

Terms of Reference for the Standards Committees of the Governing Board of Exeter Children's Federation

Membership:

Wynstream And Chestnut Committee

Michaela Young

Poppy Daly

Owen Taylor

Montgomery Primary School Committee

Michaela Young

Chris Neads

Grace Williams

Associate members: Head of School, *Gill Brown, Jason Edge*

Agreed at meeting of the full governing board on 8th October 2018

Review date: September 2019

The governing board responsibilities for teaching and learning including links with parents

The governing board is the strategic lead for the school and has a vital role to play in making sure every child gets the best possible education. For maintained schools this is reflected in the law, which states that the purpose of maintained school governing boards is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. The Governance Handbook also states that one of the core functions of the governing board is: 'Holding the headteacher to account for the educational performance of the school and its pupils'. They should do this by making sure they have at least one governor/trustee with specific skills and experience of performance data, and by asking questions such as:

- Which groups of pupils are the highest and lowest performing, and why? Do you have credible plans for addressing underperformance or less than expected progress? How will we know that things are improving?
- Which year groups or subjects get the best and worst results and why? How does this relate to the quality of teaching across the school? What is your strategy for improving the areas of weakest performance?
- How are you going to raise standards for all children, including the most and least able, those with special educational needs, those receiving free school meals, boys and girls, those of a particular ethnicity, and any who are currently underachieving?
- Have your decisions been made with reference to external evidence, such as Ofsted's Data Dashboard, Analyse school performance service (formerly RAISEonline), Fischer Family Trust etc. How will you know if your approach is working? Will the impact of decisions and interventions be monitored and supported?
- Is this a happy school with a positive learning culture? What is our track record on attendance, behaviour and bullying? Are safeguarding procedures securely in place? What are we doing to address any current issues, and how we will know if it is working?
- How good is our wider offer to pupils? Is the school offering a good range of sports, arts and voluntary activities? Is school food healthy and popular?
- Do we listen to what pupils and parents are telling us?

Many governor/trustees may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing board have at least one governor with the skills to understand and interpret the full detail of the performance data available. These governor/trustees should make sure that the wider governing board has a correct understanding of the school's performance. They should identify from the data the issues that most need to be discussed. Other governor/trustees should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

Best Value

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

Withdrawal

Any governor/trustee or associate member employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor/trustee or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw for discussions relating to their own pay or performance.

Matters of Urgency

These may be dealt with by the chair of governor/trustees, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

Delegation

Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

Curriculum.

Policies and Documents delegated to this committee:

(insert/delete policies and documents as applicable)

- Collective Worship Policy (Recommended)) in partnership with all Federation schools
- Sex and Relationships (Sex Education) Policy (Statutory) (Not Nursery Schools) in partnership with all Federation schools
- Governor Visits Policy & Protocol
- Curriculum information published on school website (Statutory)

Duties which are delegated to this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

To monitor the implementation of changes to the school curriculum in line with national and local guidelines, legislation and requirements	D
To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, report to full governing board	D
To agree the policies for sex & relationships and collective worship (developed jointly between federation schools)	D
To agree the arrangements for educational visits and ensure that they are in line with current Devon County Council guidance (link to Health and Safety) (developed jointly between federation schools)	D
To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Improvement Plan. Link to an agreed programme of governor visits at full governing board level	R
To establish/recommend as appropriate the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation. (developed jointly between federation schools)	D
To ensure the continued knowledge and understanding of governors in respect of the National Curriculum	D
To monitor and evaluate the provisions of the curriculum to account for the needs of children with SEND, including more able children	D
To ensure statutory information relating to the curriculum is published on the school website including: <ul style="list-style-type: none"> • The content of the curriculum by academic year and subject • How parents (including prospective parents) can obtain further information in relation to the curriculum • Key Stage 1 phonics and reading schemes in operation 	D D D

School Improvement

Policies and Documents delegated to this committee

Results – the most recent Key Stage 2 results to be published on school website (Statutory)

- Ofsted Report, or a link to it, published on school website (Statutory)
- Performance tables, link to the DfE website available on school website (Statutory)

Duties which are delegated to this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

To review performance data across the school and set targets for attainment.	R
To contribute to strategic planning within the school and to recommend the School Improvement Plan (School Development Plan) to the full governing board, to include identified governor/trustee monitoring and evaluation criteria. Ensure that in formulating the plan Ofsted judgements, the vision for the school, current statutory responsibilities and school action plans are incorporated. Noting the overall Federation Development Plan will be achieved as well as the local school areas for improvement.	R
To review and evaluate the success and impact of the School Improvement Plan in conjunction with the head of school, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources, report to full governing board.	R
To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information, to the governing board. Ensure that governors involved with data analysis have current valid training to support their role. Ensure there a link to the DfE school performance table website on the school website.	D
To ensure the continued knowledge and understanding of governors in respect of the Ofsted inspection framework including any changes since the school was last inspected and statutory responsibilities.	D
To ensure that the schools' most recent Ofsted report, or a link to it, is available on the school website. Ensure that the governing board is aware of the key findings of the most recent report and monitor actions being taken and progress relating to areas for improvement.	D
To analyse Key Stage 2 data and results, including benchmarking, and report to the full governing board. Ensure that the most recent results are published on the school website in line with statutory requirements.	D

Community and Parent Links

Policies and Documents delegated to this committee:

(insert/delete policies and

documents as applicable)

- Statement of the school's Ethos and Values published on school website (Statutory)

Duties which are delegated to this committee:

Governing boards may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

To assist the head of school in promoting good relationships and communication with parents and the wider community.	D
Ensure that the needs of stakeholders are monitored and responded to effectively with regards to duties under the Extended Services legislation. Keep services under review and make recommendations to develop and adapt services to react to changes in need.	R
To assist with and oversee the development of the school website, including ensuring statutory policies and information appears on the website in a timely manner.	D
To ensure a Complaints Procedure is in place (Executive Head will draft and take to Full Governors) and monitored. Review complaints locally and look for any common themes. Investigate any changes in practice required and recommend to the full governing board.	R
To ensure the statutory duties relating to pupil record keeping, disclosure of information and pupil reports are fulfilled locally.	D
To encourage wider networking with other schools in the locality, nationally and internationally to inform and enhance opportunities for children and young people, facilitate staff development and sharing of good practice, moderation of pupils work, transition processes and benchmarking.	R