



ETON DORNEY
INDEPENDENT THERAPEUTIC SCHOOL

Governance policy

Contents

| | |
|--|----|
| The governing body terms of reference..... | 3 |
| Composition of the governing body | 4 |
| Election of governors..... | 5 |
| Meetings..... | 5 |
| Notification of agenda items | 5 |
| Minutes..... | 5 |
| Confidentiality of minutes | 5 |
| Governance model | 6 |
| Scheme of delegation | 7 |
| Current governors..... | 9 |
| Membership and quorum | 9 |
| The Chair of Governors..... | 9 |
| Duties of a Governor | 9 |
| General | 10 |
| Commitment | 11 |
| Relationships..... | 11 |
| Confidentiality | 12 |
| Conflicts of interest | 12 |
| The Seven Principles of Public Life..... | 13 |
| Selflessness..... | 13 |
| Integrity | 13 |
| Objectivity..... | 13 |
| Accountability | 13 |
| Openness..... | 13 |
| Honesty | 13 |
| Leadership | 13 |

The governing body terms of reference

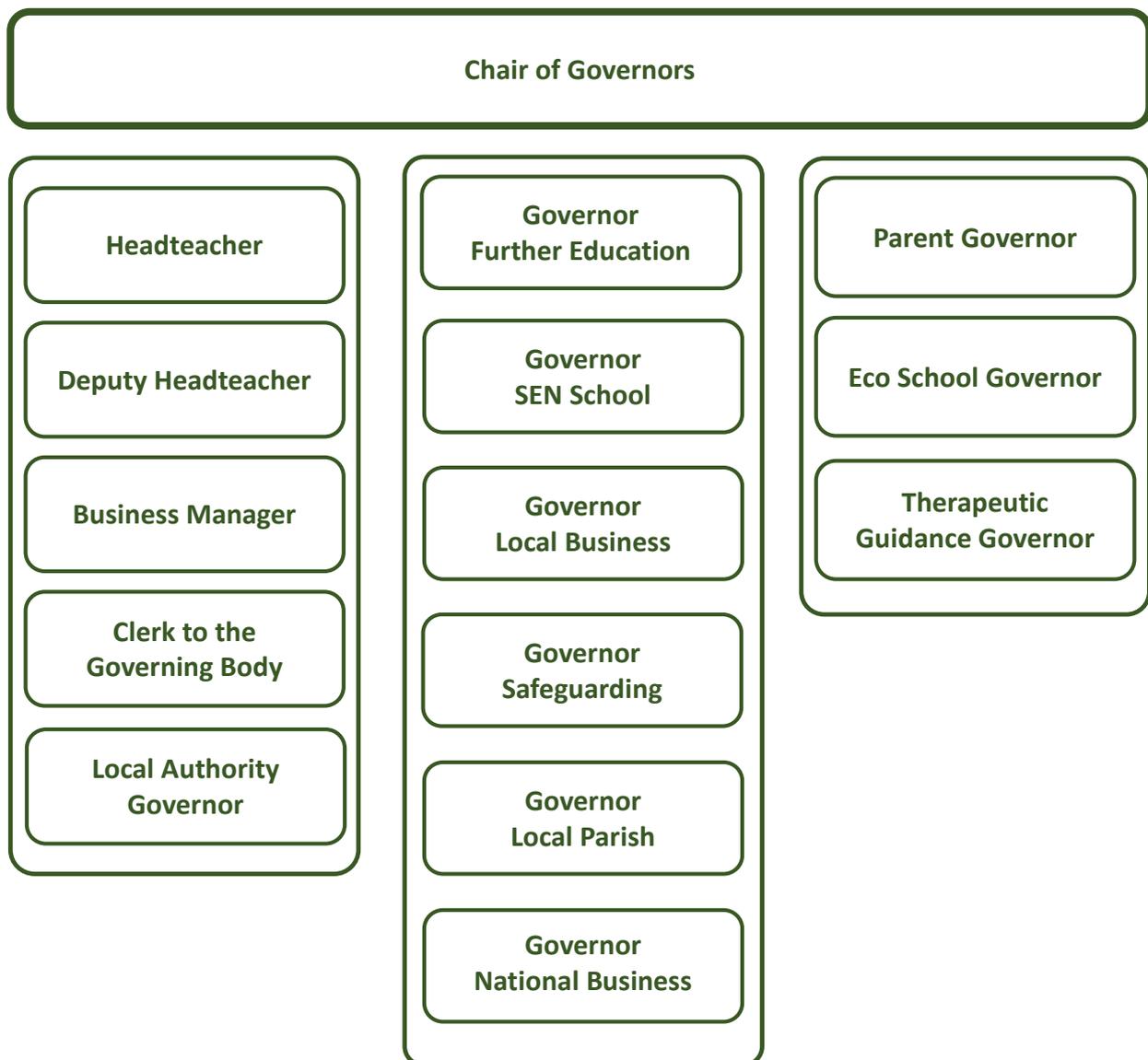
The main functions of the local governing body are as follows:

- Ensuring that the pupils are preparing for lifelong living through education and progressing well
- help the school to set high standards by planning for the school's future to ensure there is appropriate emphasis on school improvement
- help the school respond to the needs of pupils, parents and the community
- the wellbeing of staff and pupils
- not intervene in the day-to-day management of the school unless there are weaknesses in the school, when it then has a duty to take action

Composition of the governing body

Eton Dorney Independent Therapeutic School mission statement is to provide young people aged 8-18 with a broad and balanced education in order for them to progress and succeed in sustained education or employment. We do this through high quality teaching and learning based on effective relationships that enable the achievement of life skills and meaningful qualifications.

The composition of the governing board is to reflect the school mission. Therefore, will include members that will advise and support the school in achieving their mission statement. Governors include educationalists from higher education, local business and the local community. In addition to this specialist support from therapeutic and ecological community will be on the board.



Election of governors

The structure chart above shows the number of governors on the board. Election of governors will be made in the following way:

Meetings

The governing body meets six times a year.

Notification of agenda items

All agenda items need to be sent to the governing body clerk and Headteacher 48 hours in advance of the meeting.

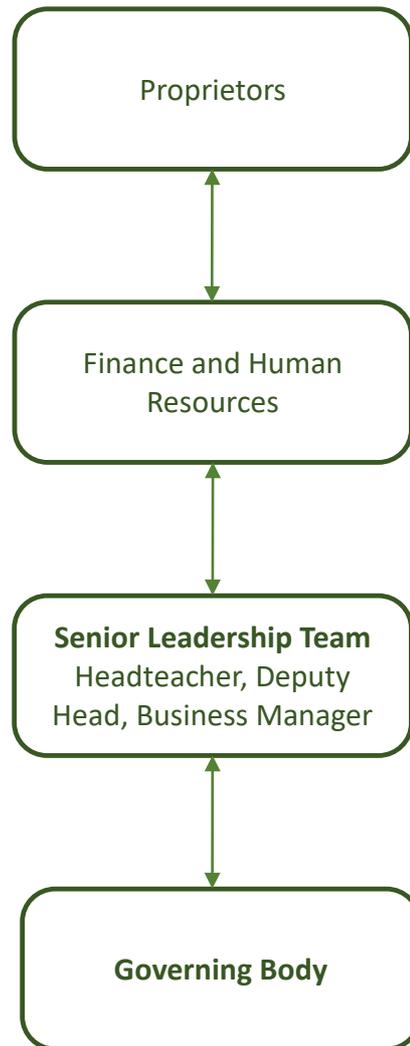
Minutes

Minutes will be taken by the governing body clerk and issued within 48 hours of the meeting to all governors

Confidentiality of minutes

Agreement on confidentiality, with due regard to the Freedom of Information Act, will form part of the formal adoption process.

Governance model



Scheme of delegation

The scheme of delegation must be published on the schools' website. This scheme of delegation need not detail every single decision that will need to be made, but seeks to demonstrate the principals which determine the lines of accountability so it is clear where certain decision making should lie.

| Area | Action | Delegation | | | |
|-----------------|---|-------------|------------|-----|----------------|
| | | Proprietors | Committees | SLT | Governing body |
| Finance | Draw up and submit to Finance an annual budget plan for the School's funds which must conform to the DfE's requirements | | Update | ✓ | Advisory |
| | Prepare and submit to the Finance significant proposals for revisions to the budget plan | | Update | ✓ | Advisory |
| | The day-to-day organisation, staffing and management of the school | | | ✓ | |
| | Ensuring regularity and probity ensuring prudent and efficient administration | | | ✓ | Advisory |
| | Considering the annual budget plan proposed by the Headteacher and Business Manager | | Update | | |
| | Considering and any proposed revisions to the annual budget plan proposed by the Headteacher and Business Manager and agreeing them and reporting these to the Governing Body where appropriate | | Update | | Advisory |
| | Developing and adopting all policies relating to Finance, for example the Financial Management Handbook and Anti-fraud policy | | ✓ | | Advisory |
| Human Resources | To decide on the number of staff required, the structure and the level of remuneration | | | ✓ | Advisory |
| | Set a performance cycle with objectives for all members of the SLT | | Update | ✓ | Advisory |
| | Implement all policies relating to performance management such as | | | ✓ | Advisory |

| | | | | | |
|---------------------------|--|--|--------|---|----------|
| | capability , disciplinary and grievance procedures | | | | |
| | Manage the recruitment process | | | ✓ | |
| | Ensure that appropriate targets are set by teachers and departments to maintain high standards of attainment. | | | ✓ | |
| | Set the timing of the performance management, performance related pay and appraisal cycle | | | ✓ | |
| | To review complaints by members of staff about their appraisals where the Headteacher has not been the appraiser | | Update | ✓ | Advisory |
| | To suspend staff in appropriate circumstances | | Update | ✓ | |
| | To end a suspension | | Update | ✓ | |
| | Dismissal of staff | | Update | ✓ | Advisory |
| Premises | Day-to-day management of operations and premises including risk assessments and Health and Safety compliance | | | ✓ | |
| | Day-to-day management of the School premises | | | ✓ | |
| Curriculum and evaluation | To implement the School's curriculum policies and implement | | Update | ✓ | Advisory |
| | To monitor the quality of learning and teaching, behaviour and attendance and range of extra-curricular activities and effect School Improvement | | Update | ✓ | |
| | To review the attainment of pupils using the appropriate tracking mechanisms and effect intervention strategies to raise attainment | | Update | ✓ | |

Current governors

Eton Dorney Independent Therapeutic School current governors can be found on the school website

Membership and quorum

The board may co-opt persons to the board who are not Directors. The board shall consist of a minimum of three and a maximum of 11 members (of whom at least two shall be Directors and at least one of whom shall have the relevant skills and expertise). The proprietors, Care Home Managers, Finance Manager and Quality Assurance Manager shall not be eligible for membership.

50% of members, rounded up represent a quorum, provided that there are a majority of Board members present.

The Chair of Governors

The Chair of Governors shall be appointed by the Board and will normally be a Director to allow effective feedback to the Board. If the Chair is absent from a meeting, the members shall choose one of their number to act as Chair for that meeting.

Duties of a Governor

The governing body is a corporate body, which means:

1. no governor may act on her/his own without proper authority from the full governing body
2. all governors carry equal responsibility for decisions made, and although appointed through different routes (i.e. parents, staff, co-opted, member appointed), the overriding concern of all governors has to be the welfare of the school as a whole.

General

As a governing body we:

1. understand the purpose of the governing body and the role of the Headteacher
2. are aware of and accept the Nolan seven principles of public life.
3. accept that you have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore you will only speak on behalf of the governing body when you have been specifically authorised to do so.
4. have a duty to act fairly and without prejudice, and, as far as you have responsibility for staff, you will fulfil all that is expected of a good employer.
5. will encourage open governance and will act appropriately.
6. accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meeting.
7. will consider carefully how our decisions may affect the community and other schools.
8. will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
9. in making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.

Commitment

As board of governors we make the following commitment:

1. acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
2. will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
3. if acting as directors, we will not go beyond our duties or act outside of the powers of authority conveyed on us, and acknowledge that were we to do so we could be held liable to the school and/or third parties.
4. if acting as members of the trust body, we accept that we may be held responsible up to the limit in the articles of association, were the school/trust to go bankrupt.
5. will make full efforts to attend all meetings and where we cannot attend explain in advance in full why we are unable to.
6. will get to know the school well and respond to opportunities to involve ourselves in school activities.
7. our visits to school will be arranged in advance with the staff and undertaken within the framework established by the governing body and agreed with the Headteacher.
8. will consider seriously our individual and collective needs for training and development, and will undertake relevant training.
9. are committed to actively supporting and challenging the Headteacher.

Relationships

As a board of governors we:

1. will strive to work as a team in which constructive working relationships are actively promoted.
2. will express views openly, courteously and respectfully in all our communications with other governors.
3. will support the chairman in their role of ensuring appropriate conduct both at meetings and at all times.
4. am prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and I will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
5. recognise that the roles of governor, staff member and volunteers in school are different. Where I am also a staff member and/or volunteer in school I will maintain the separation of my roles.
6. will seek to develop effective working relationships with the Headteacher, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

Confidentiality is important and as governors:

1. we will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside and outside school.
2. we will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing body meeting.
3. we will not reveal the details of any governing body vote.

Conflicts of interest

As board of governors:

1. we will record any pecuniary or other business interest that we have in connection with the governing body's business in the Register of Business Interests.
2. we will declare any pecuniary interest - or a personal interest, which could be perceived as a conflict of interest - in a matter under discussion at a meeting and will leave the meeting for the appropriate length of time.
3. we will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing body.
4. Breach of this code of practice
5. if we believe this code has been breached, we will raise this issue with the chairman and the chairman will investigate; the governing body should seek to resolve any difficulties or disputes constructively.
6. should it be the chairman that we believe has breached this code, another governor, such as the vice chairman will investigate.
7. we understand that any allegation of a material breach of this code of practice by any governor shall be raised at a meeting of the governing body, and, if agreed to be substantiated by a majority of governors, shall be noted in the minutes and can lead to suspension or in some circumstances removal from the governing body.

The Seven Principles of Public Life

(originally published by the Nolan Committee in October 1994, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.