

Castle Hill School (CHS)

Local Governing Body (LGB)

## **Terms of Reference**

### **Introduction**

CSH is a special school within the Interaction, Communication and Academy Trust (ICAT). CHS has its own LGB and this serves to provide Governance of the school. The purpose of the CHS LGB is to ensure the highest overall standards and outcomes for students and their families.

### **Structure and Functions of CHS LGB**

1. Maintain and further develop the ICAT ethos within CHS.
2. Support the Principal in school improvement on an ongoing basis, providing accountability, monitoring, support, challenge and intervention when necessary and appropriate.
3. Support CHS in continuing the 'Outstanding' Ofsted status, monitoring and supporting all aspects of standards and effectiveness, including standards of achievement and attainment.
4. Development and monitoring of the CHS Improvement Plan (CHIP) and provision to support this and receiving reports on progress towards CHIP targets and objectives.
5. Receive reports of CHS strengths and areas for development on a regular basis through the Principal's report to the Governors, the CHIP, the SEF, Local Authority Reviews and Peer Reviews.
6. Appoint Principal in consultation with the Board of Directors and appoint Vice Principals and staff in partnership with the Principal.
7. Set the Structure of Governance and constitution of occasional Committees. The Governance of CHS is undertaken currently by a team of Governors, including the Chair of Governors (Community Governor), the Principal of CHS, two parent Governors and two Governors who are members of staff. Each

Governor currently has responsibility for overseeing the standards and effectiveness in relation to each area of the Ofsted Framework including Effectiveness of Leadership and Management, Quality of Teaching, Learning and Assessment, Personal Development, Behaviour and Welfare and Outcomes. The Governors ensure effective whole-school practices such as admissions, curriculum, finance, premises and personnel management. A list of areas of responsibility allocated to each Governor is available and updated as appropriate.

8. Occasionally sub-committees are formed for specific purposes, such as the Principal's appraisal, recruitment processes and HR processes such as disciplinary procedures.

9. All Statutory policies - Governors are allocated specific CHS policies to oversee and some lead responsibilities, for example Safeguarding. The actual policies allocated to each Governor may vary and a list is supplied to supplement these Terms of Reference.

10. Recognise and take full account of all ICAT policies, procedures and recommendations and ensure implementation. Report to the ICAT Board of Directors on all aspects of Governance of CHS on a regular basis.

12. In conjunction with the Principal, implement all ICAT policies relating to Human Resources processes and functions, Personnel policy and procedures including, staff Pay and Conditions, staffing structures, and Job Descriptions.

13. Ensure effective Student Assessment methods demonstrating progress and outcomes.

14. Ensure standardised format of reports to ICAT reporting on all matters required, such as Outcomes, Budget and Health, Safety and Well-Being.

15. Ensure efficient and effective financial procedures, monitoring the budget to ensure a balanced budget within spending limits.

16. Ensure statutory Health and Safety requirements are fully met across CSH.

17. Ensure statutory Safeguarding requirements are fully met across CHS.

18. The CHS Terms of Reference will be reviewed annually.



## **How the CHS Governors work together as a team**

Each member of the CSH Governing Body is highly valued for their skills, talents, skills and contribution to the effectiveness of the whole Governing Body. The culture is open and positive in which all Governors are treated with respect and warmth allowing all to contribute to the whole school learning community, to the best of their ability. The expectations of each Governor's engagement and participation is high. The team operates as a supportive and positive group who desire to provide the best support to CHS in the continuing school improvement journey.

Joan Haines Chair of Governors Castle Hill School October 2017