



# St Michael's Prep School

## Governance Policy

Date of Last Review:	July 2018	Review Period:	As Required
Date of Next Review:	As required	Owner:	JAI
Type of Policy:	Suitability of Staff	Board Approval	

The aims and objects of the charity, St Michael's School Trust, is to advance the education of children and young people by the provision of a school or schools conducted according to the principles of the Church of England and in particular in accordance with those beliefs and practices commonly known as Anglo-Catholic.

The Board of Governors of St Michael's Prep School, works to secure the long term future of the school and monitor its performance against agreed objectives. The school is governed prudently and systematically and the priority of the Governing body is the best interests of the pupils, their parents and the staff.

The Board of Governors are trustees of a charitable institution and as such follow the Principles of Good Practice and Regulatory requirements of the Charity Commission

- acting in the best interests of the charity
- managing the charity's resources responsibly, which includes protecting and safeguarding its reputation and
- acting with reasonable care and skill.

The Board of Governors meet once a term in order to conduct regular business, and after the meetings of the sub Committees have taken place. Occasionally, circumstances may require additional meetings. The Chair of Governors is elected for a suggested term of 3 years.

### **Reserved Powers**

The Board of Governors is responsible for

- The Strategic Development of the school.

**The Full Governing Body** is responsible for overseeing the following policies:

Curriculum

Homework

Assessment and marking

School Trips and Educational Visits

Special Educational Needs Policy

Admissions Policy

Child Protection/ Safeguarding Policy

Additional matters have been delegated to various sub-committees. Sub-committees will generally review their areas of responsibility and bring proposals to the main Board for ratification. Where a consensus has not been possible on a significant issue the review will revert back to the main board for discussion.

Each subcommittee Chair is responsible for reporting on the activities of his/her Committee to the next meeting of the full Board. The Head's Secretary as Clerk to the Governors is responsible for servicing all of the Committees, and for circulating minutes, agendas and papers, and for arranging meeting dates. She includes all the Committees' minutes and reports in the pack of papers circulated to the meetings of the full Board, and ensures that each Committee Chair is allocated an agenda item at Board meetings in order to present his/her report. Following each meeting she arranges for the shredding of paperwork.

### **Sub Committees**

At St Michael's Prep School, we currently have the following Committees, all of which meet once a term, unless otherwise indicated:

- Finance and General Purposes (F&GP) Committee
- Staffing and Remuneration Committee
- Welfare Working Party (virtual committee) communicates by email.
- Staff Appeals - meets as necessary
- Pupil Appeals - meets as necessary

Ad hoc Committees are set up from time to time to deal with specific short-term issues, such as reviewing the governing instrument or the appointment of a new Headteacher.

### **Finance /F&GP Committee: Meets once a term**

This is central to the discharge of the Governors' fiduciary responsibilities for the charity. The Chair of Governors is a member of the Committee, but the Committee is chaired by a Governor with a strong financial background

The Chair of the Finance Committee will work closely with the Bursar and the Finance staff, and will maintain regular telephone and email contact throughout the year, The Headteacher, Director of Finance and Operations and Assistant Bursar (Finance) attend all meetings of the Finance Committee.

**The Finance and General Purposes Committee is responsible for** following topics and for reporting on each to the Board:

- Long term financial planning
- Budgeting: approving a draft annual budget
- Reviewing on a budgetary level the remuneration and fee proposals
- Financial oversight - monitoring in-year spending against budgets, and the proper application of resources
- Termly management accounts, credit control and variance to budgets
- Cash flow forecasting on a rolling 12-month basis
- Public Benefit
- Policy on fee payment
- Banking
- Loans and borrowing policy
- Funding endorsed capital development and major project expenditure
- Reserves policy
- Insurance
- Maintaining solvency
- Reviewing and setting of the bursary funding available for the coming year.
- Reviewing and approving Annual Statutory accounts, Trustees' Annual Report, subject to approval by the Board (with the School's Auditors in attendance)
- Approval of the Summary Information Return (SIR)
- Approval of the Annual Accounts subject
- Monitoring the integrity of key internal controls
- Compliance with SORP and accounting policies
- Clarity of disclosures
- Setting clear financial authorisation and approval levels for both capital and operating expenditure
- Financial regulations, internal financial controls and procedures
- Risk assessments and Risk Assessment Policies
- Review of the Risk Register
- Compliance with legislation and best practice regulations for charities and Companies Limited by Guarantee
- Avoidance of conflicts of interest, misuse of funds or assets and prevention of bribery and fraud
- Overseeing debtors

The FGP Committee oversees the following policies;

Accessibility Plan  
Admissions Policy  
Complaints Procedure  
Privacy Policy and Statement  
Health and Safety Policy  
Risk Assessment Policy  
Security, Access and Workplace Safety Policy

**The Staffing and Remuneration Committee meets at least annually with responsibilities for:**

- Setting the salary levels for the coming year
- Addressing staff benefits and incentives
- Setting targets for the Headteacher
- Reviewing the pay structure.
- Staff Discipline and Conduct
- Oversight of Performance Development
- Analysis of KPIs (leaving staff/data on attendance/ training/ gender representation etc)

The Chair of Governors is a member of the Committee, but the Committee is chaired by a Governor with an HR background

The Staffing and Remuneration Committee oversees the

Allegations against Staff policy  
 The Induction Policy  
 Staff discipline, conduct and grievance policy  
 Recruitment and Retention Policy  
 Staff Performance Development policy

**Staff Appeals Committee and Pupil Appeals Committee** meet as needed and includes two governors and an outside representative who is a local JP.

### **Welfare Working party**

The Welfare Working party is responsible for overseeing the broad spectrum of policies that foster health and wellbeing.

These include:

Anti-Bullying  
 Behaviour and Rewards  
 Equal Opportunity  
 Disability  
 Fire Safety  
 First Aid

The working party currently consist of the following governors: Paula Carter, Enos Bukuku and a vacancy. The working party communicate via various media as required.

### **Other Committees including Governors**

#### **Health and Safety**

A governor with responsibility for Health and Safety sits on the school's Health and Safety Committee and is responsible for feeding back the reviews to the governing body. The committee meets termly.

The current post holder is: Emma Sharman

## **Early Years**

There is a governor with responsibility for Early Years and she/he reports back regularly to the main committee.

The Current post holder is: vacant

## **Child protection and Safeguarding**

A governor has responsibility for Child Protection and liaises regularly with the school's Child Protection Officers and supports the school with advice and guidance as situation demand. The governor receives Child Protection training.

The current post holder is: Cameron Kiggell

All governors have a particular responsibility for overseeing Safeguarding arrangements and the Safeguarding Lead conducts a review for Governing Body which is presented annually and should all have read and understood the Safeguarding Policy.

## **Governors' Visits**

Each committee agrees on a policy to review from the Governance Cycle. Using the document What to do on a Governor's Visit, a day or part day is arranged by the clerk, to interrogate the effective implementation of the policy through meetings with all stake holders and direct contact and observation

## **Training and Support**

The school offers training whenever any governor wishes, either through attendance at school or an outside provider's course. The clerk will make any arrangements. The school is a member of AGBIS (the Association of Governing Bodies in Independent Schools) details of where and how to access training and support are in the Governors' Induction policy.

## **Professional Advisors**

External professional advisers may be used by St Michael's Prep School in the following circumstances:

- Where a potential material risk to the school, or to its reputation has been identified, or could become an issue,
- Where there is the possibility that the Governors or Senior Leadership Team could be in breach of their duties towards the charity,
- Where a need for professional advice has been identified.

All governors are provided with a copy of "Charity fundraising: a guide to trustee duties" June 2016 produced by the Charity Commission as part of their induction process.

## **Data Management and GDPR**

All governors have a school email allocated to them which they are expected to use for school business. It is expected that minutes and agendas sent by email are kept securely on a password protected device. Governors should delete documents pertaining to their work at the school when they are out of date or their term of office has expired. Departing governors will be asked to confirm this in writing. Governors should not use personal emails to transfer documents relating to the school. If a personal device is lost that contains documents related to school, the governor is expected to follow the school's data breach procedure.

## **Related policies and documents**

Safeguarding Policy

Privacy Policy

Data Retention Policy

Governors' Induction Policy

Recruitment Policy

Annual Governance Calendar

Declaration of Pecuniary Interest.

Governors' and Senior Managers' Automatic Disqualification Declaration (from 1.8.18)

What to do on a Governor's Visit

Jan 2014 JAI

amended March 2014 post Governors meeting.

Amended April 2016 post SRC committee and

August 2016 post Gov Body review

Amended July 2018 post Gov Body note.

Amended Dec 2018 added job description for Safeguarding Governor (approved by govts)

	DESIRED STRATEGIC OUTCOME	KPI's	Frequency
FGB Admissions	Sustainable Pupil numbers ensure the financial viability of the Trust ( @455)	<ol style="list-style-type: none"> <li>1. Total children in school Spilt by nursery, Pre prep and Pre school</li> <li>2. Diversity of pupils - protected and ano characteristics</li> <li>3. %SEN</li> <li>4. No. of exclusions</li> </ol>	Termly
FGB Admissions		<ol style="list-style-type: none"> <li>1. Admissions pipeline data termly</li> <li>2. Report on marketing activity to governors</li> <li>3. Leaver pipeline nos – every term</li> <li>4. Yr. 7&amp;8 nos</li> </ol>	Termly  Qualitative report
S&R committee	Qualified capable staff to deliver the St Michael's promise	<ol style="list-style-type: none"> <li>1. Hires &amp; resignations per term</li> <li>2. Split of staff between teaching and non-teaching</li> <li>3. Teaching Staff to pupil ratios – overall and in key sections with statutory requirements e.g. nursery</li> <li>4. Tenure of staff – average length of service: by SLT, teaching, non-teaching</li> <li>5. Teacher satisfaction</li> <li>6. Report on exit reasons and survey</li> <li>7. % Salary: Income</li> <li>8. Gender pay data</li> <li>9. Absence management data</li> </ol>	Termly  No 1 & 5, 6, 7, 8 9 annually
FGB	Pupil attainment & parental satisfaction	<ol style="list-style-type: none"> <li>1. 11+ passes</li> <li>2. % achieving parental school of choice</li> <li>3. % receiving external Scholarships</li> <li>4. No of yr 6, 7&amp; 8 scholarships awarded</li> <li>5. CATS/PTE/PTM (DH report)</li> </ol>	Annually
FGB	Capable of meeting all inspection requirements to an <i>outstanding</i> level and complying with all relevant statutory and legislative obligations	<ol style="list-style-type: none"> <li>1. Child protection policy annual review</li> <li>2. % monitoring visits achieved by Governors</li> <li>3. Legislation/Compliance review</li> </ol>	Annually
F&GP	Developing the fabric of and facilities offered by the school to remain	<ol style="list-style-type: none"> <li>1. Funding of capital projects Reserves</li> <li>2. Facilities budget % spent</li> </ol>	Annually

	competitive and relevant, able to offer community outreach		
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**JOB DESCRIPTION FOR THE NOMINATED SAFEGUARDING GOVERNOR**  
*(Adapted from AGBIS template, created by Veale Wasbrough Vizards LLP)*

**Background:**

The document ‘Working Together to Safeguard Children’ (July 2018) provides statutory guidance on inter-agency working to safeguard and promote the welfare of children. This guidance requires schools to have ‘a senior board level lead to take leadership responsibility for the organisation’s safeguarding arrangements’. St Michael’s Prep School has a nominated safeguarding governor who is responsible for the oversight of safeguarding policies and procedures on behalf of the Governing Body. It should, however, be noted that this in no way alters the fact that the full Governing Body remains collectively responsible for safeguarding.

**Role and Duties:**

- 1 The main role of the Nominated Safeguarding Governor on behalf of the Governing Body (which retains overall responsibility) is to act as the School's senior board level lead to take leadership responsibility for the School's safeguarding arrangements, which he/she will do by discharging the following functions:
  - 1.1 champion the promotion of well-being, safeguarding and child protection issues at the highest level within the School;
  - 1.2 encourage other members of the Governing Body to develop their understanding of the Governing Body’s responsibilities with regard to well-being, safeguarding and child protection and support them in the performance of these duties;
  - 1.3 ensure that the Governing Body puts in place a suitable child protection and safeguarding policy and associated procedures which have proper regard to prevailing regulations, guidance, standards and advice;
  - 1.4 be familiar with the Local Safeguarding Children Board (**LSCB**) guidance and procedures relating to safeguarding and child protection and associated issues, including local protocols for assessment and the LSCB’s threshold document, contributing to inter-agency working;



- 1.5 contribute to ensuring any deficiencies in the School's safeguarding practices brought to Governors' attention from any source are investigated and addressed;
- 1.6 meet regularly with the School's Designated Safeguarding Lead (**DSL**) in order to monitor the effectiveness of the Safeguarding Policy and procedures and the implementation of these across the School. It is recommended that this is at least a termly meeting;
- 1.7 ensure that the Governing Body receives a report on the implementation of the School's Safeguarding and Child Protection Policy and procedures to support the full Governing Body's review of safeguarding in the School at least annually (or earlier if needed in response to changes to the law, policy or statutory guidance or as appropriate in response to specific incidents) in accordance with all statutory guidance
- 1.8 ensure that the Governing Body is made aware of any proven incident or allegation (anonymised where appropriate) which has implications for the School's Safeguarding and Child Protection Policy or procedures;
- 1.9 ensure that the DSL is part of the School's senior leadership team, and has sufficient time and resources at his/her disposal to carry out his/her duties effectively;
- 1.10 ensure that the DSL and Deputy DSL receive appropriate, regular training to provide them with the knowledge and skills required to carry out the role at least every two years, and that their knowledge and skills are appropriately refreshed at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role;
- 1.11 ensure that arrangements are in place for the inclusion of child protection training on the School's procedures in an induction programme for all people working in the school, no matter for how long, nor the status of that individual;
- 1.12 ensure that the School makes opportunities available to staff to feed into and shape the School's approach to safeguarding and safeguarding policies;
- 1.13 ensure, in collaboration with the Clerk to the Governors, that safer recruitment procedures are reviewed and implemented as part of the annual policy review calendar with appropriate checks undertaken on all new staff and volunteers;
- 1.14 agree with the Chair a nominated Governor to review the School's Single Central Register on at least a termly basis, after undertaking sufficient training to be able to interrogate the register and identify potential deficiencies. It is recommended that at least one review per year is on an unannounced basis;
- 1.15 ensure, through the Curriculum. Review process, that safeguarding and child protection issues, including guidance on adjusting behaviours to reduce risks, the safer use of electronic devices, social media and the internet and advice on who to turn to for help, are properly addressed through the curriculum and schemes of work;
- 1.16 ensure that the school has in place appropriate IT filters and monitoring systems to prevent children from accessing harmful or inappropriate material;
- 1.17 ensure that the school reports annually to the Governors on risk assessments of factors particular to the School which have a bearing on the profile of particular well-being and safeguarding issues, such as (without limitation) historical concerns,

looked after children, mental health, body image, self-harm, children missing education, radicalisation, pupils performing a caring role at home, children with special educational needs or learning difficulties, those for whom English is an additional language, child sexual exploitation, female genital mutilation and cyberbullying; and

- 1.18 provide an annual statement on how the Governing Body's duties in respect of safeguarding and child protection have been discharged.
- 2 The identity of and contact details for the Nominated Safeguarding Governor, together with an outline of his/her duties, will be publicised widely within the School community to ensure that pupils, parents, staff and Governors understand the purpose and importance of the role.
- 3 To the extent that the role and duties of the Nominated Safeguarding Governor conflict with those assumed by others within the School, including the Chair of Governors, the Governing Body will take all necessary action to resolve those conflicts so as to achieve clarity about respective roles and duties. This may include amendments to the Safeguarding and Child Protection Policy, the School's constitutional documents and/or other governance arrangements applicable to the School.
- 4 Each of the Nominated Safeguarding Governor and the Chair of the Governing Body will undertake appropriate training in accordance with the LSCB's recommendations to fulfil the respective role and duties.