

St Andrew's CE Primary School, Much Hadham

Scheme of Delegation

(Outlining the structure and responsibilities of the Governing Body and its committees)

The school has a Governing Body that is responsible for determining, monitoring and keeping under review the policies, plans and procedures within which the school operates. Our purpose is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. We endeavour to ensure that the school's Vision and Values, which includes our Christian Values, permeate every aspect of school life. Everything we do is aimed at providing the children in our care with the very best possible educational experience.

The Governing Body is not directly involved in day-to-day management - this is the role of the Headteacher who reports to the Governing Body.

Governing Body

The School's Governing Body is a group of 14 volunteers including parents, staff and members of the local community. They meet once or twice a term and work closely with the Headteacher to support the school.

At St Andrew's the Instrument of Government states that the Governing Body shall consist of 14 governors:

- Two Parent Governors
- One LA Governor
- One Headteacher Governor
- One Staff Governor
- Eight Foundation Governors:
 - One ex-officio
 - Two appointed by the Diocese
 - Five appointed by the PCC
- One co-opted Governor

Each Governor has a particular area of responsibility and all Governors are welcomed in school. Some of the Governors work with the Headteacher, the staff and pupils on a weekly basis. The Chair of Governors liaises with the Headteacher and interacts with the staff and children several times a week.

Together, the members of our Governing Body have a broad variety of skills and experience that include banking, policy skills, IT, science, healthcare, HR, media, administration and education.

We have four core functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Ensuring effective Safeguarding.
- Being a critical friend by holding leaders to account for the educational performance of the school and its pupils, and the performance management of staff.
- Monitoring the financial performance of the school and ensuring funding is well spent.

To maximize the effectiveness of our role, we have four main committees which meet at least once a term and concentrate their discussions around a particular area of responsibility. These committees are Finance, Curriculum, Personnel and Premises. In addition, as we are a Voluntary Aided School and our own admissions authority, we have an Admissions Committee which meets when necessary.

Every committee has agreed Terms of Reference which are approved annually.

Finance Committee

The Finance Committee oversees the financial management of the school and makes sure that it operates within budget and makes the most effective use of the funds it receives from Hertfordshire County Council. The Finance Committee helps the Headteacher to set the Annual Budget and a 5 Year forecast of projected income and expenditure which is then discussed and approved by the full Governing Body.

The Finance Committee reviews expenditure on special areas of delegated funding e.g. Pupil Premium, Sports Premium and SEND. It also advises on policies relating to financial matters.

St Andrew's has a Bursar who works closely with the Headteacher, Chair of Finance and Chair of the Governing Body. They meet monthly as a Finance Group which then reports to the Finance Committee. The minutes of the Finance Group meetings are circulated to the full Governing Body with other finance documents.

On behalf of the Governing Body the Finance Committee has delegated powers as set out in the Schedule of Financial Delegation which includes:

- Financial management and planning.
- Setting the Annual Budget.
- Budget monitoring and control, including audit and inspection reports.
- Financial Roles and Responsibilities relating to Capital Expenditure.

Curriculum Committee

A key question and mission for the Curriculum Committee is "How effective is learning?" and "How effective are the outcomes for the pupils?"

To pursue this line of challenge and enquiry for the school the Committee has powers to undertake the following duties related to the curriculum on behalf of the Governing Body:

- Monitor the provision of the National Curriculum with the assistance and guidance of staff (subject leaders).
- Review the School Development Plan (SDP).
- Review the school's curriculum policies and advise the Governing Body on the school's Curriculum Policy and its statutory obligations regarding the curriculum.
- Ensure strong Safeguarding policies and procedures, including a clear program for RHE.
- Review data at key stages of the academic year.
- At least annually, to receive reports from the Headteacher on the standards of pupil achievement and progress and to identify any necessary Governing Body actions.
- Ensure that the needs of pupils with SEND, Pupil Premium and other vulnerable groups are met.
- Ensure that the Sport's Premium Grant is spent to make additional and sustainable improvements to the quality of PE and sport we offer.
- Ensure that the school website is kept up to date.

Premises Committee

The Premises Committee ensures that all the children have a suitable and safe school environment and that the provision works effectively for the school's strategic plan as outlined in the SDP.

To do this, on behalf of the the Committee has powers to undertake the following duties related to the premises

- Provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- Check that the buildings are accessible, fit for purpose and are well maintained.
- Seek advice from and advise HCC and Diocese as appropriate.

As a VA School St Andrew's School receives capital funding in the form of Devolved Formula Capital (DFC) which is paid annually into an account controlled by the Governing Body. The Schedule of Financial Delegation gives certain responsibilities to the Premises Committee in connection with the use of this funding which is approx. £7,000 annually. The Governing Body has to contribute 10% of the cost of any project undertaken using this funding.

Personnel Committee

The Personnel Committee oversees the appointment of all staff in the school, their professional development and their Performance Management as well as their well-being.

We aim to ensure that the staff work effectively to achieve the maximum impact in terms of teaching and learning.

To do this, on behalf of the Governing Body the Committee has powers to undertake the following duties related to personnel

- Ensure effective Safeguarding policies and procedures are in place and audit their effectiveness.
- Discuss, review and monitor the implementation of the school's HR policies adopted from model HR policies provided by Herts for Learning.
- In consultation with the Finance committee, determine salary levels and oversee training costs.
- Review the quality of teaching and ensure the effective implementation of the Performance Management Policy.
- Ensure the Governing Body appoints three governors to conduct the Performance Review of the Headteacher alongside the HIP (Hertfordshire Improvement Partner).
- Recommend to the Governing Body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as and when necessary.
- Liaise closely with the HCC Human Resources team as and when necessary.

Any decisions which require a spending commitment over and above agreed budget provision must be referred to the Finance Committee. The Chair also checks before committing expenditure to ensure that there is no change in the financial position.

Admissions Committee

On behalf of the Governing Body the Admissions Committee has delegated powers to undertake the following

- Review Admissions policies and criteria annually and update the policies in consultation with the full Governing Body and the Diocese.
- Consult other Admissions authorities as appropriate.
- In accordance with the published Admissions criteria and arrangements, to determine which children should be admitted to the school.

How do members of the Governing Body know that the information provided by the school is accurate?

These are the measures we have in place to ensure that Governors have an accurate picture of how the children are thriving and progressing at St Andrew's School:

- Clarity of school development objectives – how they are set (based on data, Subject and School SEFs), how they will be measured and achieved. Termly update to full Governing Body (GB) with updates against these objectives (RAG rating).
- Safeguarding report (from DSL) in full Governing Body meetings corroborated by nominated Safeguarding Governors; Safeguarding wall and file with details of training, ongoing Safeguarding Checklist and formal Annual Report.
- Termly subject reports to full Governing Body from all curriculum leaders.

- Attendance data (produced by the Chair of Governors using SIMS) and behaviour information (produced by the Headteacher) are shared at every full Governing Body meeting.
- Regular data scrutiny in full Governing Body meetings and Committees. Overall achievements are considered as well as school actions for any individual children or groups of children, including disadvantaged children and any other vulnerable groups, who are progressing less well.
- Performance Management of the Headteacher by setting clear targets and methods to measure the impact of these targets.
- Personnel committee discuss Performance Management of the staff to celebrate success and be aware of areas for 'even better ifs'.
- Governors have a subject link and visit the school, at least annually, to meet with their subject leader. They discuss the subject action plan, look at children's books, visit classrooms and discuss monitoring of their subject.
- Every year group of children has a linked governor who moves up the school with them. This gives invaluable insight into the cohort, the experience of different class teaching and the children's progress and achievement.
- Many Governors spend regular time in the school. They may observe learning walls, staff teaching, children's behaviour around school and often take part in Collective Worship both in school and at St Andrew's Church.
- Pupil voice – Governors talk to children whilst visiting the school and sometimes attend pupil voice meetings.
- Parent voice – the school sends out questionnaires to gather parents' thoughts about the school and their children's progress and achievement. The results, with the comments, are shared with the governors.
- Termly Hertfordshire Improvement Partner (HIP) visits – the Chair of Governors and another Governor attend these meetings alongside SLT.
- HIP reports – shared with full Governing Body.