



# Winterbourne Valley CE VA First School

## Governance Policy - October 2025

*Adopted by the Board of Governors:*

### **Contents:**

Introduction	Page 2
The Role of the Board of Governors & Headteacher	Page 2
The Chair of the Board of Governors	Page 4
The Governors	Page 6
The Clerk to Governors	Page 10
Meetings – Before, During and After	Page 10
Urgent Matters	Page 13
Scheme of Delegation	Page 14
Governors and the Ofsted Framework	Page 14

### **Appendices:**

Appendix 1 – Code of Practice	Page 16
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## **Introduction**

1. The Governors of Winterbourne Valley CE VA First School accept the provisions of the School Governance (Roles, Procedures, and Allowances) (England) Regulations 2013 (S.I. 2013/1624)

## **The Role of the Board of Governors and the Headteacher**

2. **Introduction.** The role of the Board of Governors is managerial and strategic and endorses the provisions of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Working co-operatively with the Headteacher, the Governing Body (GB) has a duty to promote the highest standards of education at the school while also ensuring the safety and wellbeing of all pupils attending the school. The Governors have chosen voluntarily to adopt these provisions and the following is hereby agreed:
3. **The Strategic Role of the Board of Governors.** The role of the Board of Governors is a largely strategic one, and their main functions are as follows:
  - (1) To establish a framework of aims, objectives, policies and targets, taking into account advice given by the Headteacher for the school which will inform future direction and development.
  - (2) To monitor and evaluate progress towards these goals and adapt strategy as necessary.
  - (3) To act as a critical friend to the Headteacher, supporting and providing constructive criticism.
4. **The Operational Role of the Headteacher.**
  - (1) The Headteacher has a largely managerial role, and will agree, through discussion with the governing body, the school's objectives and targets.
  - (2) The Headteacher will deploy the available resources to achieve these and report regularly on progress.
  - (3) The Headteacher will work co-operatively with the school staff to deal with the day to day management of the school.

5. **Establishing, Implementing & Monitoring the Strategic Framework.** The roles of the Board of Governors and the Headteacher as detailed in the above paragraphs shall be carried out in the following way:

(1) Establishing the Strategic Framework.

- (a) The Headteacher's proposals relating to the school's objectives and policies must be presented to the GB; Governors are responsible for considering and questioning such proposals taking into account any additional data presented by the Headteacher.
- (b) Final decisions on implementation, amendment or re-formulation of such proposals shall be made through inclusive discussion.
- (c) Governors may specify broad strategic parameters for which the Headteacher will provide implementation detail and set this in motion.

(2) Monitoring.

- (a) The Board of Governors will monitor progress towards achieving the aims, objectives and targets set out in the strategic framework using the data provided by the Headteacher, supplemented by external assessments.
- (b) It is the Headteacher's joint responsibility to provide the Board of Governors with the information the Governors need in order to review and evaluate progress, and to be confident that the Headteacher is meeting their delegated and other responsibilities.
- (c) Governors must have enough information to be confident about the decisions they are making in terms of the strategic framework and if they do not feel this to be the case, they shall make this clear to the Headteacher.

6. **Acting as a Critical Friend.**

- (1) The Governors shall act as a critical friend to the Headteacher.
- (2) The Governors shall have an obligation to support the Headteacher, but shall constructively and courteously challenge and question the Headteacher as a corollary to providing that support.
- (3) Constructive, considered criticism where appropriate should be done courteously and professionally at all times. If the Governors wish to do so, they may deliver such constructive criticism through the Chair of Governors.

## **The Chair of the Board of Governors**

7. **The Role of the Chair.** The Chair of the Governing Body has a pivotal role, and his/her responsibilities are:

- (1) Organising the Board of Governors' work. This involves knowing the shared vision of the School's aims, and ensuring that a real strategic partnership exists between the Board of Governors, the Headteacher and the school staff.
- (2) Delegating roles and ensuring other Governors are fully involved and their individual skills put to best use in carrying out the business of the Board of Governors.
- (3) Managing meetings effectively. The Chair will ensure that they are run in accordance with the protocols detailed in this policy while making the best use of available time.
- (4) Holding regular meetings with the Headteacher. The relationship between the Chair and the Headteacher is one of the most important factors in the success of the school, and it is the Chair's and the Headteacher's responsibility to build a level of mutual trust and understanding between the Board of governors and the Headteacher.
- (5) The Chair will work with the Headteacher and the Clerk to Governors to ensure that the Board of Governors are kept fully informed about progress.
- (6) The Chair shall act as the Board of Governors' representative with third parties such as staff, pupils, parents, the local community and other local and national agencies.

8. **The Chair's Emergency Powers.** The Chair shall have powers to make decisions on behalf of their Board of Governors in the event of an emergency. The Education (School Government) (England) Regulations 1999 (S.I. 1999/2163), grants such powers to Chair of governing bodies of maintained schools, but these Regulations do not apply to academies, and in order to mirror these provisions each Board of Governors has agreed that the Chair of their Board of Governors (or the Vice-Chair if the Chair is not available) may exercise any function of the Board of Governors BUT ONLY IF:

- (1) A delay in exercising that function would be likely to be seriously detrimental to the interests of the school, or to the interests of any pupil registered at any the school, or their parent, or a person employed by the school; AND

- (2) It is not reasonably practicable to call a meeting of the Board of Governors (or a Committee to which the function has been delegated) in time to deal with the circumstances in question.

9. **Election of the Chair of the Board of Governors.** In accordance with the Standing Orders, the Governing Body is obliged to appoint a Chair of Governors in the first meeting of each academic year. In the event of a vacancy arising, it is hereby agreed that the following process will be adopted:

- (1) The Clerk to Governors will notify the Governors of a date by which nominations for the position of Chair must be notified to the Clerk to Governors (which shall be in time for the nominees' names to be added to the agenda for the meeting at which the vote will take place).
- (2) Any Governors who wish to stand for the position of Chair must inform the Clerk to Governors of their intention to stand no later than the date stipulated by the Clerk to Governors and the Clerk to Governors will add those names to the agenda.
- (3) Nominations for the position of the Chair will be accepted at the meeting only if no candidates were named as nominees on the agenda.
- (4) At the meeting, the Clerk to Governors shall take the chair for the purpose of carrying out the election of the Chair.
- (5) All candidates shall be given the opportunity to present their case for appointment to the Board at the meeting, and for other Governors to ask questions.
- (6) All candidates nominated shall leave the room, and the remaining Governors shall record their preferred candidate on paper and hand it to the Clerk to Governors who shall count the votes and announce the result. There shall be no discussion or comparison of the candidates' merits in their absence.
- (7) In the event of a tie, the Clerk to Governors shall not have a casting vote, but the ballot will be held again. In the event of a second tie, the nominated candidates shall draw lots.
- (8) The newly elected Chair will take over the meeting as Chair and conduct the election of the Vice-Chair, which will follow the same procedure as above, save that the vote for election of the vice-chair shall not be by secret ballot unless a majority of Governors so request.

## **The Governors**

10. **Conduct.** Governors are representatives of the school and should ensure that their behaviour is appropriate. The Governors hereby adopt the Code of Practice detailed at Appendix 1, which is based on the model produced for governors by the National Governors' Association (NGA). All Governors are to confirm their acceptance by signing the Code of Practice at Appendix 1 annually.
11. **Meetings.** Governors' meetings are open to the public and the governors have a positive obligation to be open and transparent. However, if Governors are in receipt of information of a genuinely confidential nature they shall take all reasonable steps to maintain confidentiality.
12. **Number of Governors.** The Governing Body of **Winterbourne Valley CE VA First School** comprises of 12 governors. These are laid out as follows:
- 1 Headteacher
  - 2 Parent Governors
  - 1 Co-opted Governor
  - 1 Local Authority Governor
  - 1 Staff Governor
  - 7 Foundation Governors (including the SDBE ex-officio foundation governor)
13. **Parent Governors.** Where possible Parent Governors are elected by parents of pupils registered at the school. The Governors require that every effort is made to maintain the prescribed parent representation on the Governing Bodies. Accordingly when a vacancy arises:
- (1) An invitation for candidates for the position of Parent Governor will initially be extended only to the parents of pupils registered at the school where the vacancy has arisen;
  - (2) If no candidates are nominated after the second invitation expires, the Governors will make all reasonable efforts to appoint a Governor who is a parent of a child of the relevant school age.
14. **Staff Governors.** The school is required to have at least one Staff Governor.
- (1) Staff Governors will be elected for nomination by their peers wherever reasonably possible;
  - (2) The Staff Governor(s) to be elected must be a member of teaching staff or support staff currently employed at the school;
  - (3) Staff Governors are not eligible to act as Chair of any Board of Governors, but are eligible to act as Chair of Committees.

**15. Governors' Decisions.** The Governors agree that:

- (1) Any decision the Board makes is a group decision. A Governor may vote against a proposal and may request that his or her objection be noted in the minutes. However, once a decision has been made, the Board will stand behind that decision as a united body with collective responsibility.
- (2) Parent and Staff Governors are present on the Board as being representative of the groups which elected them in terms of reporting views. These Governors are in place to bring valuable parental and staff perspectives to their Board. However they are not obliged to reflect these in conflict with their own judgement when voting in committee.
- (3) If approached by a parent, staff member or other third party, Governors should make it clear that they have no power to make individual decisions on behalf of their Board, and Governors should never become involved in individual matters, as this would prejudice the appropriate complaints and appeals procedures which the school has in place.

**16. Board of Governors Meetings.** The Board of Governors must meet at least three times a year (one per term). These meetings shall cover issues such as training, receipt of updates, briefings from the Headteacher and Finance Officer, team-building etc.

**17. Governors' Communications.** In connection with Governors' communications, the following are agreed:

(1) Governors and Third Parties.

- (a) Collective Authority. Governors are representatives of their Board of Governors. Governors have no authority to make decisions on behalf of the Board unless such authority has been expressly delegated by the whole Board. A third party cannot rely on a statement issued by a single Governor without confirming that this is the collective Board view. This should be borne in mind by all Governors at all times. Accordingly, Governors should make no promises or assurances without the Board's approval and should avoid expressing personal opinions in communication with third parties.
- (b) Communications. Governors should ensure that the name of the school appears on all written business communications, including emails, when sending written communications relating to the business of the school.

- (c) Confidentiality. The Chair of the Board of Governors must be informed immediately of any breach of confidentiality (inadvertent or otherwise).
- (f) Correspondence. Any correspondence (including emails) received by a Governor which may be considered to be a complaint should be acknowledged without an opinion being expressed and sent immediately to the Clerk to Governors.
- (g) Personal Opinions. Governors should not discuss or offer personal opinions on matters of governor business via email. Email communications should be limited to matters of administration.

#### **18. Communications Between Governors and Parents.**

- (1) The points detailed above relating to communications with third parties also apply to communications with parents.
- (2) Governors are actively encouraged to attend parents' forums, PTFA meetings, school events and otherwise to engage with parents.
- (3) Governors should not become involved in matters relating to an individual child (except where they are part of a committee expressly formed for that purpose) or communicate individually with a parent about a pupil.

#### **19. Governors and Employees.**

- (1) Governors have a strategic role within the school, with the accountability for the day-to-day management delegated to the Headteacher. Accordingly, Governors should not become involved in individual employment or performance related matters except where they are part of a committee expressly formed for that purpose.
- (2) Governors should bear in mind the requirements of the Governors' Visits Policy when in contact with employees, and, with the exception of the Clerk to Governors, should not make formal contact with employees to discuss specific matters unless with the Headteacher's prior approval.
- (3) A good working relationship between the Governors, the Headteacher and school staff is essential. Governors should feel free to contact the Headteacher for assistance in carrying out their role. As a matter of courtesy, any Governor visiting without an appointment should make the Headteacher aware that the Governor is in school and explain the purpose of the unplanned visit.
- (4) Governors should contact the Headteacher if there are any difficulties or concerns in respect of any employee (including members of SLT or the



Clerk to Governors) and should not discuss such issues directly with the employee.

## **20. Communications Between Governors.**

- (1) Communications between fellow Governors should be of a professional standard.
- (2) Governors have a responsibility to the school to act in an open and transparent way, and any concerns Governors have should be shared either with the full Board of Governors or with the Chair of the Board of Governors in the first instance. If a Governor feels unable to discuss the matter with the Chair they may discuss such concerns with the Vice-Chair. If such concerns are raised the Chair or Vice Chair shall first take such steps as are necessary to resolve the Governor's concerns followed, if necessary by discussion with the whole board of Governors. Governors are reminded of their right to requisition a meeting in accordance with the School's Governance Policy.

## **The Clerk to Governors**

21. This policy should be read in conjunction with any job description in place in respect of the Clerk to Governors from time to time. Generally, however, it is agreed that the Clerk to Governors shall:

- (1) Convene the meetings of the full Board of Governors and Sub-Committees.
- (2) Attend all GB meetings and take the minutes. If the Clerk to Governors is unable to attend a meeting, the Governors shall appoint another Governor (but not the Headteacher) to act as Secretary for the purposes of that meeting.
- (3) Maintain a register of Governors.
- (4) Maintain a register of attendance by Governors at meetings.
- (5) Maintain the School's statutory registers.
- (6) Ensure minutes are filed with the statutory registers.
- (7) Provide advice to Governors in relation to the school's constitution.
- (8) Act as a Complaints Officer, which shall include:
  - (a) Receiving and acknowledging expressions of dissatisfaction from third parties (a complaint by an employee will normally be considered a grievance and dealt with under the appropriate procedure).
  - (b) Determining whether the complaints procedure needs to be invoked and taking any necessary steps in that respect.

- (c) Ensuring that the appropriate person is notified of the complaint. This will usually be the Headteacher or his/her nominee, unless the complaint relates to the actions or omissions of the Headteacher, in which case the Clerk to Governors will bring the complaint to the attention of the Chair of Governors.

## **Meetings – Before, During and After**

22. In respect of the meetings of the Governors, the following are agreed:

### **Governors Can Expect:**

- (1) That other Governors will attend regularly and be punctual.
- (2) That the Clerk will prepare a draft agenda for the approval of the Chair and Headteacher 14 days before any Full Board meeting; or for the approval of the relevant Sub-Committee Chair and Headteacher before any Sub-Committee meeting.
- (3) That an agenda will be distributed to the Full Board or Sub-Committee members at least 7 days before any meeting. All relevant documents to reach them 7 days before the meeting.
- (4) An agenda that makes clear the purpose of each item.
- (5) A Chair who keeps to the agenda, paces the meetings so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point.
- (6) Their contributions to be heard and others to contribute to the discussion.
- (7) The decision making process is clear.
- (8) That Governors will take collective responsibility for decisions.
- (9) Minutes that summarise views succinctly, record decisions accurately and are made available soon after each meeting.

### **Governors are expected to:**

- (1) Attend regularly and be punctual.
- (2) Read the agenda, minutes and other relevant papers prior to the meeting.
- (3) Bring their papers to the meeting.
- (4) Make relevant and positive contributions.
- (5) Be open to the views of other committee members.
- (6) Accept their share of collective responsibility, even for those decisions that they do not personally agree with.

### **Before the Meeting - The Agenda.**

- (1) It shall be the responsibility of the Chair of Governors with the Headteacher and the Clerk to Governors to set the agenda.
- (2) If a Governor wishes to place an item on the Agenda, he or she will discuss this with the Chair or Headteacher and wherever possible will do so as far in advance of the meeting as possible.
- (3) Any Other Business (AOB) items are to be avoided if at all possible.
- (4) The Clerk to Governors will distribute the Agenda in electronic form to all Governors expected to attend.
- (5) Supporting papers will be sent out prior to meetings, if possible with the agenda. Documents will only be tabled at the meeting when it is not reasonably practicable to issue these in advance, or when the contents of the document are confidential.
- (6) The Chair and the Vice Chair of Governors will meet with the Headteacher at least once a term to discuss the business of the Board.

### **During the Meeting.** The following is agreed in relation to attendees.

- (1) All Governors, the Headteacher and the Clerk to Governors have a right to attend all meetings, though individual Governors may be required to leave the room while matters in which they have an interest are discussed.
- (2) Staff Governors shall leave the room while matters relating to named colleagues' pay or performance are discussed (this shall not apply to the Headteacher or the Clerk to Governors unless their own pay or performance is being discussed). However, Staff Governors will not be precluded from participating or voting in matters relating to staffing issues generally, including issues related to recruitment, staff discipline or grievance, unless they are in possession of information which could result in bias or a conflict of interest.
- (3) The Governors agree that unless specified otherwise (e.g. issues of confidentiality) all meetings of the Board of Governors shall be open, and members of the public may attend these meetings.
- (4) Members of the public in attendance shall not normally have the right to address the meeting unless invited to do so by the Governors. If Governors do invite members of the public to address the meeting, Governors should be mindful that the views expressed may not be representative of parents or the community generally.

### **Confidentiality.** The following is agreed in relation to confidential matters:

- (1) The business of the school should be conducted as openly and transparently as possible, but if confidential matters arise, all attendees other than the Governors, the Headteacher and the Clerk to Governors shall be required to leave the room unless expressly invited to remain by the Governors.
- (2) Confidential matters include those which relate to a named employee (or prospective employee) or a named pupil (or prospective pupil) of the school, or any other matter which by reason of its nature the Governors are satisfied should remain confidential. Any employee named in minutes is entitled to receive a copy of the relevant minutes if they request them, such minutes to be censored as appropriate to exclude any confidential items not affecting the employee in question.
- (3) If there is any question as to whether a matter should be considered confidential, the Governors must determine the case by discussion or vote. The matter should not be considered confidential simply by reason of its being of a sensitive nature, though this may be a factor in the Governors' final decision.

**Voting.** The following is agreed in relation to voting at meetings.

- (1) A matter to be decided by vote shall not require a proposer and seconder if the Governors are unanimously in favour of a proposal.
- (2) If it is not clear that the Governors are unanimously in favour of a proposal, a clearly worded proposal shall be made by a Governor and seconded by another, and the precise wording of the proposal noted by the Clerk to Governors in the minutes.
- (3) A majority vote by attending Governors shall be required in order for a proposal to be passed. Abstentions will be considered non-votes and will not influence the majority decision.
- (4) It will be necessary only for the Clerk to Governors to record in the minutes whether or not a majority voted in favour of the proposal.
- (5) Governors may only vote within the confines of their own GB. Where present as Associate members they may not register a vote.

**After the Meeting.**

- (1) The Clerk to Governors or other nominated governor shall prepare minutes as soon as reasonably practicable after the meeting and send copies of the

non-confidential parts of the minutes to the Chair (of the Board of Governors or the relevant Committee as appropriate) and the Headteacher, who will consider whether these minutes are an accurate reflection of the discussions and decisions of the meeting.

- (2) Once approved by the relevant Chair and the Headteacher, the Clerk to Governors will distribute electronic copies of these minutes to all Governors. Any actions detailed within those minutes will be completed in a timely manner.
- (3) Confidential minutes shall not be distributed by email, but will be tabled at the next meeting of the Board of Governors for approval. Any action by the Headteacher which such minutes may require shall be reported at the next committee along with the relevant minutes.
- (4) The Clerk to Governors shall file all minutes on the school's internal electronic systems as soon as reasonably practicable after the minutes have been signed by the Chair of the Board of Governors.

## **Urgent Matters**

23. In the event that a matter arises which requires an urgent decision by the Governors between scheduled meetings the following procedure shall apply:

- (1) The Clerk to Governors shall attempt to convene an urgent meeting of the Board of Governors or a Committee with delegated authority to deal with the matter in question, and provided the meeting is quorate (which in most cases shall be one third of each Board of Governors for a Governors' meeting, or three Governors for a Committee meeting) then those Governors who attend the meeting shall have the authority to act on behalf of the Board or the relevant Committee as appropriate.
- (2) If the decision to be made is capable of being made by a particular Committee but a quorate meeting cannot be called in time to deal with the matter, the Chair of the Board of Governors, the Chair of the relevant Committee and the Headteacher shall consider whether they wish to exercise their joint emergency powers under the Committee's Terms of Reference to deal with the matter and report on the matter at the next meeting of the Committee.
- (3) If a quorate meeting cannot be convened sufficiently quickly to deal with the matter in question and the joint emergency powers detailed above are to be avoided, the Clerk to Governors shall at the request of the Chair of the Board of Governors circulate by email a proposal to the Board of Governors (or to the members of a Committee with delegated authority in relation to the

decision to be made), and shall request that the Governors vote in response to the proposal by a given date. The proposal shall be deemed to be passed as soon as a majority vote for or against has been attained. This method of making decisions should be considered only as a last resort, and its use shall be the decision of the Chair of Governors.

- (4) In cases of extreme urgency, the Chair of the Board of Governors shall consider whether it is appropriate to use his/her emergency powers to act on behalf of the Board as detailed in section 3.2 of this policy.
- (5) In all cases where emergency procedures are used, the Governors shall be fully informed of the reasons for the urgency, and the decisions made shall be noted and defended at the next meeting of the Board of Governors.

## **Scheme of Delegation**

24. The Scheme of delegation is agreed as follows:

- (1) Committees and individual Governors have power to make decisions on behalf of the Board of Governors only if this authority has been delegated to them by the said Board.
- (2) Powers can be delegated by the Board of Governors to committees and individuals (in particular the Headteacher and the Chair of Governors) as described in policies and agreed procedures and protocols. The scheme of financial delegation is detailed in the school's Finance Policies and is reproduced in Appendix 2.
- (3) A general scheme of delegation (a Decision Planner) has been agreed by the Governors and is shown in Appendix 3.
- (4) In addition to the above, the Headteacher has the express authority of the Board of Governors to deal with the day to day management of the school.

## **Governors and the Ofsted Framework**

- 25. Governors are expected to be fully aware of the key principles of the latest Ofsted framework.
- 26. In order to assist the Headteacher and Senior Leadership Team in their work with Ofsted Inspectors, the Board of Governors shall nominate two Governors and the nominated Governors shall familiarise themselves with results, statistics and all aspects in relation to the Ofsted framework in connection with that school and shall make every effort to make themselves available to assist in the event of an Ofsted inspection.

Useful links:

[www.gov.uk/guidance/governance-in-maintained-schools](http://www.gov.uk/guidance/governance-in-maintained-schools)

[www.nga.org.uk](http://www.nga.org.uk)

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

[www.gov.uk/publications/the-7-principles-of-public-life](http://www.gov.uk/publications/the-7-principles-of-public-life) (The Nolan Principles)

## **APPENDICES**

### **Appendix 1**

#### **Code of Practice of the Board of Governors**

The Board of Governors is Winterbourne Valley CE VA First School's accountable body. It is responsible for the conduct of the school and for ensuring that all children are provided with a good education and that their well-being is supported.

##### **The Board of Governors:**

- Determines the strategic direction of the school by:
  - defining its values, aims and objectives and the framework for achieving these
  - setting statutory targets
  - underpinning strategy including approving the budget and agreeing the staffing structure
- Challenges and supports the school by monitoring, reviewing and evaluating:
  - implementation and effectiveness of the policy framework
  - progress towards targets
  - strategies for improvement
  - budget and the staffing structure
- Ensures accountability by:
  - signing off the Self Evaluation Form or the equivalent
  - responding to Ofsted reports when necessary
  - holding the Headteacher to account for the performance of the school
  - ensuring parents and pupils are involved, consulted and informed as appropriate
  - making information available to the community
- Appoints the Headteacher who will deliver the School's aims and policies across the school including delivery of the agreed curriculum. The Headteacher will report regularly to the Board of Governors and undergo annual performance review.

For the Board of Governors to carry out their role effectively, Governors should be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as the accountable body by the lead professionals;
- Supported by the appropriate authorities in that task; and
- Willing and able to monitor and review their own performance.

##### **The role of a Governor**

In law the Board of Governors is a corporate body, which means:

- No Governor can act on her/his own without proper authority from the full Board of Governors;
- All Governors carry equal responsibility for decisions made, and



- Although appointed through different routes (i.e. parents, staff, Local Authority appointed, foundation, community), the overriding concern of all Governors has to be the welfare of the school that they serve and the Collaboration as a whole.

### **General**

- Governors should understand the purpose of the Board of Governors and the role of the Headteacher as set out above.
- Governors should be aware of The Nolan Seven Principles of Public Life - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership and will be required to read and become signatories of the following:

#### **We accept that:**

- we have no legal authority to act individually, except when the Board of Governors has given us delegated authority to do so
- we have a duty to act fairly and without prejudice in all matters
- we will encourage transparent governance
- we have collective responsibility for all decisions made by the Board of Governors or its delegated agents.
- we will not speak out against majority decisions
- we will consider how our decisions may affect the community and other schools
- we have a responsibility for maintaining and developing the ethos of our school and its reputation
- we will follow agreed procedure in responding to criticism of or complaints against the school

### **Commitment**

- We will be actively involved in the work of the Board of Governors.
- We will where possible attend all meetings of the Board of Governors but give advance warning of unavoidable absence.
- Our visits to the school will be arranged in advance with staff and undertaken within the framework established by the school's Visits Policy.
- We will undertake training relevant to our duties as Governors.
- We will support the Headteacher but will require evidence based management of the school and will challenge decisions if this is absent.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Governors.
- We will acknowledge the effort, work and skills of fellow Governors.
- We will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

### **Confidentiality**

- We will observe complete confidentiality where necessary.
- We will exercise prudence if discussions regarding the school's strategic business arise outside a Board of Governors meeting and will not impart confidential material to other agencies.

- We will not reveal the details of any Board of Governors vote.

**Conflicts of interest**

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

**Breach of this code of practice**

- Any evidence of breach of confidentiality shall be brought to the attention of the chair or vice chair and subsequently raised at a Board meeting.

**Governors will be asked to confirm, by signing and dating a pro-forma (including the statement below) to be held by the Clerk, that they have read and accept Governance Policy and Code of Conduct**

*I, the undersigned, confirm that I have received and read and understood a copy of the Governance Policy and Code of Conduct and hereby sign to state that I accept and will abide by all therein in my role as a Governor of Winterbourne Valley CE VA First School.*

## Appendix 2

### Financial Scheme of Delegation

Table of Delegated Authority – Financial Management

Function	Full FGB	Chair F&R c'ttee	Head teacher	FO / Clerk
<b>Financial Regulation</b>				
Comply with Financial Regulations	√		√	√
Comply with Minimum Standards	√		√	√
Ensure separation of duties			√	<b>A</b>
Ensure internal controls operate correctly			√	<b>A</b>
Ensure Governor' Policies are complied with	√		√	√
3 Year Development plan: updated annually	√		√	
Prepare budget plans including costings (new + next 2 yrs)			√	<b>A</b>
Sets spending priorities	√		<b>R</b>	<b>A</b>
Approves costed items for new year budget	√			
Review plan outcomes	√		<b>A</b>	<b>A</b>
Register of Governors' Interests	<b>A</b>			√
School's Census			<b>A</b>	√
<b>Annual Revenue Budget</b>				
Prepare			<b>A</b>	√
Approve	√	<b>R</b>		
Monitor	√			

Key:

<b>Functions</b>
<b>R = Recommends</b>
<b>√ = does</b>
<b>A =Assists as required</b>

**Table of Delegated Authority - Financial Policies Review**

Function	FGB	F & R c'ttee	Headteacher	Finance Officer
<b>Finance Policy</b>				
Prepare			√	<b>A</b>
Recommends		√		
Approve	√			
Initiate annual review				√
<b>Remission of Fees &amp; Charging Policy</b>				
Initiates Annual review				√
Recommends			√	
Approve	√			
<b>Lettings Policy</b>				
Initiates Annual review				√
Recommends			√	
Approve	√			
<b>Insurance Review</b>				
Initiates Annual review				√
Recommends			√	
Approve	√			
<b>Governors Expenses</b>				
Initiates Annual review				√
Recommends			√	
Approve	√			
<b>Personnel: Annual review of salaries</b>				
Initiates Annual review				√
Recommends			√	
Approve	√			
<b>Income</b>				
Determine policy for advancing credit			√	<b>A</b>
Approve	√			
<b>Purchase of Services</b>				
Initiates review				√
Recommends			√	
Approve	√			
<b>Educational Trips and Visits</b>				
Initiates review				
Recommends			√	
Approve	√			

**Key**

√ = Does

**A** = Assists as required

**Table of Delegated Authority - Financial Administration**

Function	FGB	H/T	F & R c'ttee	FO	HT + Chair	Admin	Budget Holders
<b>Spending decisions</b>							
Authorise appointment of staff	√	√					
Authorise spending: routine recurrent items*		√		√			
Authorise spending on approved costed items provided in current years budget.*	√	√		√			√
Authorise spending on other items (non-routine /not identified in plan)*	√ >£2,000	£1, 000	O		£2,000		
Authorise bank accounts & signatories	√						
Open tenders		√		√	√		
Evaluate tenders		A		√	√		
Accept tenders		√		A	√		
Receive goods		√		√		√	√
Verify invoices				√		A	
Petty cash authorise payments		√	O	√			
Ensure correct attribution of costs		O		√			
<b>Income</b>							
Approve write offs	√ >£500	£500					
<b>Virement</b>							
Authorise virement	√ >2%	1%			2%		
<b>Asset protection</b>							
Security of Property		O		√		A	
Security of Cash		O	O	√		A	
Data protection registration		√					
Compliance with data protection rules		O		√			
Maintain back-up of data		O					
Maintain security of data		O		√			
Maintenance of Inventories		O		√		A	√
Checking and certification				√			
<b>Audit (School &amp; Non Public funds)</b>							
Appoint auditor	√		A				
Set objectives	√	√	A				
Receive management reports	√						
Presents accounts for audit (within 2 month of period end)				√			
Receive audit reports and certificate (within 3 months of period end)	√						

# Key

√ = Does	O = Oversees
A= Assists	

The Governors require that all purchasing decisions are made after adequate market testing or research. Quotations and tenders as appropriate are required as shown below.

A note of verbal quotes for lower value items should be made and retained.

Estimated value of goods or services	Number of quotes required
£500 - £1,000	2 Verbal Quotes
£1000 - £2,500	2 Written Quotes
£2,500 - £10,000	3 Written Quotes
£10,000 - £50,000	3 formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria.
£50,000 to WTO GPA/FTS Threshold	4 Tenders
Over WTO GPA/FTS Threshold	5 Tenders

**Table of Delegated Authority - Budget Monitoring**

	Full Board of Governors	F & R C'ttee	Headteacher	Finance Officer/ Administrators	Budget Holders
	Frequency	Frequency	Frequency	Frequency	Frequency
Maintenance of records	S		M	W	
Download of Data from Bank	S		M	W	
Reconciliation of Data	S		M	W	
Updates forecasts & resource forecast model	S		H	H	
Monitoring of budget lines/cost centres	S	S	M	M	M
Maintain forecast of year-end position.	S		O	O	O
Initiates management action*	√				
Prepares formal budget monitoring statement			H	M	
Prepares commentary			H	M	A
Presents updated resource forecast model		S	H	H	
Receives report	H				
Initiates management action* /makes recommendations to Governors	√	√			
Approve report	H				
Amend Development Plan (if req)	√				
Outturn report	Y		Y	Y	

Key:

√ = As required	W = Weekly	Y = Yearly
S = Supervises	M = Monthly	
O = Ongoing	H = Half Termly	





## **Appendix 3**

### **BOARD OF GOVERNORS' DECISION PLANNER**

**THIS PLANNER SHOWS THE LEVEL OF DELEGATION APPROVED BY THE BOARD OF GOVERNORS**

**KEY:**

FGB - Full Board Of Governors

HT - Head teacher

FO – Finance Officer

SSC - Special subcommittee (Convened with delegated responsibility by Full Governing Body for specific purpose Exclusions, disciplinary, pay etc.)

NG - Nominated Governor with specialist responsibility/committees (T&L, F&R)

**\*Governors must remember that although decisions may be delegated, the Board of Governors as a whole remains responsible for any decision made under delegation\***

Key Function		Task	Delegation
<b>Budgets</b>	1	To approve the first formal budget plan each financial year	FGB
	2	To monitor monthly expenditure.	FO + HT + NG
	3	To establish a charging and remissions policy	FGB
	5	To enter into contracts (GB to set financial limits)	HT
	6	To make payments	FO + HT
<b>Staffing</b>	7	Headteacher appointments (selection panel)	SSC
	8	Appoint other teachers (HT with Governor input)	HT +GOV
	9	Appoint non-teaching staff	HT
	10	Agree a pay policy	FGB
	11	Pay discretions	FGB
	12	Establishing disciplinary/capability procedures	FGB

	13	Dismissal of Headteacher	FGB
	14	Dismissal of other staff	FGB
	15	Suspending Headteacher	FGB
	16	Suspending staff (except Headteacher)	HT + NG
	17	Ending suspension (Headteacher)	FGB
	18	Ending suspension (except Headteacher)	HT + NG
	19	Determining staff complement	FGB
	20	In voluntary and foundation schools to agree whether or not the Chief Education Officer/diocesan authority should have advisory rights	FGB
	22	Determining dismissal payments/early retirement	FGB
<b>Curriculum</b>	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	HT
	24	To establish and implement a curriculum policy	HT
	25	To agree and monitor curriculum policy	NG/T&L
	26	Responsible for standards of teaching	HT
	27	Responsibility for individual child's education	HT
	28	Provision of sex education – to establish and keep up to date a written policy	HT
	29	To prohibit political indoctrination and ensure the balanced treatment of political issues	FGB
	30	To establish a charging and remissions policy for activities	FGB
<b>Appraisal</b>	31	To establish and implement an appraisal policy	HT
	32	To review annually the performance management policy	FGB
<b>Target Setting</b>	33	To advise on targets for pupil achievement if desired	HT
	34	To set and publish targets for pupil achievement	HT
<b>Discipline/Exclusions</b>	35	To establish a discipline policy	HT

	36	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 15 days in total in a term or would lose the opportunity to sit a public examination.	SSC
	37	To direct reinstatement of excluded pupils	SCC
<b>Admissions</b>	38	To consult annually before setting an admissions policy	FGB
	39	Admissions: application decisions	HT + NG
	40	To appeal against LA Directions to admit pupil(s)	SSC
<b>Religious Education</b>	41	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools)	HT+ NG
<b>Collective Worship</b>	42	To make arrangements for collective worship in Foundation schools of religious character, VC or VA schools (after consulting Headteacher)	HT+ NG
<b>Premises &amp; Insurance</b>	43	Buildings insurance and personal liability– GB to seek advice where appropriate	FO
	44	Developing school buildings strategy or master plan	HT + FO
	45	Procuring and maintaining buildings, including developing properly funded maintenance plan	HT + FO
<b>Health &amp; Safety</b>	46	To institute a health and safety policy	FGB
	47	To ensure that health and safety regulations are followed	HT + NG
<b>School Organisation</b>	48	To publish proposals to change category of school	FGB
	49	To set the times of school sessions and the dates of school terms and holidays	HT + FGB
	50	To ensure that the school meets for 380 half day sessions in a school year	HT
	51	To ensure that school lunch nutritional standards are met where provided by the Board of Governors.	HT
<b>Information For Parents</b>	52	To prepare and publish the school prospectus	HT
	53	To ensure provision of free school meals to those	HT

		pupils meeting the criteria	
	54	Adoption and review of home-school agreements	HT+ NG
<b>GB Procedures</b>	55	To draw up instrument of government and any amendments thereafter	FGB
	56	To appoint (and remove) the chair and vice-chair of a permanent or a temporary board of governors.	FGB
	57	To hold a full Board meeting at least three times in a school year or a meeting of a temporary governing GB as often may require	FGB
	58	To appoint and remove community or sponsor Governors.	FGB
	59	To set up a Register of Governors' Business Interests	FGB
	60	To approve and set up a Governors' Expenses Scheme	FGB
	61	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools	FGB
	62	To consider whether or not to exercise delegation of functions to individuals or committees	FGB
	63	To regulate the GB procedures	FGB
	64	To consider forming an academy or joining an existing multi-academy trust	FGB
<b>Collaborations</b>	65	To consider requests from other schools to join the Collaboration	FGB
	66	To leave a Collaboration	FGB
<b>Extended Schools</b>	67	To put into place the additional services provided	HT
	68	To ensure delivery of services provided	HT