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# Lanesend Primary School

## Instrument of Government Policy School Governors Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

Review Date: September 2019 (Yearly)  
Reviewed By: Full Governing Body

# Lanesend Primary Instrument of Government Policy

## **1. Introduction**

- a) This document is provided to outline the working structure for the Governing Body for the next school year. It is reviewed annually.

## **2. Constitution and Authority**

- a) The Governing Body is set up as referred to in the Instrument of Government dated 1<sup>ST</sup> September 2014.
- b) The Governing Body abides by the regulations laid down in the Education Act 2007, The School Governance (Constitution) (England) Regulations 2007, School Governance (Procedures) (England) Regulations 2003, School Staffing (England) Regulations 2003 and all associated Regulations, Guidance and Acts.
- c) All information received by the school is disseminated to the Governing Body via Chairperson as relevant. Issues are discussed and decisions taken at Full Governing Body meetings where minutes are recorded, approved and adopted following each meeting.
- d) Formal minutes from Governing Body meetings are, once approved, filed in a separate ring binder and a copy is kept in the Governor's cupboard..

## **3. Evaluation and Reporting**

In addition to regular review the Governing Body will ;

- a) evaluate their previous year's work as an agenda item annually.
- b) demonstrate their accountability to parents by means of a termly newsletter available to all parents. They will hold an Annual meeting if requested to do so by the parents of at least 15 children.

## **4. Agenda and Minutes of Governing Body Meetings**

- i) A calendar of dates of all Governing body meetings is drawn up before the first meeting in the Autumn term for the coming year.
- ii) Agenda produced two weeks before the meeting, where possible and circulated at least one week before meeting.
- iii) Suggested agenda items should be logged via the Clerk who will inform the Chair.
- iv) Relevant documents circulated with agenda.
- v) Minutes produced and circulated one week after a meeting.

## **5. Meeting Content**

Each Full Governing Body meeting shall include the following;

- a) Headteacher's Report
  - i) Given at each meeting, verbally and in writing twice a year.
- b) Governor Training - Training Co-ordinators Report
  - i) Updates Governors on available courses.
  - ii) Governors given opportunity to discuss course content, value etc.
- c) Formal Governor Contact with the School
  - i) Governor's visitors book is in operation.
  - ii) Governors report back to the FGB to visits made
- d) Chairman's Action and Correspondence
  - i) The Chair will formally record any decision taken within delegated powers by recording them for the next Full Governing Body meeting.
  - ii) The Chair will record all post received and action taken as a result, for the next Full Governing Body meeting.

## **6. Commissioning Groups and their Reports**

### **a) General**

- i) Each commissioning group shall review its terms of reference annually and recommend any alterations to the Governing Body.
- ii) Commissioning group meeting dates are scheduled prior to the Full Governing Body meetings.
- iii) Each committee shall elect at the first meeting of the Autumn term, a convenor for the ensuing year.
- iv) Each commissioning group shall meet at least once a term unless otherwise instructed by the governing body.
- v) Seven (7) days notice (comprising a written agenda) shall be given before a meeting of a commissioning group. Notice shall be copied to the Chairman of the Governing Body, the Headteacher and the Clerk to the Governors.
- vi) Each meeting shall present written minutes to the next available meeting of the Governing Body; and shall clearly indicate which matters (if any) have been resolved and which are recommended to the Governing Body for approval.
- vii) The Chairman of the Governing Body is ex officio a member of every committee with voting rights.
- viii) The Headteacher has the right to attend every meeting of all committees.
- ix) Membership by volunteering at a Full Governing Body meeting.
- x) Quorum and other membership requirements where applicable, are listed in the committees terms of reference.

- xi) All committees may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice or to contribute to discussion.
- xii) Co-opted commissioning group members and those “in attendance”, including the Headteacher if not a member, have no voting rights.
- xiii) Each full member of a commissioning group, including the Headteacher (where a governor and a member of the committee) and the Chairman of the Governing Body, has a single vote.
- xiv) Each commissioning group will include in their terms of reference the obligation to consider the relevant parts of the School Strategic Plan and policies for regular monitoring and reviewing.
- xv) Commissioning group will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of any and all policies as listed in their terms of reference.

## **b) Individual commissioning groups and usual subject matter**

### **i) Money Group**

- (1) To consider in detail the draft budget prepared to cover the ensuing Financial Year.
- (2) To determine whether the proposed expenditure can be contained within the forecast allocation of funds to the School and any other funds available.
- (3) To consider the proposed spread of expenditure.
- (4) To present the draft budget for agreement at a Full Governing Body meeting.
- (5) To monitor expenditure against the approved budget during the using financial information provided by the School and the County Council.
- (6) To meet as necessary to discuss any marked divergence from the planned expenditure and recommend to the Headteacher action to be taken to recover the situation. If this action involves a major revision of the budget, or the use of money earmarked for particular projects, then appropriate recommendations will be made to the Full Governing Body.
- (7) Overall monitoring and costing of School Strategic plan.
- (8) Review annually all policies as specified in the Commissioning Group’s Terms of Reference.
- (9) To approve revisions to the teaching staff structure and associated salary levels.
- (10) To approve revisions to the non-teaching staff structure and associated salary levels.
- (11) To consider, with the Headteacher, the number of staff which should be employed to meet the needs of the school within the constraints of the available budget.
- (12) Where there is a Deputy Headteacher vacancy to devise a job specification in consultation with the Headteacher and to ensure that appropriate arrangements are made for advertising the post, considering

applications, seeking references, drawing up a short-list and arranging interviews.

- (13) To monitor the appointment of all staff below the level of Deputy Headteacher.
- (14) Review pay of teaching staff and approve any changes in pay.
- (15) To review, as necessary, the Local Authority's Manual of Personnel Practice and make recommendations to the Governing Body about such matters.
- (16) To act on behalf of the Governing Body in all matters of staff discipline and professional support.
- (17) To act on behalf of the Governing Body in respect of any grievance issues.
- (18) To review the school's Pay Policy and approve any special payments.
- (19) To review on an annual basis any proposed change, to the salary Deputy Headteacher and make a recommendation to FGB.
- (20) To consider any representation from the staff representatives of any recognised trade union body.
- (21) To Monitor compliance with FMSIS.
- (22) Review annually all policies as specified in the Commissioning Group's Terms of Reference.
- (23) To draft and review annually a programme of planned maintenance of the building fabric, services and grounds and for replacement furniture and equipment.
- (24) To consider the budgetary requirements for repair and maintenance.
- (25) To review maintenance reserves.
- (26) To advise the Governing Body on improvements and alterations to the premises and, where appropriate, to organise estimates, consultants, contractors, etc. undertaking approved works.
- (27) To monitor approved programmes and expenditure.
- (28) Accident Book will be reviewed at each meeting.

## **ii) Teaching & Learning**

- (1) Following the National Curriculum guidelines the commissioning group will formulate any new policies or statements as required.
- (2) It will review and update existing policies as specified in the commissioning group's Terms of Reference when necessary.
- (3) Agree academic targets and review achievement.
- (4) General monitoring, additional educational needs, sex education and collective worship.
- (5) Monitor pupil progress and provisions put into place for those pupils considered "stuck".
- (6) Ensure the monitoring of progress of the Remarkable Children and ensure appropriate provisions are in place.
- (7) Regularly monitor teaching and learning

### **iii) Child Centred Group**

- (1) To review any permanent exclusions made by the Headteacher and decide whether to confirm the exclusion or to direct the reinstatement of the pupil.
- (2) To consider any parental representations regarding pupil exclusions, preferably at the same time as the review of the decision to exclude.
- (3) The chairman of the commissioning group to be authorised to confirm to the LEA and the parents the formal decisions of the commissioning group in each case.
- (4) To apply the HCC Model Disciplinary Procedure - Procedure for Hearings as set out in the HCC Manual of Personnel Practice.
- (5) Ensure any policies within the committee's Terms of Reference are duly updated and monitored.
- (6) To monitor the progress of pupils under the umbrella of Additional Educational Needs.
- (7) To monitor the safeguarding aspect of the school
- (8) To monitor the Health and Safety of the school.

### **iv) Appeals Committee**

- (1) To apply the IOW Model Disciplinary Procedure - Procedure for Hearings and Appeals Arrangements in respect of staff as set out in the IOW Manual of Personnel Practice.
- (2) To hear representations from staff regarding decisions by the Money Group on pay.
- (3) To hear appeals against dismissal on the grounds of capability or conduct.
- (4) To hear appeals against selection for redundancy.

### **v) Performance Management and Pay Panel**

- (1) To act on behalf of the Full Governing Body in carrying out the annual Performance Management Review and any interim reviews of the Head Teacher' performance (collectively "the Head Teacher's Performance Management Review");
- (2) To report to the Full Governing Body at the first Full Governing Body meeting after the Head Teacher's Performance Management Review in general terms (and in so far as permissible within the bounds of confidentiality) on the Head Teacher's performance and the outcome of that review;
- (3) Following the annual Performance Management Review to make recommendations as to any changes in the Head Teacher's salary at the next meeting of the Money Group following such review.

## **7. Involving Families**

The governing body will

- a) Contribute to the School Website which is available to all parents.
- b) Attend Parents evenings/ Open days and be available to any and all parents at these events.
- c) Hold an annual parents meeting only if requested to do so by the parents of at least 15 pupils.

## **8. Structure for Decision Making**

- a) Commissioning Groups may be tasked with other responsibilities by the Full Governing Body.
- b) The Full Governing Body may, at any time, decide to remove responsibility for any area from a Commissioning Group and return it to the Full Governing Body.
- c) Commissioning Group bring forward recommendations to Full Governing Body.
- d) Where Commissioning Groups recommend a certain course of action it should be adopted unless exceptional circumstances prevail.

## **9. Delegation – see Delegation and Decision Planning Document**