**West Oaks SEN Specialist School and College Academic Year 2020-2021**

The Governing Body has seven members drawn from various groups including staff, LA representatives, parents and co-opted members. Governors come from a variety of backgrounds and bring different skills and expertise. All are committed to ensuring that West Oaks provides a safe, happy learning environment and that our pupils receive the best education possible.

The Governors are responsible for:

• ensuring that the visions, ethos and strategic direction of the school are clearly defined

• ensuring that the senior leadership team performs their responsibilities for the educational performance of the school;

• ensuring the sound, proper and effective use of the school’s financial resources.

The chair of the governing body is Elaine Hampson, she can be contacted on elaine.hampson@westoaksschool.co.uk.

Each year the governors are required to declare any relevant business and pecuniary interests. This includes business interests in the school, being a governor at another school, being related to another member of staff. None of the governors declared an interest.

There are usually four full governing body meetings each year, two in the Autumn Term, one in the Spring Term and one in the Summer Term. At these meetings, information and reports are received, discussed and decisions made. Occasionally an additional meeting is required to deal with urgent business.

Each year an annual visioning day is held where strategic priorities for the coming year are agreed.

**Committee Membership**

Much of the work of the Governing Body is delegated using a committee structure. Each committee agrees its’ terms of reference at the start of the new academic year.

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| **Business Planning**  John Hayton (Chair)  Margaret Burgess  Andrew Hodkinson  Ben Thaler    Keeley Murray (Associate member)  Helen Hudson (in attendance)  Liz Mason (in attendance/clerk) | **Standards, Achievement and Safeguarding**  Elaine Hampson (Chair)  Andrew Hodkinson  Terence Karran  Katie Hurley  John Hayton  Sue Towers (Associate member)  Keeley Murray (Associate member)  Teaching and Learning Co-ordinators in rotation (in attendance)  Anna Stevens (in attendance)  Liz Mason (in attendance/clerk) | **Premises and Health and Safety**  Margaret Burgess (Chair)  Elaine Hampson  Andrew Hodkinson  Ben Thaler  Katie Hurley  Ian Buckland (in attendance)  Liz Mason (in attendance/clerk) |
| **Performance Management**  **and Pay**  Elaine Hampson (Chair)  Ben Thaler  John Hayton  Liz Mason Clerk) | **Headteacher Performance Management**  Elaine Hampson (Chair)  Ben Thaler  John Hayton |  |

Each committee meets during the 4 weeks prior to the full Governing Body meeting and the minutes form their reports which are always agenda items at that meeting.

**Committee Terms of Reference**

**Business Planning**

• Agree levels of delegation to Principal, authorise staff responsible for signing orders, invoices, petty cash, authorise financial regulations document.

• Review Leading Learning Plan (LLP) to ensure financial implications can be met

• Receive update on pupil numbers and consider implication of any changes.

• Monitor income and expenditure and review virements

• Share budget review with finance officer, consider implications of revised budget.

• Prepare budget for next financial year to include consideration of implications of LLP

• Present budget, present and approve deficit action plan/complete excess surplus balance

form

• Review unofficial fund accounts, report on Devolved Capital position, monitor expenditure and income

* Ensure policy on expenditure of schools funds supports pupil outcomes

• Agree Statement for Internal Control.

• Complete Financial Competency Matrix.

• Examine benchmarking data provided by LA.

• Respond to any audit reports on the management of budget and financial procedures.

• To review staffing levels / structure whenever a vacancy occurs and liaise with other committees where changes have an impact on or are determined by their decision (e.g. Finance, Curriculum) and delegate to Principal appointment of staff.

• To review Safeguarding and ensure that staff and governors are fully aware of their responsibilities regarding “Safe Recruitment” and have completed the necessary training.

• Review policies

• Monitor Continuing CPD and staff succession planning.

• Examine/Review the Single Central Register.

• Monitor how school is meeting the Prevent Duty

• Undertake any action to comply with the relevant School Teachers’ Pay and Conditions Document.

**Standards, Achievement and Safeguarding**

• Review test results for previous year and approve key stage targets by 31st December

* Review progress towards targets, with focus on CLA/Pupil Premium/other groups

• Monitor and evaluate partnerships with parents/carers

• Review of report of School Improvement Partner on standards and target setting

• Provide and support curriculum developments as set out in LLP (ensuring appropriateness for all irrespective of location)

• Self-evaluate all aspects of curriculum design and pupil learning and curriculum planning

• Review of assessment procedures

• Review progress towards awards

• Review Early Years provision

• Review extended curriculum including residentials

* Review the Child Protection Policy and arrangements in school to safeguard children
* Self-evaluate all aspects of pupil support work including pastoral support systems within the school, behaviour management strategies
* Support and monitor the implementation of strategies to improve attendance and punctuality of pupils
* Monitor and evaluate the effectiveness of support mechanisms for looked after children
* Evaluate work with the other agencies to support vulnerable pupils
* Review policies as per schedule

**Buildings and Health and Safety**

• Monitor issues relating to Health and Safety at each site

* Ensure/review effective system of consulting with and informing staff of Health and Safety issues including the induction of new staff.

• Approve costs and contracts for maintenance, repairs and decoration at each site

• Prioritise capital projects to ensure effective use of Devolved Capital

**Performance Management and Pay**

• Headteacher Performance Management

• Consider outcome of performance reviews for teaching staff as per the appraisal policy and agree pay recommendations