



# Management Framework

Approved at FGB 21 July 2021

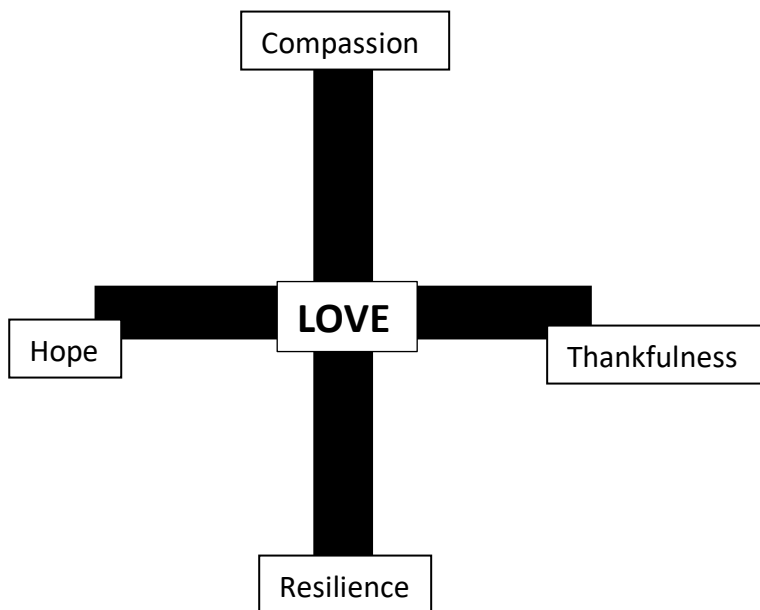
# ‘Learn to love and love to learn’

Our school is an integral part of our village and everyone within this community is valued and nurtured as part of our school family and God’s family. Christian teaching and values are at the heart of all we do, to ensure that we develop well-motivated, independent, happy children who aspire to achieve their best in all they do, respecting and valuing themselves and others.

‘Love your neighbour as yourself’ Mark 12:31

**Our vision for our children** is that when they leave us they will:

- Strive to be the best they can be and achieve well in all they do
- Be resilient
- Be good communicators
- Value and respect themselves as well as others
- Show curiosity and have a love of learning
- Be compassionate, showing tolerance and accepting others
- Be excited about all they learn
- Be able to work well as part of a team



# Long Sutton Church of England VA Primary School Management Framework

## Rationale

- To define the management framework which enables staff and governors to work together towards the aims and educational objectives of the school, as defined in the School Prospectus, School Profile, School Development and Improvement Plans.
- To define the framework to enable the Governors of Long Sutton Church of England VA Primary School to fulfill their roles and responsibilities.

## Aim

- To define the Management Framework for Long Sutton Church of England VA Primary School.
- To define the management roles and responsibilities of the Governing Body and its committees.
- To define the respective management roles of the Head Teacher and staff.

## Objectives

- To maintain a written statement of the school's rationale, aims and objectives for the Management Framework of the school.
- To provide a written scheme of delegation of roles and responsibilities.
- To outline the annual cycle of meetings for governors, staff and parents.

## Governing Body Meetings

- The Governing Body meets 10 times per year as a Full Governing Body to discuss the school's development.
- There must be a quorum (i.e. 50% of the Full Governing Body) in attendance for decisions requiring a vote.

## THE RESPONSIBILITIES OF THE GOVERNING BODY

### a) Accountability

- Hold the Head Teacher and staff to account for the education, wellbeing and relevant financial provision for all children at the school.

### b) Business

- Approve the Budget.
- Approve summary termly reports from the Finance Group.
- Enter into contracts above £1000 and approve the Finance Policy.
- Declare any financial / business interests.
- Be responsible for the capital expenditure, fabric, maintenance and safety of the school site and buildings, including the school pool.
- Approve or otherwise recommendations from the Business Team.

**c) Welfare**

- Make Head Teacher appointments (selection panel).
- Determine dismissal (Head Teacher), suspending Head Teacher, and ending suspension.
- Approve dismissal / early retirement payments.
- Approve staff complement.
- Agree whether or not chief education officer / Diocesan authority should have advisory rights.

**d) Admissions**

- Consult annually and approve the Admissions Policy in accordance with LA and Diocesan guidelines.
- Consider admissions applications (excluding the Appeals Committee) within statutory timescale.
- Use the Appeals Committee / LA directions to admit pupils where necessary.

**e) Education**

- Ensure provision of Religious Education in line with the school's basic curriculum.
- Provide Religious Education in our Church of England VA School according to the specified denomination.

**f) Collective Act of Worship**

- Ensure the School provides a daily act of Collective Worship.

**g) Inclusion**

- Review SEND Policy annually and maintain provision.
- Approve the Behaviour Policy and the Discipline Policy.
- Use a Discipline Committee where necessary and direct re-instatement of excluded pupils.

**h) Policies**

- Approve the school's Equalities Schemes (Race, Gender and Disability).
- Approve policies for Admissions, Charging, Child Protection, Health and Safety, Finance, Lettings, Performance Management and Management Framework and others as necessary.
- Maintain a timetable for policy review.

**i) Information**

- Publish the School Profile on the appropriate website and provide copies for parents who request it.
- Provide information to be published by Governing Bodies.
- Ensure provision of free school meals to those pupils who qualify.
- Adopt the Home / School Agreement.

**j) Organisation**

- Draw up an Instrument of Government and any amendments thereafter.

- Publish proposals to change category of school.
- Draft a school action plan following OFSTED inspection and SIAMS inspection and distribute to parents.
- Set times of school sessions and review the School Prospectus annually.

**k) Procedures**

- Appoint and dismiss the Clerk to the Governors and appoint and remove co-opted governors.
- Consider whether or not to exercise delegation of functions to individuals, groups or committees.
- Review at least once a year the establishment, terms of reference and membership of groups and committees, including selection panels.
- Agree a protocol for governor monitoring visits within the school.
- Appoint governors to individual groups and committees and nominate a chair for each; appoint individual governors to report to the Full Governing Body on school improvement initiatives.

**l) School Development Plan (SDP)**

- Ensure the SDP reflects the specific aims of the school for the ensuing school year, setting the overall framework for the setting of performance objectives.

**m) School Prospectus**

- The school prospectus will be reviewed annually during the autumn term. The Chair of Governors, Head Teacher and a nominated governor from each group will review the prospectus, and make recommendations for change to the Governing Body.

**n) School Profile**

- The school profile/ basic information will be reviewed annually by a governor and the Head Teacher and published on the school website.
- Appendix 1 references important annual actions for governors.

**o) Election of Officers**

- At the first Full Governing Body meeting of the school year (or at other times as necessary), nominations for the Chair and Vice Chair of the Governing Body are received and voting takes place.
- The term of office of these officials is discussed at the first meeting of the academic year; this can be between one and four years.
- A Clerk to the Governors is employed to distribute agendas, take minutes and deal with correspondence relating to agenda items.
- In the absence of the Chair of Governors, the Vice Chair assumes his/her responsibilities in full.

**p) Staff Meetings**

- The Governors meet socially with the school staff once each academic year.
- Teaching staff meet weekly and deal with routine administration and curriculum and staff development. The focus for staff meetings is drawn from the SDP and agreed a term in advance with staff.
- Key Stage meetings which include moderation of work occur within the whole staff meeting framework. The minutes of staff meetings are recorded in a folder which is kept on the z drive.
- Termly pupil progress meetings are held between each class teacher, the SENCO and the Head Teacher. Minutes for these meetings are kept in the pupil progress files and are shared with individual teachers.
- Where year groups are shared across two classes, teachers meet regularly to plan together
- Teachers who job share meet regularly to discuss planning and children's progress.

**q) Parents' Meetings**

- There is no statutory requirement for governors to hold an annual meeting with parents. However, governors meet parents through parents' forums and at fundraising events they organise.
- The minutes from meetings of the Full Governing Body and other information about governors are available on the website.
- A termly parents' meeting is held for parents to meet with class teachers.
- There are half termly opportunities for parents to review their children's work.
- There are other opportunities for staff to meet with parents throughout the year, as outlined in the School Prospectus.

**THE SCHEME OF DELEGATION**

- The Scheme of Delegation outlines management roles and responsibilities for Long Sutton Church of England VA Primary School (Appendix 2).
- Full Governing Body meetings take place 10 times a year.
- The Governing Body has established three key subgroups of operation. These are not separate committees, but each have a leader and associated supporting governors and report back at the next Full Governing Body meeting. Normally each governor except the Chair and Head Teacher will be attached to at least one of these groups
  - Business
  - Education and Welfare
  - Core Group
- Additionally, the following committee and panels are set up as required
  - Pay and Performance Review Committee
  - Appeals/ disciplinary /complaints /exclusions panel as required

### **Procedural arrangements for the subgroups**

- The Head Teacher and Chair of Governors are ex officio members of all the groups.
- At the first meeting of the Full Governing Body in each academic year, the Governing Body will:
  - Consider/confirm the group's recommendations for its terms of reference, and priorities for the academic year
  - Consider/confirm the membership of the group
- Each group will work against the SDP.
- The minutes of each subgroup meeting will be circulated to all members of the Governing Body following each meeting.
- A written report will be provided to the Full Governing Body once each term by the Head Teacher.
- A financial report will be prepared six times a year by the finance assistant in consultation with the Head Teacher and Business Group.
- In the event of an extraordinary meeting being necessary, seven days' notice and a quorum will be required.

### **The roles and responsibilities of the Business Group Lead and Supporting Governors**

- Raison d'être of the group: all the physical requirements necessary for education.

### **Tasks of Business Group**

- To work in consultation with the Head Teacher and school's Finance Officer to provide guidance to the Governing Body on all financial matters, including staffing arrangements.
- To work in consultation with the Head Teacher to provide guidance to the Governing Body on priorities, including health and safety, for the maintenance and development of the school's premises.
- To receive reports from the Head Teacher regarding his/her delegated power of authorising spending up to £1000.
- To report to the Full Governing Body financial and other decisions made by them in accordance with their delegated powers.

### **Responsibilities of the Business Group**

#### **Accountability**

- Monitor and review the impact of expenditure, evaluating and challenging where appropriate to ensure best outcomes for the children.

#### **Premises**

- Carry out regular (termly walkabout) inspections of the school (including the school pool) with regard to monitoring caretaking, cleaning, health and safety, and identifying areas for minor works.
- Determine a repairs and improvements strategy /plan and establish priorities and take appropriate actions for implementing works.
- Review adherence to Health and Safety procedures as identified in Health and Safety policy.
- Create action plan following health and safety inspection.

### **School pool**

- Review the policies and responsibilities for the management of the school pool.
- Meet with a representative of the pool committee to discuss arrangements for the use of the school pool prior to summer opening.

### **Finance**

- Make bids to the Diocese for grants for building works in accordance with the Voluntary Aided Schools Building Grant Guide.
- Ensure building insurance is obtained, seeking advice from the Local Authority and Diocese as appropriate. (N.B. The responsibility for building insurance is devolved to the Head Teacher and monitored by the group)
- Recommend for approval to the whole Governing Body the first formal budget plan each financial year.
- Investigate any financial irregularities.
- Receive reports from Head Teacher with regard to Head Teacher's delegated responsibility for spending up to £1,000.
- Monitor termly expenditure and report to whole Governing Body.
- Report to the Full Governing Body all contracts above £1000.
- Advise on movements between budget centres above £1500.
- Monitor payments from Governors' own funds.
- To complete the annual Schools Financial Value Standard (SFVS) review and recommend to FGB

### **Expenses**

- Review, administer and recommend payments via the Governors' expenses fund within the school's FMS budget as outlined in this document.
- Set up a register of Governors' Business interests.

### **Review and propose policies**

- Reference Appendix 3: Policy documents and review timetable

### **Roles for individual members of the Business Group**

- Lead
- Treasurer (Long Sutton Governors' Trust)
- Health and Safety
- Governors fulfilling each of these roles will be delegated tasks and activities to undertake, and will report to the Full Governing Body.
- The Business Group will refer to the Somerset County Council guidelines. The guidelines can be found at [www.six.somerset.gov.uk/Governors](http://www.six.somerset.gov.uk/Governors).

### **The roles and responsibilities of the Education and Welfare Lead and Supporting Governors**

- Raison d'être: The quality of education provided to the pupils of the school, and the welfare of the pupils, staff and wider community.



### **Tasks of the Education and Welfare Group**

- Review the school's performance data, including the relative performance of different groups, eg boys/girls, looked after, and pupil premium, and SEND, and use it to inform the SDP.
- With the Head Teacher carry out annual safeguarding audit.
- Promote events and activities which contribute to the development of an outstanding staff body.

### **Responsibilities of the Education and Welfare Group**

#### **Accountability**

- Monitor and review the impact of actions and strategies, evaluating and challenging where appropriate to ensure best outcomes for the children.

#### **Education**

- Provide guidance and make recommendations to the Governing Body on standard and other issues relating to the school's curriculum and educational matters, including statutory requirements and the school's curriculum policy.

#### **Welfare**

- Work in consultation with the Head Teacher to make recommendations and provide guidance to the Governing Body on all matters relating to the health and welfare, both corporal and spiritual, of the staff and pupils of the school and to foster a link with the wider community.
- All final decisions concerning the adoption of these recommendations must go to the Full Governing Body for approval.

#### **Curriculum**

- Ensure the National Curriculum is taught to all pupils and consider any disapplications for individual pupils.
- Monitor policies relating to teaching and learning.

#### **Target Setting**

- Review pupil performance data.
- Establish and review the home school agreement.

#### **Religious Education**

- Ensure RE is in line with the school's basic curriculum and that this provision is in accordance with the denominational nature of the school.

#### **Staffing**

- Support Head Teacher and recommend to the Governing Body actions and activities which will develop and outstanding body of staff.
- Appoint other teachers and non-teaching staff as requested.
- Establish disciplinary and capability procedures
  - Suspend staff (except Head Teacher)
  - End a suspension (except Head Teacher)
- Determine staff complement.

### **Community cohesion**

- Work with the Head Teacher and school staff to provide guidance in the development of links with the wider community.

### **Review and propose policies**

- Reference Appendix 3: Policy documents and review timetable.

### **Roles for individual members of the Education and Welfare Group**

- Lead
- Special Education Needs and Disabilities (SEND)
- Safeguarding
- Governor Training
- Staff Representative
- Spiritual Development
- Wellbeing
- Governors fulfilling each of these roles will be delegated tasks and activities to undertake on behalf of the governors, and will report in the Education and Welfare section of the full Governors' meeting.
- The Education and Welfare Group will refer to the Somerset County Council guidelines. The guidelines can be found at [www.six.somerset.gov.uk/Governors](http://www.six.somerset.gov.uk/Governors).

### **The roles and responsibilities of the Pay and Performance Review Committee**

#### **Terms of Reference**

- Achieve the aims of the School's Pay Policy in a fair and equal manner.
- Apply the criteria set by the School's Pay Policy in determining the pay of each member of the teaching staff at the annual review to observe all statutory and contractual obligations.
- Recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion.
- Keep abreast of relevant developments and advise the Governing Body when the School's Pay Policy needs to be revised.
- Establish and annually review Performance Management policy.
- Establish a process for monitoring the operation of Performance Management by the Head Teacher and ensure that the Head Teacher presents a report to the Full Governing Body once a year on Performance Management arrangements within the school.
- Carry out the Head Teacher's Performance Review.
- Appoint and work with the External Adviser in carrying out the Head Teacher's Performance review.
- Work with the Head Teacher in ensuring that the Governing Body complies with the requirements of the Teacher Appraisal Regulations.
- Three members of the governors will be responsible for the Performance Management of the Head Teacher.

### **Roles for individual members of the Pay and Performance Review Committee**

- Lead
- Member
- Member
- The Pay and Performance Review Committee will refer to the Somerset County Council guidelines. The guidelines can be found at [www.six.somerset.gov.uk/Governors](http://www.six.somerset.gov.uk/Governors)

### **Core Group Meetings**

#### **Terms of Reference**

- To ensure an open channel of communication between the school's Senior Leaders and the Governing Body.
- Meet twice termly or as agreed.
- Continue developing the leadership in the school and form the nucleus of strategies to take the school forward.
- Membership of the Core Team will be
  - Chair of Governors
  - Head Teacher
  - Senior Staff Lead
  - Business Lead
  - Education and Welfare Lead

### **Appeals/disciplinary/complaints/exclusions panel**

- The whole Governing Body will identify governors who will form for appeals/disciplinary /complaints /exclusions panel, as required.
- The nominated governors will be those who are not parents, members of staff or representatives of the Diocese.
- Neither the Chair of Governors nor Head Teacher will be members of this panel.

### **Link Governors**

Governors will be assigned to champion each curriculum area listed below. They should make at least one school visit a year with a focus on their area.

- SDP #1
- SDP #2
- SDP #3
- PE

The governors linked to curriculum areas will work with the staff subject co-ordinator to:

- Understand the requirements of the national curriculum and ensure they are being met
- Develop curriculum enrichment opportunities in their subject.
- Support the subject co-ordinators in making their subject reports to the governing board
- Champion the development of the subject within the full Governing Board

Governors are linked to the following non-curriculum areas. They will conduct visits as above.

- Special Educational Needs and Disabilities (SEND)
- Early Years Foundation Stage (EYFS)
- Wellbeing
- Health and Safety
- Safeguarding
- General Data Protection Regulation (GDPR)
- Invoice Check

## Appendix 1

### **Annual actions for governors include:**

- Review and approval of statutory policies as defined by DfE
- Publication of impact of Pupil Premium spend
- Publication of impact of Sports Premium spend
- Publication of information on school website as required by DfE
- Complying with requirements of Diocese of Bath and Wells

## Appendix 2

### Management roles and responsibilities for current academic year

|  |
|--|
| <b>Full Governing Board</b>                                      |
| Chair of Governors   |
| Vice Chair of Governors  |
| <b>Education and Welfare Group</b>                               |
| Lead   |
| Head Teacher   |
| Special Educational Needs and Disabilities (SEND)                |
| Safeguarding   |
| Governor Training  |
| Staff Representative   |
| Spiritual Development  |
| Wellbeing  |
| <b>Business Group</b>  |
| Lead   |
| Head Teacher   |
| Treasurer (Long Sutton Governors' Trust)                         |
| Health and Safety  |
| Member   |
| <b>Pay and Performance Review Committee</b>                      |
| Lead   |
| Member   |
| Member   |
| <b>Core Group</b>  |
| Chair of Governors   |
| Head Teacher   |
| Senior Staff Lead  |
| Business Lead  |
| Education and Welfare Lead                                       |
| <b>Complaints / Appeals / Staff Discipline / Exclusion Panel</b> |
| Governors called upon as and when necessary                      |
| <b>Miscellaneous Roles</b>                                       |
| EYFS   |
| GDPR   |
| Invoice Check  |

## Appendix 3

### Policies and documents review schedule

| Policies and other documents that the Board of Governors is required to have in place       | Review frequency                    |
|---|-------------------------------------|
| Admission arrangements*   | Annual<br>Full review every 7 years |
| Charging and remissions policies  | Annual                              |
| Data protection policy  | 2 years                             |
| Protection of biometric information of children in schools                                  | Annual rec                          |
| Register of pupils' admission to school and attendance                                      | Live                                |
| School information published on website   | Live                                |
| Complaints procedure  | 3 years                             |
| Staff discipline, conduct and grievance (procedures for addressing)                         | 3 years                             |
| Single Central Record   | Live                                |
| Statement of procedures for dealing with allegations of abuse against staff                 | Annual                              |
| Teachers' pay policy  | Annual                              |
| Accessibility plan  | 3 years                             |
| Child protection policy and procedures incl safeguarding                                    | Annual                              |
| Supporting pupils with medical conditions   | 3 years                             |
| Designated teacher for looked-after and previously looked-after children                    |                                     |
| Children with health needs who cannot attend school   |                                     |
| Early Years Foundation Stage (EYFS)   | Varies                              |
| Special Educational Needs policy  | Annual                              |
| Supporting pupils with medical conditions   | 3 years                             |
| School behaviour policy   | 3 years                             |
| Behaviour principles written statement  | 3 years                             |
| School exclusion  |                                     |
| Capability of staff   | Annual                              |
| Sex and relationships education (RSHE)  | 3 years                             |
| Health and Safety policies  | Annual                              |
| Early Career Teachers   | Annual rec                          |
| Premises management documents   |                                     |
| Teachers' appraisal*  | Annual                              |
| Equality information and objectives (public sector equality duty) statement for publication | 4 years                             |
| Governor expenses   | 3 years                             |
| Instrument of government and management framework   | Annual                              |
| Minutes of, and papers considered at, meetings of the governing body and its committees*    | At next meeting                     |
| Register of business interests of head teachers and governors                               | Annual                              |
| Finance Policy  | 2 years                             |
| School information published on a website   | Live                                |

| <b>Other policies/documents considered during the year</b> | <b>Review frequency</b> |
|--|-------------------------|
| Management Framework                                       | Annual                  |
| Critical incident  | 3 years                 |
| Whistleblowing   | 3 years                 |
| Delegation of Category A and residential visits            | 3 years                 |
| Publish Impact of Sports Funding                           | Annual                  |
| E-safety   | 3 years                 |
| RE and SMSCD Policies                                      | 3 years                 |
| Manual Handling  | 3 years                 |
| Attendance Policy  | 3 years                 |
| Fair Access Protocol                                       | 3 years                 |
| Swimming Pool Policies                                     | 3 years                 |
| Business Continuity Plan                                   | Annual                  |
| Pupil Premium Impact                                       | Annual                  |
| Safer Recruitment Policy                                   | Varies                  |
| Arson  | 2 years                 |
| Governor Visits  | 3 years                 |