



Governance Committee of the Board of Governors of the City of London School

Date: FRIDAY, 18 SEPTEMBER 2020
Time: 8.00 am
Venue: VIRTUAL MEETING - ACCESSIBLE REMOTELY

Members: Deputy James Thomson (Chairman)
Alderman Vincent Keaveny
Tim Levene
Deputy Edward Lord
Lord Levene of Portsoken

Enquiries: Polly Dunn
polly.dunn@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via YouTube at the following link <https://youtu.be/sEgiSQ2xqs4>

Meeting Recordings

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and non-public summary of the meeting held on 22 November 2019.
For Decision
(Pages 1 - 4)
4. **ANNUAL REVIEW OF TERMS OF REFERENCE**
Report of the Town Clerk.
For Decision
(Pages 5 - 8)
5. **DESIGNATED GOVERNORS' ROLES**
Report of the Head.
For Decision
(Pages 9 - 24)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.
For Decision

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 22 November 2020.
For Decision
(Pages 25 - 26)
10. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 27 - 28)

11. **GOVERNOR SKILLS AUDIT 2020-21 AND DIVERSITY**
Report of the Town Clerk.

For Decision
(Pages 29 - 34)

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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GOVERNANCE COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 22 November 2019

Minutes of the meeting of the Governance Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 9.00 am

Present

Members:

Deputy James Thomson (Chairman)
Alderman Vincent Keaveny

Tim Levene
Deputy Edward Lord

Officers:

Alan Bird	- Head, City of London School
Dr Richard Brookes	- City of London School
Charles Griffiths	- City of London School
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Lord Levene of Portsoken and Paul Stein.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 24 May 2019, be approved as accurate record.

4. DESIGNATED GOVERNORS' ROLES

Governors considered a report of the Head regarding Designated Governor Roles. The following matters were raised:

- The terms of reference of the appointed Staff Liaison Governor were to be circulated to the Board. Governors reiterated the need for the appointee to be a co-opted Governor rather than a Common Councillor.
- Both of the newly proposed designated governor roles would require the appointee to serve on the Academic and Education Committee.
- Governors agreed that expressions of interest should be sought at the Board meeting on the 11 December 2019.

RESOLVED, that

- The current Governor appointments for AGBIS, Safeguarding and Health and Safety, be noted;
- The creation of Careers and Education Guidance lead governor role be recommended to the Board of Governors; and
- The creation of a Special Educational Needs and Disabilities lead governor role be recommended to the Board of Governors.

5. **GOVERNOR INDUCTION AT CITY OF LONDON SCHOOL**

Governors received a report of the Bursar regarding Governor Induction at the City of London School.

The Town Clerk added that the induction checklist should include certain City of London Corporation material, such as the code of conduct. It was hoped that all necessary material could be uploaded to and accessed via the online Governors' Portal.

RESOLVED, that the report be noted.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED, That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 24 May 2019, be approved as accurate record.

10. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding outstanding actions of the Committee.

11. **GOVERNOR TERMS OF APPOINTMENT**

Governors considered a report of the Town Clerk regarding Governor Terms of Appointment.

12. **GOVERNANCE REVIEW**

Governors received an updated from the Chairman regarding the Governance Review.

13. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was one item of other business.

The meeting closed at 9.35 am

Chairman

**Contact Officer: Polly Dunn
polly.dunn@cityoflondon.gov.uk**

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Committee(s): Governance Committee of the Board of Governors of the City of London School	Date(s): 18 September 2020
Subject: Terms of Reference Review	Public
Report of: The Town Clerk	For Decision
Report author: Polly Dunn, Senior Committee and Member Services Officer	

Summary

The purpose of this report is to provide the Committee an opportunity to review its own Terms of Reference, and frequency/timing of its meetings

Recommendation(s)

Governors are asked to consider the existing terms of reference of the Governance Committee, and the frequency of its meetings, and agree any changes for recommendation to the Board of Governors.

Main Report

1. The Board of Governors of the City of London School is a Grand Committee of the Court of Common Council. The first meeting of each Grand Committee after its appointment by the Court of Common Council provides an opportunity to establish any sub-committees that Members consider are necessary for the Committee to carry out its functions.
2. Ahead of the first meeting of the Board of Governors (8 October 2020), each of the Board's sub-committees is being invited to consider the relevance and effectiveness of their own Terms of Reference.
3. The Head has proposed that Governors consider a change to these current terms of reference. In practice, the Committee does not source, interview and select co-opted members: that has been done – albeit with the Governance Committee's approval – by the Head and the Chair/Deputy Chair, with any recommendations for appointments made to the full Board for final approval. Its focus in recent years has been to advise on skills required on the Board and has provided the parameters in which the selection of new governors has taken place.
4. Beyond this, it is felt that the Governance Committee would be the appropriate place to consider, on behalf of the Board, whether the work undertaken by the committees as a whole is appropriate for the operational and regulatory needs of the School, as they evolve.
5. This responsibility to create sub-committees ultimately falls to the whole Board, but as the Board regularly comes up against limitations of time, it is suggested that the Governance Committee could act as an appropriate forum at which the

Board's Governance structures are scrutinised. The Committee would then present any changes to the Board for it to consider and, if desirable, approve.

6. **Appendix 1** presents the Governance Committee's current terms of reference with amendments made in light of the Head's proposals. Additions are underlined and ~~redactions struck-through~~. Governors will note that, without any amendment, the focus of responsibilities of the Committee will remain limited exclusively to the appointment of co-opted Governors to the Board. It presently acts, for all intents and purposes, as a nominations committee.
7. The Governance Committee currently meets as required. It met two times in the 2019-20 municipal year (April 2019-July 2020).

Conclusion

8. Governors are invited to consider the terms of reference, including the proposed changes from the Head and agree any changes to be recommended to the Board for final approval.

Appendices

- Appendix 1 – Proposed changes to the Governance Committee Terms of Reference

Polly Dunn

Senior Committee and Member Services Officer

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Appendix 1

Proposed changes to the Governance Committee Terms of Reference

The Sub-Committee's role is ~~to source, interview and select the co-opted members of the Governing Board. It is also~~ to advise on the skills needed on the Governing Board to assist in the selection of new Governors and to provide advice on governance matters concerning the School, acting as a sounding board for proposals for new sub-committees.

The Sub-Committee meets as required.

Composition

- The Chairman of the ~~Sub-Committee~~ full Governing Board shall act as Chairman and Deputy Chairman of the Sub-Committee. ~~shall be selected from amongst its members with the agreement of the Full Governing Board.~~
- ~~Chairman and Deputy Chairman of the Board of Governors;~~
- Up to ~~three~~ four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head, the Senior Deputy Head, and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Committee shall require the agreement of the majority of Common Council Governors present at the meeting and voting.

The Committee has the power to act on the following matters:

- The Committee will maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors; ~~Such individuals will be interviewed and elected to the Board as agreed by the majority of those present, including a majority of Common Council Governors present and voting.~~
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors.

To make recommendations for the Board's approval on the following matters:

- Having sought individuals to serve as co-opted Governors, the Committee will recommend these appointments to the Board for final approval;

- The Committee will make recommendations to the Board on designated governor roles;
- The Committee will provide recommendations on any other governance matters concerning the School, including scrutinising proposals for new sub-committees and working parties.

Committee(s) Governance Committee of the Board of Governors of the City of London School	Date(s): 18/09/2020
Subject: Designated Governors' roles and appointments	Public
Report of: Alan Bird, Head, City of London School	For Decision
Report author: Richard Brookes, Senior Deputy Head, City of London School	

Summary

This report asks Governors to confirm the roles and responsibilities of Designated Governors and to recommend to the Board the appointment of Governors to these roles for agreed terms.

Recommendation(s)

Members are asked to:

- Note the report.
- Recommend to the Board the appointment of specified Governors to these roles for agreed terms.

Background

Following a recommendation of the Governance Committee [in its 22 November 2019 meeting], the Board approved the continuance or creation of a number of designated governors' roles. These are:

- Designated Safeguarding Governor
- Designated Health and Safety Governor
- Designated Special Educational Needs and Disabilities (SEND) Governor
- Designated Careers Education and Guidance Governor
- Staff Liaison Governor
- Governors' AGBIS [Association of Governing Bodies of Independent Schools] Representative

The purpose of these roles is to aid scrutiny of the work of the school by the Board and its committees, which currently include:

- Finance and Estates Committee
- Academic and Education Committee
- Governance Committee
- Bursaries Committee

Main Report

1. Guidance on the role of Designated Governors [for decision]

The role of the designated governor will vary according to the nature of the appointment. However, in general a link governor role involves the following tasks:

- Making pre-arranged visits to the school, with a clear focus
- Keeping the Board informed about the area for which they are responsible, and acting as a link between governors and staff
- Supporting the member(s) of staff who is(are) responsible for the particular area / subject
- Developing knowledge in the specialist area and taking part in relevant training
- Ensuring the School has relevant policies in place
- Monitoring the implementation of the School's strategy in the specialist area

Role specifications are included as Appendix 1.

The Committee is asked to:

- Agree terms of appointment for these roles
- Recommend to the Board the (re)adoption of these role specifications, with these terms of appointment incorporated

2. Designated Governors [for decision]

The Committee is asked to recommend to the Board:

- That Rosie Allen continue as the Designated Safeguarding Governor, as set out in the School's Safeguarding and Child Protection Policy, and in that role be a member of the Academic and Education Committee and attend meetings of the School's Compliance Committee.
- That Rosie Allen continue as the NQT Induction Governor, and in that role be a member of the Academic and Education Committee.
- That Keith Bottomley continue Designated Health and Safety Governor, and in that role to be a member of the Finance and Estates Committee.
- That Caroline Haines continue as Designated Careers Education and Guidance Governor, and in that role to be a member of the Academic and Education Committee.
- That John Cloughton continue as Staff Liaison Governor, and to consider whether in that role the governor should be a member of the Academic and Education Committee.
- That a governor be appointed to the role of Designated Special Educational Needs and Disabilities (SEND), who in that role will be a member of the Academic and Education Committee.

- That a governor be appointed to the role of AGBIS representative, noting that whoever is appointed to this role is expected to stand for appointment to the Governance Committee.

Alan Bird

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Appendices

- Appendix 1 – Designated Governor Role Specifications and Terms of Appointment

Appendix 1: Designated Governor role descriptions

Staff Liaison Governor

The Staff Liaison Governor is expected to:

1. Have a working knowledge of the School and to get to know the majority of members of staff.
2. Perform the role of informal two-way ambassador, ensuring that staff understand – as far as the principle of confidentiality permits – the work of the Board of Governors, and to facilitate the provision of feedback to the Head and the Board of Governors from the Common Room. The Staff Liaison Governor will feedback directly to the Head any matters of interest arising from his/her visit(s), including a meeting with the Head at the end of each visit. Feedback will also be provided directly to the Chairman of Governors.
3. Visit the School at least twice each academic year (and up to once each term), making himself/herself available in the Common Room to meet and talk to members of staff. The date of the visit should be agreed with the Head, and the Chairman of Governors should be informed of the date. The Senior Deputy Head will co-ordinate arrangements for the visit at the request of the Staff Liaison Governor.
4. Remind staff, as appropriate, that the Staff Liaison Governor cannot replace the normal staff management and HR policies and procedures in operation in the School at any time.

Accountability

5. The Staff Liaison Governor is accountable to the Governors through the Chairman of Governors.

Appointment

6. The Staff Liaison Governor is appointed by the Governors for a period of two years, renewable once.
7. The Staff Liaison Governor will be a Co-Opted member of the Board of Governors.

These were the terms as agreed by the Governance Committee in February 2018 and endorsed by the Board in March 2018.

The Special Educational Needs and Disability (SEND) Governor

The Special Educational Needs and Disability (SEND) Governor is expected to:

1. Understand the Board's responsibilities under the special educational needs and disability (SEND) Code of Practice.
2. Monitor all aspects of SEN and disability provision and report back to the Board on these.
3. Monitor the progress of pupils with SEND and report back to the Board on these.
4. Assure the Trust ensures that the necessary special educational provision is made for any pupil with SEND.
5. Assure that all pupils with SEND join in with the everyday activities of the School together with pupils without SEND.
6. Report regularly to the Board about issues related to SEN and disability.
7. Assure the School has a suitable and up-to-date SEND information report and policy and that this is published on the website.
8. Ensure the School has appointed a SENCO and they have received appropriate training.
9. Meet regularly with the SENCO and other senior leaders with relevant responsibilities to discuss the Trust's SEND provision, budget and resources.
10. Assure that the School is meeting the needs of pupils with SEN and disabilities.
11. Assure the School is making reasonable adjustments in line with the Equality Act 2010.
12. Ensure SEND is considered in any budget discussions.
13. Attend training on the role of the SEND governor, as appropriate.

Accountability

14. The Special Educational Needs and Disability (SEND) Governor is accountable to the Governors through the Chairman of Governors.

Appointment

15. The Special Educational Needs and Disability (SEND) Governor will be a member of the Academic and Education Committee.
16. The Special Educational Needs and Disability (SEND) Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in **xxx** and endorsed by the Board in **xxx**.

The Careers Education Information Advice and Guidance (CEIAG) Governor

The Careers Education Information Advice and Guidance (CEIAG) Governor is expected to:

1. Assure the Careers Education and Information Advice and guidance policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that the independent careers guidance provided is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the young people to whom it is given.
3. Assure that the School's strategy for careers education and guidance is developed in line with the Gatsby benchmarks.
4. Meet regularly with those senior leaders and other staff with relevant responsibilities to discuss the School's CEIAG provision, budget and resources.
5. Report regularly to the Board about CEIAG matters, and how CEIAG is contributing to the School's strategic priorities and young people's learning and future development.
6. Facilitate as appropriate partnerships with local businesses in support of the School's CEIAG programme.
7. Attend any relevant training for CEIAG lead governors.

Accountability

8. The Careers Education Information Advice and Guidance (CEIAG) Governor is accountable to the Governors through the Chairman of Governors.

Appointment

9. The Careers Education Information Advice and Guidance (CEIAG) Governor will be a member of the Academic and Education Committee.
10. The Careers Education Information Advice and Guidance (CEIAG) Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in **xxx** and endorsed by the Board in **xxx**.

The Health and Safety Governor

The Health and Safety Governor is expected to:

1. Assure the health and safety policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that staff know where to find the School's risk assessments and that these are up-to-date and carried out for all the relevant areas.
3. Check the School's record of accidents and near misses to look for any patterns which could cause concern.
4. Assure accidents are investigated and steps are taken to avoid them happening again.
5. Assure that staff are managing health and safety effectively and that an audit of procedures is carried out once a year.
6. Assure the School has an emergency (Critical Incident) plan.
7. Check that School staff receive relevant information from senior leaders about health and safety and that there is a process to inform them of changes.
8. Check that names and work locations of first aiders and first aid boxes are displayed through the School.
9. Assure all appropriate health and safety checks are carried out (e.g. fire alarm tests).
10. Meet regularly with those senior leaders with relevant responsibilities to discuss the School's Health and Safety provision.
11. Report regularly to the Board about health and safety issues and developments.
12. Attend any relevant training for health and safety lead governors.

N.B. The designated governor will not conduct any health and safety checks themselves.

Accountability

13. The Health and Safety Governor is accountable to the Governors through the Chairman of Governors.

Appointment

14. The Health and Safety Governor will be a member of the Finance and Estates Committee.
15. The Health and Safety Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in **xxx** and endorsed by the Board in **xxx**.

The Safeguarding Governor

The Safeguarding Governor is expected to:

1. Keep up to date with statutory guidance relating to safeguarding and child protection and any advice issued by the local safeguarding children board (LSCB).
2. Attend relevant training for safeguarding lead governors.
3. Assure the Board has suitable and up-to-date policies for:
 - a. Child protection and safeguarding as referenced in the DfE guidance document 'Keeping Children Safe in Education'.
 - b. Staff code of conduct.
 - c. Handling allegations against staff and volunteers.
4. Assure the School has appropriate safeguarding responses to children who go missing from education, to help identify the risk of abuse and neglect and help prevent further incidents.
5. Assure the School has appropriate online filters and monitoring systems in place.
6. Report regularly to the Board about safeguarding issues and developments.
7. Encourage other members of the Board to develop their understanding of their safeguarding responsibilities.
8. Ensure the School has appointed a designated safeguarding lead (DSL) and appropriate deputies.
9. Meet regularly with the DSL and other senior leaders with relevant responsibilities to monitor that the School's policy and procedures are effective and all staff, governors and volunteers have had the appropriate level of training (as applicable).
10. Assure the DSL has sufficient time, resources and training to carry out their role effectively.
11. Assure the curriculum covers safeguarding, including online safety.
12. Monitor the single central record (SCR) alongside the HR Manager to ensure the School carries out the appropriate recruitment checks on staff, governors and volunteers.

Accountability

13. The Safeguarding Governor is accountable to the Governors through the Chairman of Governors.

Appointment

14. The Safeguarding Governor will be a member of the Academic and Education Committee.
15. The Safeguarding Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in **xxx** and endorsed by the Board in **xxx**.

The NQT Induction Governor

The NQT Induction Governor is expected to ensure:

1. the School is compliant with the Department of Education's statutory guidance *Induction for newly qualified teachers (England): Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies* (revised April 2018).
2. the School has the capacity to support any NQTs.
3. the Head is fulfilling their responsibility to meet the requirements of a suitable post for induction (including where the Head has delegated this responsibility to another member of staff).
4. concerns raised by an individual NQT as part of the School's agreed grievance procedures are investigated in a timely manner so as not to hinder the NQT induction process.

The NQT Induction Governor is also expected to:

5. seek guidance, where required, from the appropriate body (the Independent Schools Teacher and Induction Panel; ISIP) on the quality of the School's induction arrangements and the roles and responsibilities of staff involved in the process.
6. meet the NQT at the beginning and end of the Induction period.
7. receive reports on the progress of any NQTs.

Accountability

8. The NQT Induction Governor is accountable to the Governors through the Chairman of Governors.

Appointment

9. The NQT Induction Governor will be a member of the Academic and Education Committee.
10. The NQT Induction Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in **xxx** and endorsed by the Board in **xxx**.

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Appendix 1 - Designated Governor role descriptions

Staff Liaison Governor

The Staff Liaison Governor is expected to:

1. Have a working knowledge of the School and to get to know the majority of members of staff.
2. Perform the role of informal two-way ambassador, ensuring that staff understand – as far as the principle of confidentiality permits – the work of the Board of Governors, and to facilitate the provision of feedback to the Head and the Board of Governors from the Common Room. The Staff Liaison Governor will feedback directly to the Head any matters of interest arising from his/her visit(s), including a meeting with the Head at the end of each visit. Feedback will also be provided directly to the Chairman of Governors.
3. Visit the School at least twice each academic year (and up to once each term), making himself/herself available in the Common Room to meet and talk to members of staff. The date of the visit should be agreed with the Head, and the Chairman of Governors should be informed of the date. The Senior Deputy Head will co-ordinate arrangements for the visit at the request of the Staff Liaison Governor.
4. Remind staff, as appropriate, that the Staff Liaison Governor cannot replace the normal staff management and HR policies and procedures in operation in the School at any time.

Accountability

5. The Staff Liaison Governor is accountable to the Governors through the Chairman of Governors.

Appointment

6. The Staff Liaison Governor is appointed by the Governors for a period of two years, renewable once.
7. The Staff Liaison Governor will be a Co-Opted member of the Board of Governors.

These were the terms as agreed by the Governance Committee in February 2018 and endorsed by the Board in March 2018.

The Special Educational Needs and Disability (SEND) Governor

The Special Educational Needs and Disability (SEND) Governor is expected to:

1. Understand the Board's responsibilities under the special educational needs and disability (SEND) Code of Practice.
2. Monitor all aspects of SEN and disability provision and report back to the Board on these.
3. Monitor the progress of pupils with SEND and report back to the Board on these.
4. Assure the Trust ensures that the necessary special educational provision is made for any pupil with SEND.
5. Assure that all pupils with SEND join in with the everyday activities of the School together with pupils without SEND.
6. Report regularly to the Board about issues related to SEN and disability.
7. Assure the School has a suitable and up-to-date SEND information report and policy and that this is published on the website.
8. Ensure the School has appointed a SENCO and they have received appropriate training.
9. Meet regularly with the SENCO and other senior leaders with relevant responsibilities to discuss the Trust's SEND provision, budget and resources.
10. Assure that the School is meeting the needs of pupils with SEN and disabilities.
11. Assure the School is making reasonable adjustments in line with the Equality Act 2010.
12. Ensure SEND is considered in any budget discussions.
13. Attend training on the role of the SEND governor, as appropriate.

Accountability

14. The Special Educational Needs and Disability (SEND) Governor is accountable to the Governors through the Chairman of Governors.

Appointment

15. The Special Educational Needs and Disability (SEND) Governor will be a member of the Academic and Education Committee.
16. The Special Educational Needs and Disability (SEND) Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

The Careers Education Information Advice and Guidance (CEIAG) Governor

The Careers Education Information Advice and Guidance (CEIAG) Governor is expected to:

1. Assure the Careers Education and Information Advice and guidance policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that the independent careers guidance provided is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the young people to whom it is given.
3. Assure that the School's strategy for careers education and guidance is developed in line with the Gatsby benchmarks.
4. Meet regularly with those senior leaders and other staff with relevant responsibilities to discuss the School's CEIAG provision, budget and resources.
5. Report regularly to the Board about CEIAG matters, and how CEIAG is contributing to the School's strategic priorities and young people's learning and future development.
6. Facilitate as appropriate partnerships with local businesses in support of the School's CEIAG programme.
7. Attend any relevant training for CEIAG lead governors.

Accountability

8. The Careers Education Information Advice and Guidance (CEIAG) Governor is accountable to the Governors through the Chairman of Governors.

Appointment

9. The Careers Education Information Advice and Guidance (CEIAG) Governor will be a member of the Academic and Education Committee.
10. The Careers Education Information Advice and Guidance (CEIAG) Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

The Health and Safety Governor

The Health and Safety Governor is expected to:

1. Assure the health and safety policy is up-to-date, complies with legislation, meets best practice and reflects the School's circumstances.
2. Assure that staff know where to find the School's risk assessments and that these are up-to-date and carried out for all the relevant areas.
3. Check the School's record of accidents and near misses to look for any patterns which could cause concern.
4. Assure accidents are investigated and steps are taken to avoid them happening again.
5. Assure that staff are managing health and safety effectively and that an audit of procedures is carried out once a year.
6. Assure the School has an emergency (Critical Incident) plan.
7. Check that School staff receive relevant information from senior leaders about health and safety and that there is a process to inform them of changes.
8. Check that names and work locations of first aiders and first aid boxes are displayed through the School.
9. Assure all appropriate health and safety checks are carried out (e.g. fire alarm tests).
10. Meet regularly with those senior leaders with relevant responsibilities to discuss the School's Health and Safety provision.
11. Report regularly to the Board about health and safety issues and developments.
12. Attend any relevant training for health and safety lead governors.

N.B. The designated governor will not conduct any health and safety checks themselves.

Accountability

13. The Health and Safety Governor is accountable to the Governors through the Chairman of Governors.

Appointment

14. The Health and Safety Governor will be a member of the Finance and Estates Committee.
15. The Health and Safety Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

The Safeguarding Governor

The Safeguarding Governor is expected to:

1. Keep up to date with statutory guidance relating to safeguarding and child protection and any advice issued by the local safeguarding children board (LSCB).
2. Attend relevant training for safeguarding lead governors.
3. Assure the Board has suitable and up-to-date policies for:
 - a. Child protection and safeguarding as referenced in the DfE guidance document 'Keeping Children Safe in Education'.
 - b. Staff code of conduct.
 - c. Handling allegations against staff and volunteers.
4. Assure the School has appropriate safeguarding responses to children who go missing from education, to help identify the risk of abuse and neglect and help prevent further incidents.
5. Assure the School has appropriate online filters and monitoring systems in place.
6. Report regularly to the Board about safeguarding issues and developments.
7. Encourage other members of the Board to develop their understanding of their safeguarding responsibilities.
8. Ensure the School has appointed a designated safeguarding lead (DSL) and appropriate deputies.
9. Meet regularly with the DSL and other senior leaders with relevant responsibilities to monitor that the School's policy and procedures are effective and all staff, governors and volunteers have had the appropriate level of training (as applicable).
10. Assure the DSL has sufficient time, resources and training to carry out their role effectively.
11. Assure the curriculum covers safeguarding, including online safety.
12. Monitor the single central record (SCR) alongside the HR Manager to ensure the School carries out the appropriate recruitment checks on staff, governors and volunteers.

Accountability

13. The Safeguarding Governor is accountable to the Governors through the Chairman of Governors.

Appointment

14. The Safeguarding Governor will be a member of the Academic and Education Committee.
15. The Safeguarding Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

The NQT Induction Governor

The NQT Induction Governor is expected to ensure:

1. the School is compliant with the Department of Education's statutory guidance *Induction for newly qualified teachers (England): Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies* (revised April 2018).
2. the School has the capacity to support any NQTs.
3. the Head is fulfilling their responsibility to meet the requirements of a suitable post for induction (including where the Head has delegated this responsibility to another member of staff).
4. concerns raised by an individual NQT as part of the School's agreed grievance procedures are investigated in a timely manner so as not to hinder the NQT induction process.

The NQT Induction Governor is also expected to:

5. seek guidance, where required, from the appropriate body (the Independent Schools Teacher and Induction Panel; ISTip) on the quality of the School's induction arrangements and the roles and responsibilities of staff involved in the process.
6. meet the NQT at the beginning and end of the Induction period.
7. receive reports on the progress of any NQTs.

Accountability

8. The NQT Induction Governor is accountable to the Governors through the Chairman of Governors.

Appointment

9. The NQT Induction Governor will be a member of the Academic and Education Committee.
10. The NQT Induction Governor is appointed by the Governors for a period of two years, renewable **xxx times**.

These were the terms as agreed by the Governance Committee in November 2019 and endorsed by the Board in December 2019.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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