



**Penistone Grammar School**

Advanced Learning Centre

**Governing Body  
Committee Structure  
and Terms of Reference**

**Never Stop Flying**

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***Summary of Changes and Updates in this version:***

Date	Change	Page ref no.
03/11/2017	Name of 'Principal' Governor amended from Jo Higgins to Paul Crook.	1
03/11/2017	Safeguarding Lead Governor amended from Josie Whiteley to Dean Howford.	11
01/12/2017	SEND Lead Governor amended from Eugene Gallagher to Andy Smeaton	11
01/12/2017	Website Lead Governor added as new role and assigned to Roy Garratt	11
03/11/2017	Date terms and delegation agreed for Lead Governors amended to date of November meeting.	11
03/11/2017	Additional items included within the Finance Lead responsibilities as per outcome of audit report November 2017.	12
03/11/2017	Minor changes to Authorisation Levels and Delegation	14 to 16



## The Governing Body

The Governing Body will take a strategic role. It will set aims and objectives and agree, monitor and review policies, targets and priorities.

**Membership:** As per the Instrument of Government

**Disqualification:** As per Regulation 17 and Schedule 4 of the [Constitution Regulations](#).

Name of Governor	Category of Governor	End of term of Office
Paul Crook	Principal	N/A
Eugene Gallagher	Co-opted Governor (Chair)	10/09/2019
Roy Garratt	Parent Governor	03/02/2020
Dean Howford	Co-opted Governor	14/09/2018
Louise Hughes	Co-opted Governor	11/07/2018
Amanda Neeve	Staff Governor	19/03/2019
David O'Hara	Co-opted Governor	10/09/2019
John Rowe	Co-opted Governor	14/09/2018
Paul Rowlands	Co-opted Governor	15/11/2018
Andy Smeaton	Parent Governor	08/02/2018
Josie Whiteley	LA Governor (Vice Chair)	18/06/2019
Vacancy	Parent Governor	(TBC)

Chair of the Governing Body:	<b>Eugene Gallagher</b>
Vice-Chair of the Governing Body:	<b>Josie Whiteley</b>
Clerk(s) to the Governing Body:	<b>Jane Wilson</b>
Quorum:	<b>One half of the number of Governors in post</b>

### Restrictions on Persons Taking Part in Proceedings of Governing Body Meetings and Committees

The general principles are shown below:

- Where there is a conflict between the interests of any person and the interests of the governing body, that person should withdraw from the meeting and should not vote.
- In a situation where the principles of natural justice require a fair hearing and there is any reasonable doubt as to a person's ability to act impartially, he or she should also withdraw from the meeting and not vote.
- Where a governor or associate member has a pecuniary interest in any matter, he or she should also withdraw from the meeting and not vote.

Examples of cases where a fair hearing must be given include decisions relating to staff or pupil discipline or admission of pupils. The restrictions on persons taking part in proceedings do not stop a governing body or committee from allowing someone who can offer relevant evidence to a case in question from giving that evidence.

If there is any dispute as to whether or not a person must withdraw from a meeting the other governors present at the meeting must decide on this.



## Roles and Responsibilities

<p><b>Chair</b></p> <p><b>Disqualification:</b> The Principal, Staff Governors, Students, Staff Members</p>	<ul style="list-style-type: none"> <li>• To ensure the business of the Governing Body is conducted properly, in accordance with legal and Barnsley Metropolitan Borough Council delegation requirements.</li> <li>• To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.</li> <li>• To establish and foster an effective relationship with the Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Principal and provides strategic direction.</li> </ul>
<p><b>Clerk</b></p> <p><b>Disqualification:</b> Governors, The Principal, Associate Members</p>	<ul style="list-style-type: none"> <li>• To convene meetings of the Governing Body and any associated committees with at least 7 days' notice in writing ensuring agenda papers agreed with the Principal and Chair are distributed in advance of the meeting.</li> <li>• To work effectively with the Chair of Governors, the other Governors and the Principal to support the Governing Body.</li> <li>• To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.</li> <li>• To attend meetings of the Governing Body and ensure minutes are taken.</li> <li>• To maintain a register of members of the Governing Body and report vacancies to the Governing Body.</li> <li>• To give and receive notices in accordance with relevant regulations.</li> <li>• To perform such other functions as may be determined by the Governing Body from time to time.</li> </ul>
<p><b>Chair of Committee</b></p> <p><b>Disqualification:</b> None</p>	<ul style="list-style-type: none"> <li>• To ensure the business of the Committee is conducted properly, in accordance with legal requirements.</li> <li>• To ensure meetings/Hearings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.</li> </ul>
<p><b>Clerk to Committee</b></p> <p><b>Disqualification:</b> The Principal</p>	<ul style="list-style-type: none"> <li>• To advise the Committee on procedural and legal matters.</li> <li>• To convene meetings of the Committee with at least 7 days' notice in writing ensuring agenda papers agreed with the committee chair and SLT member are distributed.</li> <li>• To attend meetings of the Committee and ensure minutes and decisions are recorded.</li> <li>• To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.</li> </ul>



## Hearings Committee

*It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member.*

### Terms of reference:

1. To make any determination to dismiss any member of staff.
2. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Principal is the subject of the action\*.
3. To make any decisions relating to any member of staff other than the Principal, under the Governing Body's personnel procedures.
4. To make any determination or decision under the Governing Body's General Complaints Procedure for parents and others.
5. To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum dis-applications, and the operation of the Governing Body's charging policy.
6. To determine within statutory provisions and the governing body policy whether any child should be admitted to the school (Post-16 only).
7. To act as the School Redundancy Committee.
8. To follow the LA's Model Redundancy Procedure for Schools and the LA model terms of reference on the following page.
9. To consider suspensions of parents and others from the school premises.
  - i) To consider representations from a parent who had had their license to enter the school premise suspended.
  - ii) To determine whether or not the parent could continue to be barred from the school premises.
  - iii) To determine the period of time a barring where the Committee uphold the Principal's decision.
10. That any 3 of the 6 Governors currently assigned to the Hearings and Appeals Panels will be asked to hear cases, with a different 3 governors being called upon to hear appeals

*\*cannot be delegated to an individual*

**Membership:** All members of the Governing Body except the principal and staff Governor. An HR Advisor to be present when appropriate.

**Disqualification:** The Principal and Staff Governor

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Chair of the Committee:	<b>To be agreed when committee convenes</b>
Clerk to the Committee:	<b>Clerk to Governing Body</b>
Quorum (minimum of 3):	<b>3</b>
Date Committee established:	<b>07/02/2008</b>
Date of review:	<b>Summer Term 2017</b>



## Redundancy Committee

### Terms of reference:

1. To acknowledge and discuss the proposals set out by the Principal.
2. To notify the Council, relevant Trade Unions and Human Resources Provider at the earliest opportunity of potential redundancies.
3. To issue Section 188 Notice.
4. To determine appropriate selection criteria in consultation with recognised Trade Unions.
5. To agree the redundancy timetable.
6. To consider proposals put forward during the consultation process and formally respond.
7. At the end of the consultation, consider the information provided by the Principal on the staff skills and experience summary sheet and make the final decision on which post(s) are to be declared redundant based on the agreed criteria.
8. Subsequently hear representations from the employee(s) whose post(s) are selected for redundancy where the employee exercises their right to such a hearing.
9. At Appeal Hearings, the Principal and Chair of the Redundancy Committee will present the case to the Appeal Committee.
10. To notify, in writing to employees, the outcome of the hearing and rights to appeal if applicable.
11. To notify the Council requiring dismissal notices to be issued giving reasons (if no appeal).

The minutes and decisions of the Committee are recorded and made available for inclusion in the agenda papers of the next Committee meeting and/or Governing Body meeting.

The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

**Membership:** Any Governor with the exception of the Principal and Staff Governor.

**Disqualification:** The Principal and Staff Governor

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Chair of the Committee:	<b>To be agreed when committee convenes</b>
Clerk to the Committee:	<b>Clerk to Governing Body</b>
Quorum (minimum of 3):	<b>3</b>
Date Committee established:	<b>07/02/2008</b>
Date of review:	<b>Summer Term 2017</b>



## Appeals Committee

### Terms of reference:

1. To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
2. To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
3. To consider any appeal against selection for redundancy\*
4. To consider written appeals against any decision by the Principal to refuse admission to the Post 16 based on admissions criteria.
5. To act as the School Redundancy Appeals Committee
6. To follow the LA's Model redundancy Procedure for Schools on the following page.
7. That any 3 of the 6 Governors currently assigned to the Hearings and Appeals Panels will be asked to hear cases, with a different 3 Governors being called upon to hear appeals

*\*cannot be delegated to an individual*

**Membership:** All members of the Governing Body except the Principal and Staff Governor. An HR Advisor to be present when appropriate.  
Any Governor with prior knowledge of an issue including attendance at a Hearings Committee where the issue to be considered was discussed should not be present at any meeting of the Appeals Committee where the issue is discussed.

**Disqualification:** The Principal and Staff Governor

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Chair of the Committee:	<b>To be agreed when committee convenes</b>
Clerk to the Committee:	<b>Clerk to Governing Body</b>
Quorum (minimum of 3):	<b>3</b>
Date Committee established:	<b>07/02/2008</b>
Date of review:	<b>Summer Term 2017</b>



## Redundancy Appeals Committee

### Terms of reference:

1. To hear any appeals from employees together with representations from the Principal and Chair of the Redundancy Committee.
2. To notify in writing to employees the outcome of the appeal.
3. To notify the Council of the decision and requiring them to issue dismissal notices where applicable

The minutes and decisions of the Committee are recorded and made available for inclusion in the agenda papers of the next Committee meeting and/or Governing Body meeting.

The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

**Membership:** All members of the Governing Body except the principal and Staff Governor. An HR Advisor to be present when appropriate.

**Disqualification:** The Principal and Staff Governor

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Chair of the Committee:	<b>To be agreed when committee convenes</b>
Clerk to the Committee:	<b>Clerk to Governing Body</b>
Quorum (minimum of 3):	<b>3</b>
Date Committee established:	<b>07/02/2008</b>
Date of review:	<b>Summer Term 2017</b>



## Pupil Discipline and Attendance Committee

### Terms of reference:

1. To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate).
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion).
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion).
4. To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
5. To meet with relevant bodies to review cases of poor attendance (this could be delegated to an individual).
6. To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee.

- Membership:** All members of the Governing Body except the principal and Staff Governor. An HR Advisor to be present when appropriate.  
If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. For the attendance remit of this committee it is advisable that governors on this committee are available during the working day.
- Disqualification:** The Principal and Staff Governor. Any Governor with prior knowledge of the pupil or the incident.

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Chair of the Committee:	<b>To be agreed when committee convenes</b>
Clerk to the Committee:	<b>Clerk to Governing Body</b>
Quorum (minimum of 3):	<b>3</b>
Date Committee established:	<b>07/02/2008</b>
Date of review:	<b>Summer Term 2017</b>



## Principal's Performance Review Group

### Terms of reference:

1. To arrange to meet with the External Adviser to discuss the Principal's performance targets.
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
3. To monitor through the year the performance of the Principal against the targets.
4. To determine (in accordance with the School Teachers Pay regulations):
  - a) The appropriate salary range for the Principal and
  - b) Any discretionary payments to the Principal.

**Membership:** 3 Members of the Governing Body.

**Disqualification:** The Principal and Staff Governors.

These terms of reference agreed by the Governing Body:	<b>15 September 2016</b>
Members appointed to the Performance Review Group:	<b>Chair of Governing Body</b> (Appointed 11/04/2013)
	<b>Vice Chair of Governing Body</b> (Appointed 11/04/2013)
	<b>HR Governor</b> (Appointed 11/04/2013)
Chair of the Group:	<b>Chair of Governors</b>
Advisor:	<b>To be confirmed</b>
Date Group Established:	<b>24/10/2007</b>
Meeting Frequency:	<b>Twice per year</b>
Date of review:	<b>Summer Term 2017</b>



## Scheme of Delegation

### Delegation of Responsibility to Individuals (Lead Governors)

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

#### Terms of reference:

1. To liaise with the appropriate member(s) of staff.
2. To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
3. To regularly report to the Governing Body, or the appropriate committee on developments and progress within their area of responsibility.
4. To raise the profile of the area of responsibility when related matters are considered by the Governing Body.
5. To attend training as appropriate.

#### Disqualification:

The following functions **CANNOT** be delegated to an **individual**.

Functions relating to the following:

- The alteration, closure or change of category of maintained schools.
- The approval of the first formal budget plan of the financial year.
- School discipline policies.
- Permanent exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions).
- Admissions.

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Chair GB	Eugene Gallagher		
Vice Chair GB	Josie Whiteley		
Academisation and Legal	David O'Hara		
Curriculum, Quality and Data	Paul Rowlands		
Enrichment	Andy Smeaton		
Finance	Eugene Gallagher		
Governor Training/Development	Josie Whiteley	LA Governor training	Governing Body
Health & Safety Monitoring	John Rowe	H&S Officer	Governing Body
HR	Louise Hughes		
IT	Roy Garratt		
Parental Engagement	Roy Garratt		
Pupil Premium	Andy Smeaton		
Safeguarding	Dean Howford	Child Protection Officer	Governing Body
SEND	Andy Smeaton		
Website	Roy Garratt		

These terms of reference agreed by the Governing Body:	<b>16 November 2017</b>
Date Delegation Agreed:	<b>16 November 2017</b>
Date of review:	<b>Summer Term 2017</b>



## Lead Governors' Specific Responsibilities

The following are the specific responsibilities of Lead Governors:

<p><b>Chair</b></p>	<ul style="list-style-type: none"> <li>• Help ensure that the Governing Body retains a strategic focus (with particular regard to school improvement).</li> <li>• Develop the team and integrate it with staff.</li> <li>• Co-ordinate own annual 360 performance review and performance review for all Governors.</li> <li>• Coordinate performance management of the Principal.</li> <li>• Distribute leadership across the governing body.</li> <li>• Ensure effective policy review.</li> <li>• Represent the Governing Body in dealings with stakeholders.</li> </ul>
<p><b>Vice Chair</b></p>	<ul style="list-style-type: none"> <li>• Stand in for the Chair at Governing Body Meetings.</li> <li>• Be responsible for any duties delegated from the Chair.</li> </ul>
<p><b>Academisation/ Legal Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure a clear understanding of up-to-date legislation regarding academisation of schools.</li> <li>• Work with SLT and GB to ensure there is a good shared understanding of academisation and its potential impact on the school.</li> </ul>
<p><b>Curriculum, Quality and Data Lead</b></p>	<ul style="list-style-type: none"> <li>• Work with SLT and GB to ensure there is a good shared understanding of data available to the school.</li> <li>• Ensure Pupil Premium statement is updated and published on the school website.</li> <li>• Assist with developing a system understanding of the origins of the outcomes achieved.</li> <li>• Support the development of system and process improvements that might influence outcomes.</li> <li>• Support the SLT in the development of systems and processes that will support staff in developing a culture of continuous improvement.</li> <li>• Monitor CPD process and effectiveness.</li> </ul>
<p><b>Enrichment Lead</b></p>	<ul style="list-style-type: none"> <li>• Evaluate the extra curricular and enrichment opportunities available for pupils.</li> <li>• Review effectiveness of the opportunities and feedback to GB.</li> </ul>
<p><b>Finance Lead</b></p>	<ul style="list-style-type: none"> <li>• Undertake regular budget review/monitoring.</li> <li>• Operate as required within the scheme of delegation.</li> <li>• Ensure all finance related policies are in place and adhered to on behalf of GB.</li> <li>• Conduct SFVS annually and ensure an action plan is in place.</li> <li>• Ensure Pupil Premium funding is spent effectively and monitor its impact.</li> <li>• Draw up the budget for approval by the GB.</li> <li>• Explore different expenditure options and assess expenditure bids.</li> <li>• Monitor and adjust in year expenditure levels.</li> <li>• Evaluate the effectiveness of financial decisions.</li> <li>• Review the school's policy on charging and remissions annually.</li> <li>• Review the school's policy on charging for lettings of school buildings annually and consider, promote or monitor other revenue raising activities.</li> <li>• Forecast likely future pupil rolls and income levels.</li> <li>• Ensure accounts are properly finalised at year end, reviewing outturn.</li> <li>• Administering the school's voluntary private fund.</li> <li>• Agree the format of the financial information to be provided to the full GB and any statutory timescales for this information.</li> </ul>



<p><b>Governor Training and Development Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure new Governors are properly inducted and given a training package and an appropriate mentor.</li> <li>• Undertake a regular review of succession planning.</li> <li>• Maintain the Skills Matrix (ensuring Governors update it as necessary) and identify training gaps.</li> <li>• Maintain the Governor Training and Development record ensuring Governors update it following training.</li> <li>• Arrange in-house training when necessary.</li> <li>• Liaise with Business Manager/SLT to ensure training budget is monitored.</li> </ul>
<p><b>Health &amp; Safety Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure a clear understanding of up-to-date legislation regarding H&amp;S in schools and the workplace.</li> <li>• Ensure a clear understanding of specialist H&amp;S areas eg COSHH.</li> <li>• Work with SLT to ensure all required H&amp;S processes, procedures and risk assessments are in place.</li> <li>• Work with SLT to ensure all required H&amp;S policies are monitored, incidents appropriately dealt with and recorded and required actions taken.</li> </ul>
<p><b>HR Lead</b></p>	<ul style="list-style-type: none"> <li>• Undertake regular reviews and update the GB on the performance management cycle of the staff.</li> <li>• Work with the SLT to review staff pay and conditions.</li> <li>• Agree policy and procedures for staff conduct and discipline and ensure they are adhered to on behalf of the GB.</li> <li>• Work with SLT to recommend an appropriate staffing structure to the GB for approval.</li> <li>• Work with SLT to ensure effectiveness of the recruitment, selection and appointment of staff.</li> <li>• Monitor school staff wellbeing.</li> </ul>
<p><b>IT Lead</b></p>	<ul style="list-style-type: none"> <li>• Work with the staff member overseeing the school IT systems and the GB to ensure there is a clear understanding of how IT can enhance the outcomes for the school.</li> <li>• Work with the GB to ensure they are maximising the IT systems available to them via Office 365 and OneDrive.</li> </ul>
<p><b>Parental Engagement Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure parental views are considered via the annual Parent Survey and feedback to GB.</li> <li>• Monitor progress of actions from Survey.</li> <li>• Ensure GB are engaging with parents and using the methods of communication effectively.</li> </ul>
<p><b>SEND Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the school's notional SEN budget is appropriately allocated to support pupils with SEN.</li> <li>• Give up-to-date information to the governing body on the quality and effectiveness of SEN and disability provision within the school.</li> <li>• Help to review the school's policy on provision for pupils with SEN.</li> <li>• Have a clear working knowledge of the SEND Code of Practice.</li> <li>• Be aware of their school's systems for SEND provision.</li> <li>• Build a good working relationship with the school's special educational needs co-ordinator (SENCO).</li> </ul>
<p><b>Safeguarding Lead</b></p>	<ul style="list-style-type: none"> <li>• Ensure a clear understanding of up-to-date legislation regarding safeguarding of children and young people including for example Prevent, British Values and CSE.</li> <li>• Undertake regular relevant training to keep knowledge up-to-date.</li> <li>• Work with SLT and GB to ensure there is a good shared understanding of safeguarding.</li> <li>• Work with SLT to ensure all required safeguarding processes and procedures are in place and monitor their effectiveness.</li> <li>• Monitor pupil wellbeing and behaviour.</li> </ul>



## Authorisation Levels and Delegations

	Operations Manager	AP: SBD	Principal	GB Finance Lead +1	HR Lead +1	Governing Body
<b>Contracts:</b> (To including entering into, continuation and cessation)						
Over the value of <b>£75,000</b> (subject to receipt of 4 tenders and a Notice in the Official Journal of the European Community if in excess of £156,442)						X
Between <b>£74,999 and £50,000</b> (subject to 4 tenders)				X		
Between <b>£49,999 and £20,000</b> (subject to 3 written quotations)				X		
Between <b>£19,999 and £2,500</b> (subject to receipt of 3 written quotations)		X	X			
Up to <b>£2,499</b> (subject to receiving at least 1 written quotation)		X	X			

<b>Virements:</b>						
Over <b>£10,000</b>				X		
Between <b>£2,500 and £9,999</b>			X			
Up to <b>£2,499</b>		X				

<b>Authorisation of Orders, Purchases and Payments:</b>						
Over <b>£50,000</b>				X		
Between <b>£300 and £49,999</b>		X	X			
Up to <b>£299</b>	X					
Report any purchases over <b>£2,500</b> to the Governing Body	X	X				

<b>Budget:</b>						
Approval of annual budget (including staffing levels)						X
Establish appropriate budget headings		X	X			
Sub-divide budgets on a departmental (or other) basis in order to facilitate day to day administration		X	X			
Monitor and control school budget and funds held within the private school account		X				

<b>Staffing:</b>						
Approve financial forecasts of staffing levels for future year(s) including teaching and associate staff						X
Approval of staffing structure annually						X
Approval of changes to staffing which represent a variation to the agreed structure within the agreed budget			X			
Approval of changes to staffing which represent a variation to the agreed structure in excess of the agreed budget				X	X	
Approval of implementation of grade changes					X	



## Authorisation Levels and Delegations

	Operations Manager	AP: SBD	Principal	GB Finance Lead +1	HR Lead +1	Governing Body
<b>Staffing:</b>						
Authorisation of voluntary and compulsory redundancy severance payments which are £5,000 or greater above the standard payment expected as set down within policy				X	X	
Appoint at least one Governor to the selection panel for the recruitment of all Senior Leaders					X	
Appoint members of the Governing Body to the selection panel for recruitment to Principal /Vice Principal posts						X
Approval of the use of incentive allowances <b>up to £1,500</b>			X			
Approval of the use of incentive allowances <b>over £1,501</b>				X	X	
<b>Assets:</b>						
Authorise the disposal of assets (sale proceeds)				X		
Authorise the disposal of assets <b>up to £4,999</b> (sale proceeds)		X	X			
<b>Outstanding Debts:</b>						
Write-off for outstanding debts <b>over £250</b>						X
Write off outstanding debts <b>up to £249</b>		X	X			
<b>Use of Petty Cash:</b>						
Authorise the use of petty <b>over £300</b>				X		
Authorise the use of petty cash <b>up to £299</b>		X	X			
<b>Reporting and Recording:</b>						
Receive termly reports on the financial position of the school						X
Prepare month end/year end returns	X					
Authorise month end/year end returns including payroll and providing reports to the Governing Body and Principal as required		X	X	X		
Report gifts and/or hospitality to the Governing Body		X	X	X		
Report the outcome of annual independent audits to the Governing Body in relation to the private school fund		X	X	X		
Complete and/or review annually the School's Financial Value Standard (SFVS) and Internal Control and Governance Assurance Self-Assessment document		X	X			
To approve annually the School's Financial Value Standard (SFVS) and Internal Control and Governance Assurance Self-Assessment document				X		
<b>Other areas of delegation:</b>						
Approve charges for the hiring of the school premises				X		



## Authorisation Levels and Delegations

	Operations Manager	AP: SBD	Principal	GB Finance Lead +1	HR Lead +1	Governing Body
<b>Other areas of delegation:</b>						
Sign all cheques and authorise all payments (2 authorised signatories required*)		X	X			
Ensure adequate arrangements are in place for security and control of stores and equipment		X	X			
Refer of any urgent matter for decision to the Chair and/or Vice-Chair of the Governing Body between meetings with urgent matters reported at the next available meeting		X	X			
Ensure the integrity of manual and computerised accounting systems and procedures within the school including adequate separation of duties	X	X				
Ensure compliance with financial regulations		X	X	X		
Take responsibility for effective administration of private school funds	X					
Maintain financial records ensuring an adequate audit trail is in place	X	X				
Follow financial procedures as laid out in the Local Authority Fair Funding Scheme and other related policies and/or procedures	X	X				
Process all financial transactions relating to the school budget and private school funds in accordance with financial regulations, audit requirements and the approved Scheme of Delegation	X	X				
Maintain financial records ensuring an adequate audit trail is in place	X	X				
Annual review of the responsibilities for each Lead Governor						X

- If the HR Lead and/or Finance Lead are unavailable the Chair and/or Vice Chair can act as substitute.
- Where 2 signatures are required this must always be different people.

*\* Authorised signatories are currently the Principal, Assistant Principal: Staff Development and Assistant Principal: Strategic Business Development*



## Code of Conduct for Penistone Grammar School Governing Body

This code sets out the expectations on and commitment required from school governors in order for the governing body to properly carry out its work within the school and the community.

### **The Governing Body has the following core strategic functions:**

- 1) Establishing the strategic direction by:
  - Setting the vision, values, and objectives for the school
  - Agreeing the school improvement strategy with priorities and targets
  - Meeting statutory duties
- 2) Ensuring accountability by:
  - Appointing the principal
  - Monitoring progress towards targets
  - Performance managing the principal
  - Engaging with stakeholders
  - Contributing to school self-evaluation
- 3) Ensuring financial probity by:
  - Setting the budget
  - Monitoring spending against the budget
  - Ensuring value for money is obtained
  - Ensuring risks to the organisation are managed

### **As governors we agree to the following:**

#### Role & Responsibilities

- We understand the purpose of the Governing Body and the role of the principal.
- We accept that we have no legal authority to act individually, except when the Body has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Body when we have been specifically authorised to do so.
- We will support all decisions made by the Governing Body. When we hold a dissenting view will always articulate the view of the majority and the process in reaching a decision. If expressing any dissenting view this will always be given in the context of the decision and we will state our support for the majority decision
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Governing Body.
- We will actively support and challenge the Principal.

#### Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to. Governors are expected to attend at least 90% of meetings and if they have not done so in any academic year, they and the governing body will consider if their continued service is in the best interest of the students (taking account of the reason for their absence).
- Each governor will maintain a school e mail account and review that account at least three times per week. All emails should be responded to within given deadlines. Where holidays or illness mean that this is not possible, details of the governor's non-availability should be shared with other governors in advance.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.



- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the Governing Body and agreed with the principal.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training. In particular we will each have or arrange as soon as practical:
  - A working knowledge of the Governance Handbook
  - Attend suitable induction courses
  - Attend a course on Raise on-line and ALPS or demonstrate to the satisfaction of the Governor responsible for training that we have sufficient experience in these two areas.
  - Take responsibility for our own CPD and develop a personal learning plan that meets those needs. The plan will be agreed with the governor responsible for training.
  - Attend the courses that the Governing Body or the member responsible for governor training determines that the Governor should attend.
- We accept that in the interests of open government, our names, terms of office, roles on the governing body, category of governor and the body responsible for appointing us will be published on the school's website.
- Each governor will join:
  - The Barnsley Governors Association (BGA)
  - The National Governors Association (NGA)
- Each governor will keep up to date with developments in the education and governance including:
  - Subscribing to updates from the BGA and NGA
  - Reading such documents that the governor responsible for governor training recommends (for example changes in OFSTED guidance or significant DfE regulations)
- All Governors will take part in annual review of their performance.

#### 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 support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the principal, staff and parents, the local authority and other relevant agencies and the community.

#### Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside a Governing Body meeting.
- Minutes will record which governor made particular statements
- Minutes will not record which governor voted for/against individual resolutions

#### Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Governing Body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the Governing Body.

#### Breach of this Code of Conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.



- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

### The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

<b>Selflessness</b>	Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
<b>Integrity</b>	Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
<b>Objectivity</b>	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
<b>Accountability</b>	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
<b>Openness</b>	Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
<b>Honesty</b>	Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
<b>Leadership</b>	Holders of public office should promote and support these principles by leadership and example.

Adopted by the Governing Body of Penistone Grammar School ALC on:	<b>6 May 2017</b>
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# Penistone Grammar School

Advanced Learning Centre

Huddersfield Road

Penistone

Sheffield, S36 7BX

01226 762 114

[enquiries@penistone-gs.uk](mailto:enquiries@penistone-gs.uk)

[www.penistone-gs.uk](http://www.penistone-gs.uk)