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**Wirral Hospitals School**

**Circle Model Whole Governing Body**

**Terms of Reference**

**2024 – 2025**

**The Governing Body will always operate in accordance with the requirements of the Education Act, the School Governance Regulations, the Local Authorities Scheme for Financing Schools and all other relevant legislation. These Terms and Standing Orders will be reviewed at least annually.**

**Adopted Autumn 22 Ref 44.22**

**Adopted Autumn 23 Ref 43.23**

**Adopted Autumn 24 Ref 35.24**

**Review Date Autumn 25**

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**Circle Model – Whole Governing Body Approach**

**Outline**

The Governing Body works collectively as a ‘whole team’, meeting 6 times per year, once in each term, with sub-committees convened as required. An annual planner and agenda for each meeting will include all the tasks which the Governing Body is required to consider, and the Governing body may ‘commission’ assignments or activities arising from the business of the meeting, which will be recorded in the minutes. Any ‘commissioned’ working groups will outline terms of reference, as discussed in the meeting at which they are convened.

In addition to ‘commissioning’ activities or actions on their behalf, the Governing body, to ensure its core functions are fulfilled, will delegate monitoring responsibilities to ‘monitoring pairs’ or ‘individuals’. These include the statutory required individual roles and those focused on the priorities of the School Plan. The Governing Body recognises the delegated monitoring individuals/pairs are replacing committees in terms of challenge, responsibility and accountability when undertaking their monitoring and reporting back to the Body.

In each case where a function has been delegated there is a statutory duty to report any findings, action or recommended decision to the Governing body at the next meeting.

| **Wirral Hospitals’ School** | | | | | | | |
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| **Terms of Reference for the Governing Body** | | | | | | | |
| 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 resolved to conduct **all** its business as a Governing Body, and to work collectively without committees.  The Body has three strategic core functions:  • Ensuring clarity of vision, ethos and strategic direction;  • Holding Executive Leaders/Headteacher to account for the educational performance of the organisation/school and its students, and the performance management of staff; and  • Overseeing the financial performance of the organisation/school and making sure its money is well spent.  The main responsibilities to be managed by the Governing body are outlined below:  **Items in bold may be delegated and reported back to the Body.** | | | | | | | |
| **GB Operational Business** | * To draw up the Instrument of Government and any amendments thereafter * To review the standing order for election of the Chair and Vice Chair including the length of the term of office. * Elect (or remove) the Chair and Vice Chair. * To appoint (or dismiss) the Clerk to the Governing Body. * To hold at least 6 Governing Body meetings each year. * To appoint Co-opted governors and any Associate members. * To appoint the LA nominated governor * To suspend or remove/recommend removal of a governor. LA and foundation governors can only be removed by their appointing body. * To decide which functions of the Governing Body will be delegated to individuals or monitoring pairs in replacement of a committee and to appoint into the roles. * To appoint the statutory individual required roles of Safeguarding, SEND, Health & Safety, Careers guidance (Secondary) and Finance (KCC Schools) based on skill set and expertise. * To receive reports from any pair or individual to whom a delegation has been made and to consider whether any further action or decision by the Governing Body is necessary. * To review the delegation arrangements annually. * Appoint selection panel for Headteacher/ Executive Leader/ Deputy Headteacher * To ratify or reject decisions of appointed selection panel * **To recruit new governors as vacancies arise ensuring the body has all the necessary skills to be effective.** * **To set up and publish a register of Governors’ Business Interests.** * **To ensure that statutory requirements for information are published on the school website, including details of governance arrangements, are met and updated as necessary.** * **To ensure the information required for the National Database (GIAS) is collected, uploaded and amended as necessary (for academies within 14 days of any change) and accurate with the details published on the school website.** * To approve and set up a Governors’ Allowances Scheme. * To regulate the Governing Body procedures where not set out in law, and record these as Standing Orders. * To delegate to the Headteacher the functions as described in the Headteacher’s job description. * To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan, in replacement of committees. * **To arrange a suitable induction process for approval and mentoring for newly appointed or elected governors*.*** * To consider the DfE recommended appointment of a training and development governor to audit individual and collective development needs and from evaluation promote appropriate training. * **To regularly audit and evaluate the impact of governance to inform the structure of the Governing Body** * To ensure the Headteacher provides such reports as requested by the Governing Body to enable it to undertake its role. | | | | | | |
| **General** | * Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. * To take an active role in School Self Evaluation, identifying success and areas requiring improvement. * To annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones; monitoring against an agreed Governing Body monitoring schedule. * To determine whether to publish a home-school agreement (no longer a statutory requirement). * To review regularly how the school is regarded by students and parents. * **To ensure the school has in place all *statutory policies* and to keep these under regular review, consulting with representative stakeholders as appropriate.** * To approve **statutory** policies, ensuring impact and compliance upon review. * To approve all school trips involving an overnight stay away from home. * To ensure the school has a Governing Body approved Complaints Procedure for Parents, published on the school website with parents knowing how to raise concerns and make a complaint. * To have regard to the professional advice given by the Clerk * To ensure that the Governing Body complies with all other legal duties placed upon them as shown and updated within the Governance Handbook. | | | | | | |
| **Inclusion and Equality** | * To establish and approve a special educational needs (SEN) policy. * To publish and update at least annually a SEN information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017). * To comply with statutory duties from the SEND code of practice and KCSIE in respect of students with special needs by appointing a SEND governor. * To ensure that the school does not discriminate against students, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation. *VA schools are entitled to identify the post of some staff as open to practicing members of their denomination only*. * To receive reports on bullying, homophobic and racial incidents. | | | | | | |
| **Safeguarding** | * To ensure statutory compliance with Keeping Children Safe in Education and its associated policies including adopting and reviewing annually the KCC child protection/safeguarding policy and relevant procedures. * To comply with statutory duties from KCSIE by appointing Safeguarding, SEND and Health & Safety governors. * To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy. * **To annually review Safeguarding procedures, ensuring any follow up actions are monitored and completed.** | | | | | | |
| **Curriculum** | * Ensure NC is taught to all students. * **To ensure the curriculum is broad and balanced.** * **To monitor the curriculum policy if there is one in place.** * To establish a charging and remissions policy for activities. * To ensure the British Values are embedded within the curriculum, preparing students for life in modern Britain. * **Ensure statutory provision of career guidance for Years 8-13 by ensuring arrangements are in place to allow a range of education and training providers to access all students in Years 8-13 to inform them about approved technical education qualifications and apprenticeships.** * A policy statement setting out the career guidance arrangements is published on the school website. | | | | | | |
| **Budget** | * To approve the first formal budget plan each year. * To engage in strategic decision making. * To approve a 3-year budget which shows clear links to the School Improvement Plan. * **To analyse and recommend the annual budget.** * To annually review and approve the Finance Policy and recommend levels of delegation. * **To undertake financial benchmarking.** * To annually review and approve the Charging and Remissions policy. * To enter into contracts following agreed financial limits. * To make decisions in respect of service agreements following agreed delegation of financial limits and insurance. * To ensure the school complies to the SFVS guidelines. * **To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, Year 7 literacy and numeracy catch up premium, and the student premium).** * To appoint a finance governor or monitoring pair. * **To ensure financial succession planning within the body.** * To review and take account of any consultations to change the LA Finance Scheme. | | | | | | |
| **Staffing** | * To make Headteacher and Deputy Headteacher appointments (ratify or reject) following recommendations from the body approved selection panel. * To annually determine the staff complement. * To annually agree a pay policy and any pay discretions following the STPCD. * **To annually review the impact of and implementation of the Pay and Reward policy.** * To establish and review procedures for addressing staff discipline, conduct and grievance. * To establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. * To dismiss the Headteacher. * To end the suspension of staff or Headteacher. * To determine dismissal payments/early retirement. | | | | | | |
| **Appraisal and Performance Management** | * To establish and review and approve the Appraisal Policy. * To determine the timing of the Headteacher appraisal review cycle. * To appoint the Headteacher Performance management group following the best practice of 3 skilled or trained governors, to include the Chair of the Body. The Chair of the Governing Body must not be appointed to the Chair of the panel. * To appoint the pay panel of 3 skilled or trained governors. * To appoint the external advisor. * To take into account the Headteacher Standards for Excellence. * To agree total pay award following recommendation from Pay panel. * To agree any pay award for the Headteacher/ Executive Leader following recommendation from the Headteacher performance management panel | | | | | | |
| **Discipline/**  **Exclusions** | * To establish a statement of behaviour principles on which the school can produce a behavior policy. * To review the use of exclusion as a behaviour management tool and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a student is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (**This may be delegated to the Chair/Vice Chair in cases of urgency** - see Exclusion from maintained schools, Academies and student referral units in England Guidance updated Sept 17 page 18 point 57). * To direct the reinstatement of excluded students. | | | | | | |
| **Premises & Insurance** | * To develop and approve a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements. * **To procure and maintain buildings, including a properly funded maintenance plan.** * **To seek advice from the LA, diocese or trustees, where appropriate to ensure adequate levels of buildings insurance and personal liability**. * **To receive annual site report.** | | | | | | |
| **Health & Safety** | * **To establish and approve a Health & Safety policy.** * **To ensure that Health & Safety regulations are followed and appropriately prioritised**. * **To receive the Health & Safety Inspection Report and agree any actions.** * To appoint a Health and Safety governor, who will fully participate in the annual Health and Safety audit. | | | | | | |
| **Admissions** | * To follow The School Admissions Code statutory guidance when carrying out duties relating to school admissions. * To ensure that all admissions are in line with standard national practices for hospital schools. Specifically, that all admissions to the school are recommended by specialist medical staff and ratified by the school’s admissions panel, in accordance with the Admissions Policy. * Set a clear published admission number (PAN), which states the number of applicants they will admit, where enough applications are received. A body of a community or VC school can object to the Adjudicator if they disagree with their PAN (which will be set by the LA as admission authority). * To establish an Admissions policy acting with LA when changes are proposed by the Governing Body | | | | | | |
| **Collective Worship** | * To ensure that the school provides teaching of religious education for all students in accordance with the agreed syllabus or has informed parents of their right to withdraw their child. * To ensure the school provides an act of broadly Christian daily collective worship. | | | | | | |
| **School Organisation** | * To set the time of the school sessions and the dates of school terms and holidays, in accordance with LA published dates. * To publish proposals to change category of school. * To propose to alter or discontinue voluntary, foundation or special school status. | | | | | | |
| **Collaborations** | * To consider forming or joining a group of schools | | | | | | |
| **Federations** | * To consider forming a federation or joining an existing federation. * To consider requests from other schools to join a federation. * To leave a federation. | | | | | | |
| **Academies** | * To consider approach and time scale to academy conversion. * To consider forming or joining an existing Multi-academy-trust (MAT). | | | | | | |
| **Extended Services** | * To decide to offer additional activities and agree what form these should take. * To cease providing extended services provision. | | | | | | |
| **Membership of the Governing Body**  The governing body shall include a minimum of:  · 1 LA Governor  · 2 Parent governors  · 4 Co-opted governors  · 1 Headteacher Governor  · 1 Staff governor | | | | | | | |