Farmor's School

### Chairs' Committee Terms of Reference

<b>Membership</b>	The Chair of the Governing Board, the Vice-Chair of the Governing Board, the Chairs of the four principal governor committees i.e. Curriculum & Quality of Teaching, Finance Resources & Business Development, Staffing & Staff Welfare and Student Welfare plus the Headteacher.
<b>Quorum</b>	3
<b>Chair</b>	To be elected on an annual basis.
<b>Meetings</b>	Committee meetings will be held on an as required basis, but shall be at least once per term (three times per academic year)
<b>Clerking</b>	The appointed clerk or a member of the committee will record all proceedings at each meeting. Scheduling, circulation of committee agendas and papers will follow the same procedural arrangements as for the Full Governing Body.
<b>Reporting</b>	The chair of the committee will report to the Full Governing Board.
<b>Review</b>	These Terms of Reference will be reviewed annually.

### **Terms of Reference**

1. To oversee the self-evaluation of the Governing Board and all its activities.
2. To monitor compliance of the structure of the Governing Board and all its activities with current legislation and statutory guidance.
3. To draft, propose and keep under review a long-term vision and strategic plan for the Governing Board and the school as a whole.
4. To draft, propose and keep under review a Scheme of Delegation, including Standing Orders.
5. To draft and oversee an annual action plan for the Governing Board and each of its committees.
6. To review the risk register, identify the major risks faced by the school and propose the major risks for each committee to focus on.

7. To consider any matters of significant strategic importance to ensure a co-ordinated and effective approach by the Governing Board in addressing these (e.g. redundancy, MAT approach, adverse Ofsted grade, sudden fall in student numbers, sudden or prolonged absence of the headteacher, appointment of a headteacher, post-mortem following critical incident).

Approved by the Governing Board on 1 December, 2021



## The Governing Board of Farmor's School

### Finance, Resources & Business Development Committee Terms of Reference

<b>Finance, Resources &amp; Business Development Committee</b>	
<b>Membership</b>	To consist of no fewer than 6 Governors including the Head Teacher and, the Business Manager in addition
<b>Attendees</b>	Other members of the SLT and invited staff. These do not have voting rights
<b>Quorum</b>	A minimum of 3 Governors shall form a quorum
<b>Chair</b>	To be elected and appointed on an annual basis
<b>Meetings</b>	Committee meetings will be held on an 'as required' basis, but shall be at least once per term (three times per academic year)
<b>Clerking</b>	The appointed clerk or a member of the committee will record all proceedings at each meeting. Scheduling, circulation of committee agendas and papers will follow the same procedural arrangements as for the Full Governing Body
<b>Reporting</b>	Minutes are first approved by the Chair, relevant SLT members and Head Teacher. They will then be circulated to members of the committee and presented at the next Full Governors meeting The Chair of the committee will report to the Full Governing Body <ul style="list-style-type: none"> <li>• All decisions taken under delegated powers</li> <li>• Progress made relating to specific actions in the School Development Plan</li> </ul>
<b>Review</b>	The Terms of Reference and membership of the committee will be reviewed annually
<b>Terms of Reference</b>	
<b>Disadvantaged Groups</b>	<ul style="list-style-type: none"> <li>• To ensure resources are being effectively managed and targeted to provide support for disadvantaged groups where identified</li> <li>• To ensure Pupil Premium is being used effectively to support disadvantaged children and raise their attainment</li> </ul>



<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure Academy resources are allocated in line with the strategic objectives</li> <li>• Ensure the Academy funds are used only in accordance with the law (Articles of Association), its funding agreement and Academies Financial Handbook</li> <li>• Approve the appointment of external auditors</li> <li>• Approve and ensure submission of audited accounts to Companies House and the EFA</li> <li>• Review and propose the annual budget to the Full Governing Body</li> <li>• Ensure robust control framework is established which must include: <ul style="list-style-type: none"> <li>- Co-ordinating the planning &amp; budgeting processes</li> <li>- Applying discipline in financial management including managing banking, debt and cash flow with appropriate segregation of duties</li> <li>- Preparation of monthly budget monitoring reports</li> <li>- Ensuring that the delegated financial authorities are respected</li> <li>- Effective planning &amp; oversight of any capital projects</li> <li>- Effective planning and oversight of Academy contracts</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Management &amp; oversight of assets</li> <li>- Proprietary &amp; regularity of financial transactions</li> <li>- Reducing the risk of fraud &amp; theft</li> <li>- Ensuring efficiency and value for money in the organisation's activities</li> <li>- A process for independent checking of financial control systems transactions &amp; risks</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>• Ensure the Academy is managed efficiently and effectively</li> <li>• Consider the use of professional advice on matters where there may be material risk to the Academy</li> <li>• Ensure Academy funds are used economically, efficiently and effectively, the three key elements of Value for Money</li> <li>• Approve strategic site development plans</li> </ul>
<b>Prudence</b>	<ul style="list-style-type: none"> <li>• Make sure Academy assets are protected and used for the benefit of the Academy</li> <li>• Ensure the Academy is solvent and is keeping appropriate accounting records as defined by the Academies Financial Handbook</li> <li>• Review the Risk Register, identify the major risks to the committee's work and propose steps to mitigate such risks</li> </ul>
<b>Business Development</b>	<ul style="list-style-type: none"> <li>• To approve strategic marketing strategies</li> <li>• To ensure financial plans are in place to achieve the strategic objectives of the Academy</li> </ul>

Approved by the Governing Board on 1 December, 2021



## The Governing Board of Farmor's School

### Staff Pay Committee Terms of Reference

Staff Pay Committee	
<b>Membership</b>	No fewer than three Governors and a maximum of four. Any paid employees of Farmor's School who are also Governors are unable to be members of the Staff Pay Committee.
<b>Other Attendees</b>	The Headteacher may attend in an advisory capacity but must withdraw from the meeting when their own salary is being discussed.
<b>Quorum</b>	A minimum of three Governors who are members of the committee shall form a quorum.
<b>Chair</b>	To be appointed by the Staff Pay Committee at its ordinary annual meeting.
<b>Meetings</b>	The committee shall meet at least once a year and more often if required. Dates for meetings will be set before the beginning of each school year as part of the annual cycle of Full Governing Board and committee meetings.
<b>Clerking</b>	<p>The Full Governing Board shall appoint a clerk to the Staff Pay Committee. This cannot be the Headteacher, but should be a Staff Pay Committee member.</p> <p><b>Responsibilities of Committee Clerk on behalf of the Staff Pay Committee:</b></p>

<b>Reporting</b>	<p>Minutes are first approved by Chair. They will then be circulated to members of the committee and presented at the next Full Board Meeting.</p> <p>The Chair of the committee will report to the Full Governing Board all decisions taken under delegated powers</p>
<b>Review</b>	The Terms of Reference and membership of the committee will be reviewed annually.
<b>Terms of Reference</b>	
<b>Pay Progression</b>	<ul style="list-style-type: none"> <li>• To annually determine salary progression for eligible teaching staff, and the Senior Leadership Team, following recommendation by the Headteacher</li> <li>• To annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee</li> <li>• To deal with any request from a governors, or the school leadership team to review Leadership pay ranges and report any recommendations back to the Staffing and Staff Welfare Committee, who in turn will make recommendations for any changes to the Full Governing Board where appropriate.</li> </ul>

Approved by the Governing Board on 1 December, 2021



## The Governing Board of Farmor's School

### Staff Welfare Committee Terms of Reference

<b>Staff Welfare Committee</b>	
<b>Membership</b>	No fewer than six governors, the Head Teacher or other member of the Senior Leadership Team ( <b>SLT</b> ).
<b>Quorum Attendees</b>	A minimum of three governors shall form a quorum. Other members of the SLT and invited staff. These do not have voting rights
<b>Chair</b>	To be elected and appointed on an annual basis.
<b>Meetings</b>	Committee meetings will be held on an as required basis, but shall be at least once per term (three times per academic year).
<b>Clerking</b>	The appointed clerk or a member of the committee will record all proceedings at each meeting. Scheduling, circulation of committee agendas and papers will follow the same procedural arrangements as for the Full Governing Board.
<b>Reporting</b>	Minutes will first be approved by the Chair , relevant SLT members and the Head Teacher. They will then be circulated to members of the committee and presented at the next Full Governors Meeting.  The chair of the committee will report to the Full Governing Board: <ul style="list-style-type: none"> <li>• All decisions taken under delegated powers.</li> <li>• Progress made relating to specific actions in the School Development Plan.</li> </ul>
<b>Review</b>	The Terms of Reference and membership of the committee will be reviewed annually.
<b>Terms of Reference</b>	

<p><b>Disadvantaged Groups</b></p>	<ul style="list-style-type: none"> <li>• To ensure that the school has appropriately skilled staff to provide support for disadvantaged groups.</li> <li>• To ensure that the school’s staff are properly deployed – are TAs and other measures being effectively and appropriately used to support disadvantaged groups .</li> <li>• To review CPD for all staff to ensure they have sufficient training and skills to understand the needs of disadvantaged pupils and and strategies to support them.</li> </ul>
<p><b>Staff recruitment, selection and retention</b></p>	<ul style="list-style-type: none"> <li>• To ensure that the school is fully staffed with appropriately qualified personnel.</li> <li>• To review the recruitment process to ensure that best practice is followed.</li> <li>• To monitor appointments.</li> <li>• To evaluate the effectiveness of recruitment processes.</li> <li>• To monitor staff retention and turnover.</li> </ul>
<p><b>Performance management, pay and performance related pay</b></p>	<ul style="list-style-type: none"> <li>• To understand and ensure that the school has effective policies for assisting staff with their performance.</li> <li>• To ensure that that school deploys effective techniques to address inadequate performance.</li> <li>• To monitor and understand the level of poor performance and the possible reasons why.</li> <li>• To establish patterns in performance over time.</li> <li>• To review the process for the assessment of performance related pay to ensure that a robust and fair approach is applied and consistently across all departments.</li> <li>• To monitor pay levels and job evaluation process to ensure compliance with legislation and best practice.</li> </ul>
<p><b>Staffing structure</b></p>	<ul style="list-style-type: none"> <li>• To ensure that the staffing structure meets the ever changing needs of the school from time to time.</li> <li>• To ensure that the school has succession plans for the replacement of key staff.</li> <li>• Ensure that the SLT is sufficiently resourced, both in numbers and other resources to appropriately and properly perform their roles.</li> </ul>
<p><b>Training (incl. SEN training) and CPD</b></p>	<ul style="list-style-type: none"> <li>• To review the training provided to teaching and associate staff.</li> <li>• To ensure that training addresses the specific needs of each employee.</li> <li>• To ensure that such statutory training as is required is provided.</li> </ul>

<b>Redundancy</b>	<ul style="list-style-type: none"> <li>• To monitor the number and incidences of redundancies.</li> <li>• To ensure that a fair and appropriate redundancy process is implemented.</li> </ul>
<b>Discipline and grievance</b>	<ul style="list-style-type: none"> <li>• To ensure that the school has effective policies for handling disciplinary and grievance matters.</li> <li>• To monitor the number of employees raising grievances and subject to disciplinary action.</li> <li>• To ensure that the policies are properly applied.</li> </ul>
<b>Staff sickness and absence</b>	<ul style="list-style-type: none"> <li>• To monitor the levels of sickness absence across all staff.</li> <li>• To ensure that sickness absence is appropriately managed for both the school and employees.</li> <li>• To understand and ensure that appropriate and affordable support is provided to support all staff in their rehabilitation and return to work.</li> </ul>
<b>Staff welfare</b>	<ul style="list-style-type: none"> <li>• To ensure the health and welfare of all staff.</li> <li>• To monitor the work-life balance of all staff and ensure that measures are taken to identify and mitigate against excessive workloads.</li> <li>• To understand and monitor issues that have a negative impact on welfare.</li> <li>• To understand staff morale.</li> <li>• To monitor and review the annual staff survey and exit interviews.</li> <li>• To monitor how additional policies and procedures may add to employee workload and to ensure that such workload does not become unsustainable.</li> </ul>
<b>Pensions</b>	<ul style="list-style-type: none"> <li>• To understand, monitor and ensure that all staff are part of the appropriate pension scheme.</li> </ul>
<b>Legal Compliance</b>	<ul style="list-style-type: none"> <li>• To ensure that all applicable legal obligations, legislation and regulations are complied with in the recruitment and employment of all staff.</li> </ul>
<b>In all areas to consider and monitor progress against the Annual School Development Plan</b>	

Approved by the Governing Board 1 December, 2021



Farmor's School  
AN ACADEMY

## The Governing Board of Farmor's School

### Student Welfare Committee Terms of Reference

<b>Student Welfare Committee</b>	
<b>Membership</b>	No fewer than 6 Governors including the Head Teacher
<b>Attendees</b>	Other member of the Senior Leadership Team (SLT) and invited staff. These do not have voting rights.
<b>Quorum</b>	A minimum of 4 governors shall form a quorum
<b>Chair</b>	To be elected and appointed on an annual basis.
<b>Meetings</b>	Committee meetings will be held on an as required basis, but shall be at least once per term (three times per academic year)
<b>Clerking</b>	The appointed clerk or a member of the committee will record all proceedings at each meeting. Scheduling, circulation of committee agendas and papers will follow the same procedural arrangements as for the Full Governing Body.
<b>Reporting</b>	Minutes are first approved by the Chair, relevant SLT members and the Head Teacher. They then will be circulated to members of the committee and presented at the next Full Governors Meeting. The chair of the committee will report to the Full Governing Body: <ul style="list-style-type: none"> <li>• All decisions taken under delegated powers.</li> <li>• Progress made relating to specific actions in the School Development Plan.</li> </ul>
<b>Review</b>	The Terms of Reference and membership of the committee will be reviewed annually.
<b>Terms of Reference</b>	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• To monitor actions detailed in the Accessibility Plan</li> <li>• To review the impact of the Accessibility provisions in the SEND Policy and Accessibility Plan and the Equality Information and Objectives Statement .</li> </ul> <p><i>Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005.</i></p>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To agree and apply criteria for student admissions and make recommendations to the Governing Body.</li> </ul>

	<ul style="list-style-type: none"> <li>To consider and take appropriate action on individual cases as appropriate;</li> <li>To monitor and review annually the <b>School's Admissions Policy</b> <i>Statutory School Admissions Code and School Admission Appeals Code.</i> <i>The Equality Act 2010 and The Equality Act 2010 (Specific Duties) Regulations 2011.</i></li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>To review the school's strategies for improving attendance – and ensure the Head Teacher sets school's annual attendance and persistent absentee targets.</li> <li>To review the <b>Attendance Policy</b> <i>The Education (Pupil Registration) (England) (Amendment) Regulations 2013.</i></li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>To monitor via reports, the students behaviour with specific reference to exclusions, persistent absence, bullying, racial incidents and safeguarding.</li> <li>To be satisfied that the School's Behaviour Management System operates effectively ensuring it is consistent and rigorous and satisfies legal requirements under race, disability and gender discrimination.</li> <li>To monitor the effectiveness of the school's <b>Behaviour Policy</b>, other related policies and procedures and report its conclusions to the full governing body. <i>Independent School Standards Regulations .Education and Inspections Act 2006: Section 88.</i></li> </ul>
<b>Careers advice</b>	<ul style="list-style-type: none"> <li>To review the impact of the school's career advice and work experience provision..</li> <li>To review the <b>Careers Information, Advice and Guidance Policy</b></li> </ul>
<b>Co-curricular /Enrichment</b>	<ul style="list-style-type: none"> <li>To be satisfied that the school promotes a range of co-curricular/ enrichment activities which are accessible to all students, including those from disadvantaged groups.</li> <li>To ensure that proposed trips and educational visits are accessible to all students, including those from disadvantaged groups.</li> <li>To encourage links (community and national) with businesses and other agencies.</li> </ul>
<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>To be satisfied that the school's pastoral care arrangements protect the students from harm, safeguard their health and welfare and support their learning and development. This will include: <ol style="list-style-type: none"> <li>Monitoring the arrangements for the school's pastoral system, reporting procedures and other communications with parents/carers.</li> <li>Being satisfied that the pastoral care system includes support to students at vulnerable times, such as mentoring or counselling, provided by staff or external experts.</li> <li>Being satisfied that there is a mechanism for provision of free school meals available to those pupils meeting the criteria</li> <li>Being satisfied that the school supports pupils at school with medical conditions.</li> </ol> </li> </ul> <p><i>Children and Families Act 2014 section 100</i></p>



Personal, Social and Health Education	<ul style="list-style-type: none"> <li>• Ensure the school curriculum includes: PSHE provision and a policy on sex and relationships (DfE's statutory guidance on sex and relationship education), vocational provision, teaching of Religious Education and Ethics and provision for pupils with special educational needs (policy on website). The Children and Families Act: Section 69 and The SEN and Disability Regulations 2014</li> <li>• To review the Sex and Relationships Education Policy</li> </ul>
<b>Primary School Liaison</b>	<ul style="list-style-type: none"> <li>• To review the impact of links with feeder primary schools.</li> <li>• To monitor transition arrangements and curriculum continuity at Y7</li> <li>• To encourage development of primary linked events</li> </ul>
<b>Safeguarding and Health and Safety</b>	<ul style="list-style-type: none"> <li>• To ensure that all statutory requirements and evolving best practice in safeguarding are met.</li> <li>• To ensure the continuation of a nominated Governor responsible for Safeguarding and that they receive appropriate training.</li> <li>• To ensure that the school designates staff to be responsible for co-ordinating safeguarding and child protection within the school and for liaising with other agencies and to receive appropriate training:</li> <li>• To provide an opportunity for the SLT to report any safeguarding issues at every meeting</li> <li>• To monitor and regularly review the school's <b>Safeguarding Children Policy</b>.             <ul style="list-style-type: none"> <li>○ <i>Keeping children safe in education</i></li> </ul> </li> </ul>
<b>Student and Parent Voice</b>	<ul style="list-style-type: none"> <li>• To be satisfied that information is provided for parents about the school and their children, and parents are regularly consulted on school issues.</li> <li>• To ensure an annual survey of parents and students and that the results are reviewed by the governors.</li> <li>• To be satisfied that there is a mechanism within the school (student council) to enable students to take responsibility, to express their opinions and make decisions.</li> </ul>
<b>Special Educational Needs and Disabilities and Disadvantaged Groups</b>	<ul style="list-style-type: none"> <li>• To ensure that there is a named governor for Special Educational Needs and Disabilities (SEND) and that they receive necessary support and training.</li> <li>• To ensure the school has a qualified designated SENCO and review the SEND information report annually.</li> <li>• Ensure the school has suitable arrangements for consulting with parents of SEND students and publishes information on its website.</li> <li>• To review the <b>SEND policy</b>. <i>The Children and Families Act: Section 69 and The Special Educational Needs and Disability Regulations 2014 The 0-25 Special Educational Needs and Disability Code of Practice.</i></li> <li>• To ensure that the school has in place appropriate skilled staff and other arrangements to identify and support disadvantaged groups</li> </ul>
<b>Looked After Children</b>	<ul style="list-style-type: none"> <li>• To ensure that there is a named governor for Looked After Children (LAC) and that they receive the necessary support and training.</li> <li>• To ensure an annual report from the nominated LAC staff is reviewed annually</li> </ul>

**In all areas to consider and monitor progress against the Annual School Development Plan**

Approved by the Governing Board on 1 December, 2021