

## Appendix 4 One Degree Academy Governor Responsibilities

This also serves as a de-facto ‘scheme of delegated responsibilities’ to set out who is responsible for discharging each function.

Responsibility	Who is responsible	How is this discharged?
<p>1. Strategy</p> <p>a. Set vision and values;</p> <p>b. Agree a rolling Five Year Strategic Plan including aims and objectives;</p> <p>c. Set policies;</p> <p>d. Modify policies as appropriate;</p> <p>e. Monitor implementation of and compliance with policies;</p> <p>f. Set an annual School Development Plan including aims and targets</p> <p>g. Monitor and evaluate the school’s performance and progress towards achievement of its aims and objectives</p> <p>h. Seek feedback from parents and the community to inform strategy</p>	<p>Written by Principal in conjunction FGB</p> <p>Written by SLT and approved by Governors</p> <p>Governor committees and Link Governors</p> <p>Written by SLT and approved by Governors’ FGB</p> <p>Full Governing Body</p> <p>Principal on behalf of Full Governing Body</p>	<p>Reviewed and ratified by Full Governing Body</p> <p>Rolling three-year review cycle</p> <p>Full FGB</p> <p>Primarily at committees, using Principal and other SLT reporting</p> <p>Annual surveys of staff, pupils and parents as set out in the Strategic Plan; Parent Governors</p>

<p>2. Performance management:</p> <p>a. Performance manage the Principal;</p> <p>b. Oversee the discharge of the performance-management and pay policies;</p> <p>c. Set annual payscales and rates for Excellence Awards</p> <p>d. Ensure that payscales, the amounts of Excellence Awards and the stipulations of the pay and performance-management policies are communicated annually to staff</p> <p>e. Provide support, advice, coaching and ‘constructive challenge’ to the Principal, acting as a ‘critical friend’ - or make available support and coaching as necessary</p> <p style="text-align: right;">DfE Handbook</p>	<p>Chair of Governors</p> <p>Principal discharges, F&amp;AC oversee</p> <p>F&amp;AC, taking into account Principal recommendations</p> <p>Principal</p> <p>Chair of Governors</p>	<p>As set out in the Performance Management policy</p>
<p>3. Staffing:</p> <p>a. Governors should: convene and manage the appointment of the Principal, contribute to other SLT positions as required</p> <p>b. Governors should oversee the appointment of all other staff;</p>	<p>Chair of Governors</p> <p>EEC</p>	<p>Ad hoc appointments panel convened to appoint Principal, to include educationalist Governor(s);</p> <p>Post-hoc Principal reports to EEC and FandAC</p>

<p>b. The school should undertake suitable vetting of adult staff, volunteers and visitors;[4]</p> <p>c. All Teachers should have access to the Teachers’ Pension Scheme and all non-teaching staff to the Local Government Pension Scheme;</p> <p>d. Appointments should be undertaken in a manner that is not prejudicial to the Equalities Act</p> <p>Funding Agreement; DfE Handbook</p>	<p>Principal</p> <p>Principal and Chief Operating Officer</p> <p>Principal and Chief Operating Officer</p>	
<p>4. Funding: One Degree Academy will:</p> <p>a. appoint an Accounting Officer and establish and operate an audit committee</p> <p>b. abide by the terms of the Academies Financial Handbook, including maintaining and filing proper accounting records</p> <p>c. approve the formal budget plan and a scheme of delegated authority (ensuring the budget balances in accordance with clause 72 of the FA) and submit indicative budgets to the EFA</p> <p>d. monitor the adherence to the approved budget and scheme of delegated authority</p> <p>d. procure insurance in accordance with the stipulations of the Funding</p>	<p>FGB</p> <p>Discharged by Chief Operating Officer (BM) (and Principal as AO), overseen by F&amp;AC</p> <p>Prepared by Chief Operating Officer; reviewed by F&amp;AC; approved by FGB; filed by Chief operating officer</p> <p>F&amp;AC, advised by the Chief Operating Officer</p> <p>Chief Operating Officer</p>	<p>Principal is AO; F&amp;AC acts as Audit Committee; Governor acts as Responsible Officer</p>

<p>Agreement;</p> <p>e. reclaim VAT from HMRC where possible to do so;</p> <p>f. act as responsible owners of its land and buildings</p> <p>Funding Agreement, DfE Handbook</p>	<p>Chief Operating Officer</p> <p>FGB</p>	
<p>5. Curriculum: Governors ensure it:</p> <p>a. is “broad and balanced”[7] and includes English, Maths and Science;</p> <p>b. is fit-for-purpose and aligned with our aims;</p> <p>c. leads to relevant qualifications (which are approved by the Secretary of State);</p> <p>d. has sufficient time allocated to each subject;</p> <p>e. is supported by appropriate assessment arrangements;</p> <p>f. includes suitable careers guidance through Years 8-13</p> <p>g. includes suitable provision for the teaching of sex education, having regard to the SoS’ ‘Guidance on Sex and Relationship Education’;</p>	<p>All items are the responsibility of the Principal, overseen by the EEC</p>	<p>Standing EEC agenda item to undertake an annual curriculum review;</p>

<p>h. includes provision for the teaching of RE (“in accordance with the requirements for agreed syllabuses in section 375(3) of the Education Act 1996 and paragraph 2(5) of Schedule 19 to the School Standards and Framework Act 1998”);</p> <p>i. includes provision for a daily act of collective worship;</p> <p>j. secures a “balanced treatment of political issues” to ensure the curriculum or its delivery does not feature any political bias and ensures that pupils under the age of 12 do not take part in any political activities</p> <p>k. includes suitable provision and appropriate policies and procedures to meet the statutory requirements of the Early Years Foundation Stage (EYFS).</p> <p style="text-align: right;">Funding Agreement, DfE Handbook, Ofsted</p>		
<p>6. Assessment systems ensure that “pupils take part in assessments and in teacher assessments of pupils’ performance as they apply to maintained schools”</p> <p style="text-align: right;">Funding Agreement</p>	<p>Principal discharges; EEC oversee</p>	<p>As set out in Assessment policies</p>
<p>7. Progress and attainment of pupils in each subject - and especially in English and Maths - compares favourably with similar schools for each cohort of pupils, including pupils:</p> <p>a. with SEND;</p> <p>b. who qualify for Pupil Premium or Free School Meals;</p> <p>c. who are Looked After;</p>	<p>Principal discharges; EEC and Link Governor for Safeguarding oversees</p>	

<p>d. for whom English is an Additional Language;</p> <p>e. who arrive to the school as low-attainers;</p> <p>f. who arrive to the school as high-attainers</p> <p style="text-align: right;">Ofsted</p>		
<p>8. SEN and LAC[8]:</p> <p>a. “there will be an emphasis on the needs of the individual pupils including pupils with special education needs (SEN), both those with and without statements of SEN”;</p> <p>b. a SENCO shall be appointed who will “meet the requirements set out in Regulation 3 of the Education (Special Educational Needs Co-ordinators) (England) Regulations 2008 (SI 2008/2945)”;</p> <p>c. responsibilities of the SENCO are set out and the effectiveness of their discharge monitored;</p> <p>d. any newly appointed SENCO must gain a nationally approved masters-level training qualification, known as the ‘National Award for Special Educational Needs Co-ordination’ within three years of appointment</p> <p>e. a Designated Teacher shall be appointed “to manage the teaching and learning programme for children who are looked after by a LA” (with that teacher undertaking appropriate training and presenting an annual report to Governors - with Governors acting on issues that the</p>	<p>Principal discharges; Safeguarding Governor and EEC oversee</p> <p>Principal discharges; Safeguarding Governor and EEC oversee</p> <p>Principal discharges; Safeguarding Governor and EEC oversee</p> <p>Principal and SENCO</p> <p>Principal discharges; Safeguarding Governor and EEC oversee</p>	<p>As set out in the SEND policy</p> <p>As set out in the SEND policy</p> <p>Routine performance-management</p> <p>As set out in the SEND policy</p>



<p>day of a fixed-period exclusion; arranges an independent review panel to consider permanent exclusions, where requested by parents</p> <p style="text-align: right;">DfE Handbook</p>		<p>Chair of Governors and Chair of EEC; Chair of EEC will convene an ad hoc review panel including educationalist Governors, or an independent appeals panel where necessary</p>
<p>10. Admissions:</p> <p>a. Ensure our admissions policy and arrangements are followed and set in accordance with the Schools Admissions Code and the DfE Codes of Practice - and consult on any changes to the policy</p> <p>b. Act as admissions authority for the school, including considering applications from prospective pupils for special consideration</p> <p>c. Convene an appeals panel to hear appeals against admissions decisions</p> <p style="text-align: right;">Funding Agreement</p>	<p>Principal, overseen by Governors’ Admissions Appeals Panel</p> <p>Principal, overseen by Governors’ Admissions Appeals Panel</p> <p>Principal, overseen by Governors’ Admissions Appeals Panel</p>	
<p>11. General:</p> <p>a. Ensure the “school will be at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community”</p> <p>b. Ensure pupils and visitors do not experience substantial disadvantage by virtue of being disabled.</p> <p>c. Ensure “there will be no charge in respect of admission to the school and the school will only charge pupils where</p>	<p>All discharged by Principal</p>	



<p>the law allows maintained schools to charge”</p> <p>d. Ensure the workplace complies with all relevant Health and Safety legislation and good practice</p> <p>e. Ensure adequate and appropriate first-aid equipment, facilities and qualified first-aid personnel are provided</p> <p>f. Ensure the school is kept secure and that annual risk assessments of fire precautions are carried out</p> <p style="text-align: right;">Funding Agreement</p>		
<p>12. Publication: One Degree Academy shall publish on our website:</p> <p>a. the content of the curriculum;</p> <p>b. our approach to the curriculum;</p> <p>c. GCSE options (and other Key Stage 4 qualifications offered)</p> <p>d. how parents (including prospective parents) can obtain further information in relation to the curriculum</p> <p>e. the amount of Pupil Premium allocation that we will receive during that Financial Year</p> <p>f. on what we intend to spend the Pupil Premium allocation</p> <p>g. on what we spent our Pupil Premium in the previous Academy Financial Year</p> <p>h. the impact in educational attainment, arising from expenditure of the previous Academy Financial Year’s Pupil Premium.</p>	<p>All discharged by Principal</p>	

<p>i. our Annual Accounts</p> <p>j. our Annual Report</p> <p>k. our Memorandum and Articles of Association</p> <p>l. our Funding Agreement</p> <p>m. a list of the names of the Governors of the Academy Trust</p> <p style="text-align: right;">Funding Agreement</p>		
<p>13. Governance: The Trust shall:</p> <p>a. hold an AGM each year;</p> <p>b. ensure Governors are appointed or elected in accordance with the Articles of Association;</p> <p>c. ensure that meetings are conducted in accordance with the AoA;</p> <p>d. ensure any conflicts of interest are disclosed;</p> <p>e. hold at least three meetings a year;</p> <p>f. ensure minutes of meetings are maintained</p> <p>g. act as effective charitable trustees of an exempt charity and company directors of a not-for-profit company</p>	<p>Chair of the One Degree Academy Trust (the Members)</p> <p>Clerk to the Governing Body</p> <p>Clerk to the Governing Body</p> <p>Chair of Governors</p> <p>Clerk to the Governing Body</p> <p>Chair of Governors</p>	

Articles of Association		
<p>14. Ofsted: When an inspection is undertaken, Governors must:</p> <p>a. notify parents;</p> <p>b. ensure a final copy of the report is sent to all parents within five working days, is available to anyone who wishes to see it and is published on the school website</p> <p style="text-align: right;">DfE Handbook</p>	<p>Principal</p> <p>Principal</p>	

This table is not exhaustive; Governors will undertake a variety of additional responsibilities to ensure that the school effectively and judiciously discharges its founding vision.