



Frank Barnes
School for Deaf Children

Learn, Grow and Flourish

GOVERNING BODY STRUCTURE 2022-2023

October 2022

Frank Barnes School for Deaf Children

Governing Body Terms of Reference & Structure

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Governing Body Terms of Reference & Structure

1. TERMS OF REFERENCE FOR THE GOVERNING BODY

Role of the Governing Body

The Governing Body will have overall responsibility for conducting the school with view to promoting high standards of achievement. The function of the Governing Body is to carry out a strategic management role in the running of the school. The Governing Body has powers and duties as a corporate body. In order to ensure that the Governing Body fulfills its duties, individual Governors will be members of the following two key sub-committees and will also be allocated particular responsibilities in other areas e.g. SEN or Equality:

- Business Committee
- Curriculum Committee

Membership

The membership of the Governing Body at Frank Barnes School will be 12 Governors including the Chair of Governors and Headteacher. There shall, at all times, be at least 6 governors who are proficient in British Sign Language. The allocation of Governors is as follows:

- Headteacher
- 4 Parent Governors
- 1 LA Governor
- 1 Staff Governor
- 6 Co-opted Governors
- 2 Associate Governors

Quorum

The quorum of a Governing Body meeting is half of the elected members (not including Associate Governors or vacancies) one of which must be the Headteacher (or in the absence of the Headteacher, the Deputy Headteacher). Therefore in the case of Frank Barnes, the quorum is currently six.

Meetings

Governing Body meetings will be held at least once a term with a minimum of four meetings per year. Papers for the meetings will be distributed to individual members one week before each meeting. Dates for each meeting will be set annually in advance before the new academic year.

Rational for the Committee Structure

Parliament has given a range of duties and powers to governing bodies under the Education Acts. The setting up of a committee structure is a way of supporting the work of the governing body. The basic principles underlying the committee structure, which is set out below, acknowledge that under local management of this school:

- I. The termly meetings will be executive and will ratify decisions formulated through the sub-committee structure.
- II. Detailed discussions on issues will take place in sub-committees, which will have a specialist role and function. This will mean that the governors will develop specialist knowledge about the areas of work, which will be addressed by these committees. There will be two sub-committees: Curriculum and Business.
- III. The work of the sub-committees will be co-ordinated through a committee, which is responsible for the overall policy, planning and finance.



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Governors are very aware that their effectiveness in their new roles will be determined partially by the quality of professional advice they receive from the Headteacher and school's senior staff. The fullest cooperation between the staff and the governors is essential for effective and efficient governance of this school.

In practice, this means that the decisions governors make with the senior members of the staff will be based upon priorities, recommendations and views formulated through the school's planning and decision-making structure.

2. THE COMMITTEE STRUCTURE

- I. The two sub-committees will each include governors and any other members that the governors may co-opt for specialist advice.
- II. A governor (but not the Head or staff or support staff governor) will lead each sub-committee.
- III. The sub committees will submit recommendations to the full Governing Body.
- IV. The decisions at committee level should involve an in-depth understanding of the issues concerned so that any recommendations submitted to the full Governing Body are justified, reasoned and costed. It is expected that lengthy discussions on any topic, which has gone through the committees, will not be necessary at the termly meetings of governors.
- V. The full governing body will ratify the decisions of the sub-committees for implementation by the whole school.

All decisions of the sub-committees must be tested against the school's aims, its policy on equal opportunities and the current priorities as identified in the School Improvement Plan. Each committee must seek the views of the wider school community.

3. THE CONTEXT OF SCHOOL DECISION-MAKING

The main budgetary and planning framework for the school will be the School Strategic Improvement Plan. Objectives and targets will need to be established annually. The improvement plan will set medium and long-term school priorities in the context of the national and local priorities, inspection reports on the school's work and outcomes of annual reviews and surveys.

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TERMS OF REFERENCE FOR THE BUSINESS SUB-COMMITTEE

Membership

The sub-committee shall have a membership of four people. The Headteacher (or in the absence of the Headteacher, the Deputy Head) will be an ex-officio member. Any other non-governor members, who have been enlisted onto the committee for their expertise, will not have voting rights.

Quorum

The quorum of the sub-committee will be three governors. Neither the Headteacher, Chair nor Vice Chair have to be present in order for a Committee meeting to be quorate as long as three elected members are present. In the case of Frank Barnes, the Governing Body has decreed over and above the central Government guidance that the Headteacher or Business Manager must be present for the committee to be quorate. The Headteacher is considered a quorate member. Any other non-governor members, enlisted onto the committee for their expertise, will not count for quorum.

Meetings

The sub-committee shall meet as necessary, but not less than once per term. There will be an agenda for each meeting and minutes will be taken. The minutes will be agreed at the next meeting and signed by the Chair of the sub-committee. Copies of the agendas and the minutes will be available for inspection, on request.

Delegated Powers

FINANCE

This will be the sub-committee of the governing body responsible for ensuring the co-ordination of the financial strategy of the school with reference to the School Improvement Plan as follows:

- I. The governing body will delegate its financial powers to this committee each year after the annual budget plan has been approved.
- II. The sub-committee will approve expenditure beyond the powers delegated to the Headteacher and approve action and virements when the actual budget shows variance from the agreed plan.
- III. The decisions of the sub-committee must be tested against the school's equal opportunities policy and any decisions submitted to the governing body must demonstrate how these support the equality and quality aims of the school.

PERSONNEL

This will be the sub-committee of the governing body responsible for ensuring that governors meet their statutory obligations towards all staff employed at the school as follows:

- I. Act as a pay committee and make recommendations on salary determination and review to the governing body.
- II. Review and prepare an annual determination of the staffing structure.
- III. Ensuring that the governors' policy on Appraisal/Performance Management is implemented.
- IV. Ensure that the management of staff complies with the statutory framework provided by the relevant Acts.
- V. Ensure that the school's Single Central Register is maintained and safe recruitment practices are followed.



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PREMISES

This will be the sub-committee of the governing body responsible for review and evaluation of the use of premises as follows:

- I. The sub-committee will make arrangements to maintain a healthy and safe work environment for the pupils and staff.
- II. The sub-committee will prepare and oversee an annual programme of building development and maintenance work.
- III. The sub-committee will review the suitable use of the premises during and outside of the school day

Tasks and Responsibilities:

FINANCE

The Business Committee will support the governing body in fulfilling its responsibility for the strategic management of the school's finances and for making decisions about the way in which the school's delegated budget is spent. The Governors will ensure that:

- the allocation of resources furthers the aims and values of the school;
- funding is targeted on raising standards and improving the quality of educational provision;
- resources are allocated fairly to meet the needs of all pupils.

It will have the following remit:

- To ensure that the relevant financial returns are produced for the DfE, Secretary of State or the LEA as and when required.
- To ensure that all accounts for which the governing body is responsible are properly reviewed annually.
- To be responsible for the preparation of a draft annual budget for the governing body's consideration and ratification.
- To receive regular reports of income and expenditure and to monitor expenditure patterns against budgetary assumptions.
- To review the level of delegation to the Headteacher to spend the delegated budget.
- To ensure that the delegated budget is used effectively during the financial year and any carried forward balance is ear marked for committed projects.
- To review the finance procedures manual annually and ensure that staff at the school operate in line with its provisions.
- To ensure there is adequate insurance cover.
- To ensure that accurate records of all financial transactions are kept with due regard for probity.
- To make arrangements for the proper safeguarding of the school's assets.
- To ensure an appropriate pay policy and, when this has been formally ratified, to conduct an annual review of the salaries of all teaching and support staff in accordance with the most recent national pay and conditions of service document and the recommendations of the head.
- To ensure the annual review of the salaries of the head and deputy heads, taking due account of the individual and collective targets that have been set for the year.
- To ensure that the school is fully compliant with both the GDPR and freedom of information regulations.

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- The list of responsibilities outlined above is not intended to be exhaustive. For practical purposes the detailed implementation of many of the Business Committee's decisions and functions will be left to the Headteacher in consultation with his or her senior colleagues.

PERSONNEL

The Business Committee will support the governing body in fulfilling its responsibility to meet their statutory obligations towards all staff employed at the school.

- Deal with all staffing matters in relation to teaching and support staff appointments, employment, pay conditions and disciplinary procedures as and when required (including parent or other complaints about staff and staff complaints about organizational policies or colleagues).
- Delegate to the Headteacher the deployment of staff, appointment of supply teachers and other temporary appointments up to one year's duration, together with all appointments of support staff and classroom teaching assistants.
- Consider all salaries, grades and other additional salary payments for staff within current regulations and subject to school's financial position.
- Consider recommendations with costing on staffing priorities, including staff development and appraisal.
- Ensure appropriate procedures for the administration of appointments, terminations and promotions.
- Oversee the implementation of the arrangement for Performance Management for the Headteacher and the staff.
- Review the Pay Policy annually to incorporate changes in the National Terms and Conditions for school teachers and support staff.
- Contribute to the school development planning, monitoring, evaluating and review process.
- Ensure that members of the governing body are fully conversant with matters relating to the staffing, including expenditure and costings. This will help to ensure that their recommendations are made in a reasoned and coherent way.
- Keep workforce planning under review with termly reports to full governing body.
- Be responsible for ensuring a work/life balance is in place, which is reviewed annually.

PREMISES

The Business Committee will support the governing body in fulfilling its responsibility for the strategic management of the school's premises. The Governors will ensure that the following key responsibility areas are reviewed regularly and maintained:

- The site management;
- Environmental matters and issues;
- Health and safety;
- Buildings and equipment, repairs and maintenance;
- Equipment and materials purchase and replacement;
- Lettings policy and advice on charges;
- Community use of site;
- Liaison with community and the local community projects.



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The sub-committee will carry out the following tasks in fulfilling its responsibilities:

- Commission or receive reports and other information that it requires from the Headteacher, staff or the LEA officers in order to support its work.
- Submit recommendations for premises development programme to the full governing body.
- Extend and strengthen the school's partnership with parents and local communities.
- Contribute to the school improvement planning, monitoring, evaluation and review process.
- Monitor and evaluate the service contracts of the school with Camden Council and other contractors.
- Ensure that the school complies with all the requirements of Health and Safety Act.
- Promote the use of school grounds as an integral part of learning resources available to the children of this school.
- Set the school's charging and remissions policy.
- Test all its recommendations against the school's Equality policy and be able to demonstrate how these support the quality and equality aims of the school.

Review:

These terms of reference will be reviewed annually at the Autumn Term meeting.

Dispute:

Any disputes between sub-committees will be resolved by the full governing body.

THE TERMS OF REFERENCE FOR THE CURRICULUM SUB-COMMITTEE

Membership

The sub-committee shall have a membership of a minimum of three governors. A governor elected by the sub-committee members will lead it.

Quorum

The quorum of the sub-committee will be three governors. Neither the Headteacher (or in the absence of the Headteacher, the Deputy Head), Chair nor Vice Chair has to be present in order for a Committee meeting to be quorate as long as three elected or associate members are present in addition to the Headteacher. In the case of Frank Barnes, the Governing Body has decreed over and above the central Government guidance that the Headteacher (or in the absence of the Headteacher, the Deputy Headteacher) must be present for the committee to be quorate.

Meetings

The sub-committee shall meet as necessary, but not less than once per term. There will be an agenda for each meeting and minutes will be taken. The minutes will be agreed at the next meeting and signed as correct by lead governor. Copies of the agendas and the minutes will be available for inspection on request.



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Delegated Powers

CURRICULUM

The Curriculum sub-committee will be responsible for ensuring that the school meets its statutory responsibility in teaching the Early Years Foundation Stage and National Curriculum. It will oversee the implementation of governors' policies on school discipline, admissions and transfer.

Tasks and Responsibilities

CURRICULUM

- I. Review, monitor and evaluate the school policies on curriculum. It will regularly review school aims, policies on sex and relationships education and collective worship; consider curriculum complaints and assess the effectiveness of overall curriculum provision.
- II. Review and monitor pupils' attainment and progress.
- III. Commission or receive reports and other information it requires from the Headteacher and staff to support its work.
- IV. Ensure that members of the governing body are fully conversant with matters relating to curriculum.
- V. Liaise with the Business Committee regarding funding for curriculum resources and staffing.
- VI. Oversee the implementation of school policy on pupil behaviour, discipline and exclusions.
- VII. Keep the school complaints procedure under review. (Parents and other complaints about pupils and/or curriculum issues).
- VIII. Contribute to the school improvement planning, monitoring, evaluating and review process.
- IX. Ensure that the governors' policies of admission are administered appropriately and fairly.
- X. Ensure that the school complies with all the requirements of the Equality Act.
- XI. Oversee the implementation of safeguarding procedures and policies

Review:

These terms of reference will be reviewed annually at the Autumn Term meeting.

Disputes

The full governing body will resolve any disputes between the sub-committees.

HEADTEACHER'S REPORT

The Headteacher will write a report for the full governing body once a term, which will include the following information:

- Pupil roll and admissions (including Free School Meals and SEN information);
- Pupil exclusions;
- Safeguarding;
- Health and Safety;
- Staffing issues;
- Performance management;
- Curriculum monitoring and assessment;
- Pupil attainment;
- Progress of the School Improvement Plan.

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Governors will read the report in advance of the full governing meeting and respond to any issues addressed in the report.

End.

Updated and approved by the Chair of Governors, October 2022.

Signed:

Robert Adam

Chair of Governors, Frank Barnes School

Next Review: October 2023

