



TERMS OF REFERENCE FOR FULL GOVERNING BODY OF THE LEARN TO LIVE FEDERATION

Membership:	Jacqui Warne (Head) Saxon Spence Karen Osborn Kate Mythen Lindsay Hill Kay Rosier Jill Grainger Daisy Binnie Deb Norman-Pawley Tony Johnson Steve Cleverly Rick Gaehl
Associate Members:	Maggie Blaber Carolyn Purslow
Quorum	6 (to include the Headteacher)
Chair of Committee:	Kate Mythen
Clerk of Committee:	Lesley Williams

Agreed at meeting of full Governing Body : 6 December 2017

Date of review: Autumn Term 2018

Withdrawal

Any person 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

Matters of Urgency

These may be dealt with by the Chair of Governors, Vice Chair and Headteacher and reported to the Full Governing Body.

As a member of the Learn to Live Governing Body, all governors will automatically become members of the 19-25 CIC (Community Interest Company). Once governors leave the Governing Body, their membership of the 19-25 CIC will cease.

The Governing Body's responsibilities for teaching and learning:

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guide to the Law for School Governors). Every child matters and the governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve his or her full potential and maximise his or her life chances, choices and opportunities.

Best Value

Where possible and reasonable the governing body 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.

The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

TEACHING AND LEARNING COMMITTEE

Governors: Jill Grainger (Chair)
 Deb Norman-Pawley
 Kate Mythen
 Kay Rosier
 Daisy Binnie
 Jacqui Warne

Teaching and Learning –including curriculum and assessment

Governors: Kate Mythen
 Jill Grainger

Policies that are delegated to this group:

- DBS Disclosure Policy
- Sex & Relationships Policy
- Governor Visits Policy
- Freedom of Information Policy
- Curriculum Policy
- Whistleblowing Policy

To monitor implementation of changes to the school curriculum in line with national and local guidelines and requirements	D
To receive information from the Headteacher and the CBT about how the curriculum is taught, evaluated and resourced	D
To agree the policies for religious education and sex education	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)	D
To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)	D
Review School session times	R
To review the data package in the autumn term and report key messages on school performance, including benchmarking information, to the Governing Body	R
To recommend the annual statutory targets for pupil achievement to the Governing Body	R
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D
In consultation with the Headteacher, and giving consideration to the School Development and Innovation Plan, to review the staffing structure annually and	R

whenever a vacancy occurs	
To monitor pupil attendance and set targets as necessary	D

Safeguarding – including behaviour, e-safety, support and Prevent

Governors: Kate Mythen
Jill Grainger

Policies that are delegated to this group:

- SEN Policy
- Behaviour Policy
- Children in Care Policy
- Safeguarding Policy
- E Safety Policy
- Social Media Policy
- Complaints Procedures

To ensure the needs of looked after children are met through the agreement and review of the relevant policy	D
To ensure that the requirements of children with special needs are met through establishing and monitoring a Special Educational Needs policy and any arrangements for gifted and talented children	D
To receive information from CBT on Home School Agreements being in place, and monitor	D
To regularly receive updates on publicity and any related issues as required	D

Equality & Pupil Premium

Governors: Jill Grainger
Kay Rosier
Deb Norman-Pawley

Policies that are delegated to this group:

- Equality Policy
- Behaviour Policy
- Complaints Procedures

To ensure that the school meets the statutory requirements relating to equality legislation (race, disability, gender etc also link to Personnel)	D
To agree the school behaviour policy and monitor exclusion data	D
To ensure a complaints procedure is in place and monitored	D

<p>Liaison with Students, Staff & Parents – includes admissions and transitions</p> <p>Governors: Jill Grainger Daisy Binnie</p> <p>Policies that are delegated to this group:</p> <ul style="list-style-type: none"> • Admissions Policy 	
To assist the Headteacher in promoting good relationships and communication with parents and the community	D
In respect of the duties under Extended Services legislation, to ensure that the needs of stakeholders are monitored and responded to appropriately	R
Monitor all transition arrangements (in conjunction with the CBT Committee) where students are having significant change across the Federation and beyond	R

<p>Learn to Live</p> <p>Governors: Daisy Binnie</p> <p>Policies that are delegated to this group:</p> <p>None.</p>	
To encourage wider networking with other schools in the Local Learning Community	D
To regularly receive updates on publicity and any related issues as required	D

CORE BUSINESS TEAM COMMITTEE

Governors: Steve Cleverly(Chair)

Tony Johnson

Karen Osborn

Saxon Spence

Rick Gaehl

Jacqui Warne

HR

Governors : Karen Osborn

Steve Cleverly

Policies that are delegated to this group:

- [Data Protection](#)
- [Conduct Policy](#)
- [Disciplinary Policy](#)
- [Grievance Policy](#)
- [Capability Policy](#)
- [Redundancy Policy](#)
- [Recruitment Policy](#)

To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D
Monitor Staff Absence	D
Receive reports regarding arrangements for interviews and appointing staff, including any Governor involvement in different types of appointments.	D
To agree policy, protocol and timetable for governor visits to the school (link to School Improvement)	D

Pay, Performance & Training – includes Executive Head’s Appraisal

Governors : Karen Osborn
 Saxon Spence
 Steve Cleverly
 Kate Mythen – (Executive Head’s Appraisal)

Policies that are delegated to this group:

- Teachers Pay Policy
- Appraisal for Teachers & HT

Ensure Headteacher performance review is set	D
Review Teachers Pay Policy	R
Review Appraisal Policy	D

Finance

Governors : Steve Cleverly

Policies that are delegated to this group:

- Finance Policy
- Budget Monitoring Policy
- SFVS
- Charging & Remission Policy
- Governor Expenses Policy
- Lettings Policy

In consultation with the Headteacher and taking into consideration: <ul style="list-style-type: none"> a. available resources b. sustainability of commitments c. the school improvement plan (SIP) d. forecast pupil numbers e. anticipated contractual liabilities f. other relevant factors the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the Governing Body for its approval	R
To ensure the continued knowledge and understanding of governors in respect of the requirements of Schools Financial Value Standard (SFVS)	D

To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan	D
To monitor budgets for all funds under the Governing Body's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Body	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a: <ul style="list-style-type: none"> • Finance Policy • Charging and Remissions Policy • Governor Expenses Policy 	R D D
To make decisions in respect of service level agreements	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees	D
To receive audit reports and refer key issues to the Governing Body. Direct the response to such reports and ensure such reports are appropriately acted upon	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To receive reports from SLT CBT re contracts ensuring Best Value principles are adhered to	D
Receive reports from SLT CBT re statistics and performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate	D
To agree a Lettings Policy	D
Monitor Equality of provision for pupil premium	D
Monitor staffing structure	D
Monitor speed of operation of the bursary	D

Premises, Health & Safety and Security

Governors : Tony Johnson

Policies that are delegated to this group: <ul style="list-style-type: none"> • Asset Management Plan • Health & Safety Policy • Security Policy • Accessibility Plan • Medical Arrangements in School Policy 	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental	D
To receive reports from CBT and agree a statement of priorities for maintenance and improvements with reference to the Asset Management Plan.	D
To agree and review an Accessibility Plan	D
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
Receive reports from SLT CBT re effectiveness of the school's H&S arrangements.	D

19-25 & Website Governors : Saxon Spence (19-25 & website) Rick Gaehl (website)	
Policies that are delegated to this group: None	
To oversee planning for 19-25s	D
Monitor all transitions (in conjunction with the T&L Committee) where students are having significant change across the Federation and beyond	D
To assist with establishing and overseeing the school's website and ensure that statutory information relating to the school is available on the school's website	D