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Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**1: Instrument of Government****West Berkshire iCollege Alternative Provision**

1. the names of the iCollege units are contained in Annex 1
2. the iCollege unit's DfE numbers are contained in Annex 1
3. the addresses of the iCollege units and other sub-units forming part of the icollege alternative provsion are contained in Annex 1
4. the name of the management committee is 'The Management Committee of West Berkshire iCollege Alternative Education Provision'
5. the management committee shall consist of:
 - (a) one parent member
 - (b) three staff members (one of which is the Headteacher, one teacher and one support/admin staff member)
 - (c) two local authority members
 - (d) seven community members
6. the total number of members is 13
7. For minuting purposes all members will be referred to as Governors
8. This Instrument of Government takes effect on 1st September 2017
9. This Instrument was made by order of West Berkshire Local Authority on 25th July 2017
10. A copy of the Instrument must be supplied to every member of the Management Committee (and the Head Teacher if not a member) and a copy should be sent to the Department for Education.

**Instrument of Government
West Berkshire iCollege Alternative Provision**

Annex 1

Name:	iCollege Alternative Education 5 - 19	DfE number: 8691111
Address:	Richmond House, Bath Road, Speen Newbury, Berkshire, RG14 1QY	

This includes the following sub units:

iCollege Inspiration Foxglove Way, Thatcham, Berkshire, RG18 4DH	iCollege Integration 22 Highview, Calcot, Reading, Berkshire, RG31 4XD
iCollege Intervention 88 Newtown Road, Newbury, Berkshire, RG14 7BT	iCollege Independence Richmond House, Bath Road, Speen Newbury, Berkshire, RG14 1QY

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2: Code of Conduct for Governors *(For the purposes of this Code of Conduct, members of the Joint Management Committee will be referred to as Governors)*

This policy has been adapted from the National Governors Association (NGA) model.

The Management Committee (MC) has the following core strategic functions**Establishing the strategic direction, by:**

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the headteacher
- Monitoring progress towards targets
- Performance managing the headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

As governors, we will focus on our strategic functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

We agree to abide by the Seven Nolan Principles of Public Life:**Selflessness**

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

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We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

As individuals on the Management Committee we agree to:**Fulfil our role & responsibilities**

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
2. We will develop, share and live the ethos and values of our school/s.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school/s.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school/s and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the Management Committee if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school's reputation in our private communications (including on social media).
13. We will not discriminate against anyone and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the Management Committee, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and Management Committee protocol.
6. When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/ communities.
2. We will express views openly, courteously and respectfully in all our communications with Management Committee members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member's contributions are valued equally.
4. We will support the chair in their role of leading the Management Committee and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.

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2. We will not reveal the details of any governing Management Committee vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the Management Committee's business and these will be recorded in the Register of Business Interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act in the best interests of the school as a whole and not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing Management Committee, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
7. We accept that information relating to Management Committee members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Name:.....

Signed:..... Date:

Chair's signature:.....Date:

(in the case of the Chair, the countersignature will be that of the Clerk)

Approved by:	Management Committee
Signed:	
Print name:	Maureen Sims
Position:	Chair
Date:	5th October 2021
Review date:	September 2022

Source Document	NGA Model	Date:	October 2021
Written By:	Clerk to Governors		
Version:	3.0	Review:	September 2022

Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**3: Standing Orders for the Management Committee (MC) of West Berkshire
icollege Alternative Education Provision Academic Year 2021/2022**

Provision is called **icollege alternative education** and all MC members will be referred to as governors

These Standing Orders are established in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the Education (Pupil Referral Units) (Management Committees etc) (England) Regulations 2007 and subsequent amendments and the Governance Handbook 2015.

Related Documents

- Instrument of Government
- Membership list of current members
- Terms of Reference for all sub-committees
- Register of Business Interests
- The policy on members' expenses
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- Education (Pupil Referral Units) (Management Committees etc) (England) Regulations 2007 and subsequent amendments
- The latest version of the Governance Handbook

1. **Meetings of the Management committee**
2. **Convening the Meetings**
3. **Notice of Meetings**
4. **Attendance**
5. **Quorum**
6. **Alternative arrangements for member participation at meetings**
7. **Decision-making**
8. **Withdrawal from meetings**
9. **Minutes of meetings**
10. **Clerk to the Management Committee**
11. **Election and terms of office of the Chair and Vice-Chair**
12. **Process for election of Chair and Vice-Chair**
13. **Term of office for each category of Governor**
14. **Declaration of Interest and Pecuniary Interests**
15. **Code of Conduct for West Berkshire governors**
16. **Governors' Expenses**
17. **Sub Committee Membership and Terms of Reference (TOR)**
18. **Delegation of functions**
19. **Appeal Panels**

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This information will be given to all governors on appointment and the clerk to the MC will retain a copy for their records.

1:	<p>Meetings of the Management Committee 1.1: The full MC will meet at least 5 times a year.</p> <p>1.2: Dates for 2021-22: MC1 06.10.21, MC2 07.12.21, MC3 15.02.21, MC4 26.04.21, MC5 05.07.21</p>
2:	<p>Convening the Meetings 2.1: All meetings should be convened by the clerk, in accordance with the arrangements made by the MC, but subject to (a) any direction from the Chair or Vice Chair where the matter is urgent and (b) any requisition signed by three members.</p>
3:	<p>Notice of Meetings 3.1: Written notice of meetings, together with the agenda and all associated documents, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) each member of the committee and (b) the Headteacher (whether or not that person is a member). This can be done by email.</p> <p>3.2: If any person has not received the notice of the meeting, the meeting is not invalidated.</p>
4:	<p>Attendance 4.1: The clerk will keep a record of those members and all other persons present at meetings of the MC and any of its sub-committees.</p> <p>4.2: The following persons have the right to attend any meeting of the management committee: the Headteacher; the clerk and such other persons as the MC may determine.</p> <p>4.3: If a governor fails to attend any meetings in a 6 month period the MC will decide whether they will be disqualified.</p>
5:	<p>Quorum 5.1: Decisions cannot be taken at a full MC meeting unless a minimum number (quorum) of governors is present. In calculating the quorum vacant positions on the management committee are not included.</p> <p>5.2: The Regulations require one half (50%) of the governors in post to be present before decisions can be made, rounded up to the nearest whole number.</p> <p>5.3: If all posts are filled the MC can have 13 members so to be quorate the MC needs at least 6 members at a full MC. If all posts not filled half the current membership will be required. At the beginning of the 2021/22 Academic Year the MC has 3 vacancies and has 10 governors in post, so to be quorate needs 5 members which must include the Chair or Vice Chair and one other non-staff Governor.</p> <p>5.4: If Governors withdraw from a meeting due to a conflict of interest, then the quoracy will be 50% of the remaining Governors, rounded up to the nearest whole number.</p> <p>5.5: Committees need at least 3 governors to be quorate.</p>
6:	<p>Alternative arrangements for member participation at meetings The management committee, if it so wishes, may approve alternative arrangements for members to participate or vote at meetings:</p>

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	<p>6.1: Virtual Meetings – In response to the Covid-19 pandemic, virtual meetings were introduced during 2019/20 and will continue for as long as is necessary. The icollege Virtual Meetings Policy is attached as Appendix A to these Standing Orders. The holding of some meetings virtually may also be considered longer term.</p> <p>6.2: Full MC - Proxy voting, appointing a proxy and voting by email for is possible, in the event of an emergency, if agreed by full MC.</p> <p>6.3: Committees – Voting by email in the event of an emergency, telephone and video conferencing voting is allowed but all decisions must be noted at the next Full MC.</p>
7:	<p>Decision-making</p> <p>7.1: Governors recognise that all decisions must be noted at the next Full MC, but they can delegate certain functions to a committee or individual. See committee Terms of Reference (TORs) for delegated functions.</p> <p>7.2: Every MC decision that requires a vote will be determined by a majority of votes of the members who are eligible present. If necessary this can be by a secret ballot.</p> <p>7.3: The MC will decide if proxy, email (in emergencies), by telephone, by video conferencing voting is allowed.</p> <p>7.4: Where there is an equal division of votes the Chair (or the person acting as chair for the meeting) has a second or casting vote.</p>
8:	<p>Withdrawal from meetings</p> <p>8.1: Governors will be required to withdraw from a meeting under the circumstances set out in Regulation 16 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p> <p>8.2: If there is a dispute about a person attending an MC meeting being required to withdraw, the matter of withdrawal shall be determined by the governors present at the meeting.</p>
9:	<p>Minutes of meetings</p> <p>9.1: The clerk must ensure that MC minutes are drawn up and signed (subject to the approval of the MC) by the Chair or Vice Chair at the next meeting. During the Covid-19 pandemic, minutes will be signed as soon as circumstances permit.</p> <p>9.2: Copies of MC minutes and other governance documents are available from the Clerk.</p>
10:	<p>Clerk to the Management Committee</p> <p>10.1: The MC must appoint a clerk and must have regard to advice from the clerk as to the nature of the MC's functions and compliance with current Regulations.</p> <p>10.2: The clerk may not be a governor, an associate member of the MC or the Headteacher of the icollege.</p> <p>10.3: Governors and associate members can clerk committee meetings if the clerk cannot attend an MC meeting (but not the Headteacher) but every effort should be made for the clerk to minute all MC meetings.</p> <p>10.4: The Chair or Vice Chair will line manage the clerk.</p> <p>10.5: Working with the Chair or Vice Chair of the MC the clerk should convene meetings and offer procedural guidance.</p>

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11:	<p>Election and terms of office of the Chair and Vice-Chair</p> <p>11.1: The MC must elect a Chair and a Vice-Chair. When the position of Chair falls vacant the MC must elect a new Chair as soon as possible. In the interim the Vice Chair will chair the MC meetings.</p> <p>11.2: The term of office as Chair or Vice-Chair will be one year.</p> <p>11.3: The term of office as Chair or Vice-Chair cannot be longer than the remainder of the term of office of the governor in question.</p> <p>11.4: The clerk will take the chair when the Chair is being elected. The Chair takes over the meeting, once elected, including the item to elect the Vice-Chair.</p> <p>11.5: Members who work for the icollege alternative education service cannot stand for election as Chair or Vice - Chair.</p>
12:	<p>Process for election of Chair and Vice-Chair</p> <p>12.1: Governors will be able to submit written nominations prior to the full management committee and verbal nominations at the meeting. A Governor can nominate themselves for office and does not need to be present at the meeting to be considered.</p> <p>12.2: Nominee(s) can be asked to leave the room whilst the election process takes place. This can be managed virtually by placing nominees in the virtual waiting room whilst the election takes place.</p> <p>12.3: If there is more than one nominee, the remaining governors will take a vote by a show of hands or a secret ballot. Please note that if a secret ballot is agreed, the clerk will tally the votes.</p> <p>12.4: The nominee(s) will return to the meeting.</p> <p>12.5: The clerk will announce the result, with the nominee polling the majority of votes being duly elected.</p> <p>12.6: If there is a tie, each candidate will be given the opportunity to speak to the governors about their nomination and a further vote would be taken.</p> <p>12.7: If there is still a tie, governors should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.</p>
13:	<p>Term of office for each category of Governor</p> <p>13.1: The term of office of all governors is shown in the MC Instrument of Government.</p> <p>13.2: The MC can also agree to allow other persons to attend their meetings. Any agreement in relation to these matters should be clearly minuted at the committee meeting they are attending and reported at the next Full MC meeting. They can offer advice but may not vote.</p>
14:	<p>Declaration of Interest and Pecuniary Interests</p> <p>14.1: Governors will declare any pecuniary interest or conflict of interest with any agenda item at the beginning of the meeting.</p> <p>14.2: The MC will maintain a register of business interests of its members. Hard copies will be kept at Richmond House.</p>
15:	<p>Code of Conduct for West Berkshire governors</p> <p>Every member of the MC is expected to read and agree to follow the approved Code of Conduct for Governors</p>

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16:	<p>Governors' Expenses The MC may pay expenses in accordance with Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p> <p>Scheme for paying Governors Allowances to be reviewed by October 2022.</p>
17:	<p>Sub Committee Membership and Terms of Reference (TOR)</p> <p>17.1: Definition: Sub Committees of the MC can be set up with delegated powers. The MC will decide their membership, procedures, protocols and delegated powers which will be laid out in each committee's TORs. All committee officers (Chair/Vice Chair/Clerk) and associate members (if any) must be appointed annually. All protocols, procedures and membership of committees must be approved annually at a full MC.</p> <p>17.2: The MC remains responsible for any decisions taken by sub-committees and the sub-committee's decisions must be reported back to the full MC at their next meeting.</p> <p>17.3: Working Party: This can be set up by the MC if necessary the MC will decide its membership and focus of discussions. A working party cannot make any decisions or have any delegated powers it can only bring recommendations to the full MC or a relevant committee if responsibility has been delegated to a committee.</p> <p>17.4: Membership and TORs: See TORs for all icollege committees listed below. MC membership – Total of 13 governors; 1 parent, 3 staff, 2 LA, 7 community, in accordance with the Instrument of Government.</p> <p>Committees: Finance Committee (FC) Personnel Committee (inc Pay Committee) (PERS)</p> <p>17.5: Committee Management:</p> <p>17.5.1: The agenda should be circulated to all committee members at least seven clear days in advance of the meeting.</p> <p>17.5.2: Committee papers should be available to all governors (not just those on the committee). Except the Pay Committee papers. Committee deciding on HT's pay and any PERS Committee papers which may contain confidential items that may require governors to set up an appeal panel.</p> <p>17.5.3: Minutes should be circulated to all governors within seven working days of the date of the meeting. Minutes can be distributed to all governors not just those on the sub committee except the Pay Committee when deciding on HT's pay and minutes and any PERS Committee minutes which may contain confidential items and items that may require governors to set up an appeal panel, or where a Governor has withdrawn from a meeting due to a conflict of interests.</p> <p>17.5.4: Minutes should be signed by the Committee Chair or acting Chair at the next committee meeting to verify that the minutes are a true record. They can be e signed as long as permission is recorded by email.</p> <p>17.5.5: Any governor may attend a committee meeting, but only those who are members of the committee can vote, unless agreed at the meeting.</p> <p>17.5.6: Committee members should report back to the full MC on the work of the committee and any decisions taken.</p> <p>17.5.7: The Headteacher has the right to attend any committee meeting, except the PERS Committee when it is discussing HT's pay, subject to the statutory rules on withdrawal. However</p>

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	the Headteacher can delegate attendance to a member of staff where appropriate. The Headteacher should not chair committee meetings.
18:	<p>Delegation of functions <i>The following functions cannot be delegated:</i></p> <p>18.1: The constitution of the MC</p> <p>18.2: The appointment or removal of the Chair or Vice-Chair</p> <p>18.3: The appointment of the MC clerk</p> <p>18.4: The suspension of governors</p> <p>18.5: The establishment of committees and delegation of functions</p> <p>The following functions can be delegated to a committee but cannot be delegated to an individual, even in urgent cases:</p> <p>18.6: The approval of the first formal budget plan of the financial year</p> <p>18.7: School discipline policies</p> <p>Any individual or committee to whom a decision has been delegated must report to the MC in respect of any action or decision made.</p> <p>18.9: General Functions This MC resolves that the following functions will be delegated to the committees as stated in their Terms of Reference.</p> <p>18.10: Staffing & Dismissal Functions This MC agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, subject to the adoption of the appropriate HR policies.</p> <p>In exceptional circumstances, outlined below, the following arrangements will apply:</p> <p>18.11: In exceptional circumstances an individual committee member or group of members, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff decisions.</p> <p>The exceptional circumstances are as follows:</p> <p>a: A Headteacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing Headteacher the option of preserving their current working arrangements, but when the MC considers a new appointment for the Headteacher post the normal expectation for the Headteacher to undertake these responsibilities should apply.</p> <p>b: Where the Headteacher has been directly involved in disciplinary procedures leading to dismissal has instigated a proposal to dismiss, or is witness of particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case by case basis in the light of circumstances.</p> <p>c: A Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.</p> <p>d: Where the LA has made representations to the Chair of the MC on grounds of serious concerns about the performance of the Headteacher.</p> <p>e: Where the Headteacher has failed to abide by financial limits agreed by the MC for any school purpose.</p>

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	<p>f: Appointment of Headteacher and Deputy Headteacher The MC will be responsible for selecting an appointments panel for the Headteacher and Deputy Headteacher (if appropriate).</p> <p>g: Appointment of Assistant Headteachers The MC will be responsible for deciding how such posts are filled, which may include delegation to the Headteacher, an individual governor or a group of governors. In the latter case this may include the Headteacher, but where not involved in determining the appointment the Headteacher has a right to attend to offer advice.</p> <p>h: Emergency Decisions The Chair (or Vice Chair if the Chair cannot exercise this function for some reason) can act in cases which are deemed urgent ie: where a delay in exercising the function would be seriously detrimental to the interests of the service, a registered pupil, their parent or a person employed to work for the service.</p>
19:	<p>Appeal panels Under certain circumstances, the MC will be required to establish a panel of members to hear an appeal, this should be heard by a panel of three governors not previously involved in the matter. The relevant policy the MC has adopted will detail how the appeal panel is made up and how it functions.</p>

Approved by: Management Committee 05.10.21

Review date: September 2022

Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**Appendix A****Governors Virtual Meetings Policy****Alternative Participation in Management Committee Meetings**

The Management Committee (MC) Icollege West Berkshire Alternative Provision expects governors to be present at all meetings. Where this is not possible, members of the MC are able to participate and vote virtually at full MC and committee meetings. Virtual participation includes, but is not limited to, telephone, Skype and video conference.

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 and the Education (Pupil Referral Units) (Management Committees etc) (England) Regulations 2007 make provision for governing bodies/management committees of maintained schools in England to: “approve alternative arrangements for governors to participate or vote at meetings of the governing bodies/management committees including but not limited to by telephone or video conference”. This policy will therefore form part of the Management Committee Standing Orders.

2: Meeting Arrangements - These arrangements apply to meetings of the full MC and to committee meetings.

- a. Notice of virtual participation must be given to the Clerk by the governor who wishes to participate, no later than 48 hours prior to the meeting, and the reason for non-attendance in person. (exception to this is when the entire meeting is to be held virtually.)
- b. Virtual participation must only be requested through absolute necessity. It must not be utilised for convenience.
- c. It is the responsibility of individual governors, wishing to participate virtually, to ensure they are able to do so through a secure method in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality.
- d. Virtual participation must be for the entire meeting and not just for specific agenda items or solely for voting purposes.
- e. It is the responsibility of those participating virtually to ensure they have a reliable connection.
- f. If the communication connection fails and reasonable attempts to reconnect are unsuccessful virtual participation will no longer be possible and the agenda will not be delayed. The clerk will note the time that the connection was lost.
- g. Ensuring quorate meetings is the responsibility of the clerk who will monitor this throughout any meeting involving virtual participation and advise the board if a meeting becomes inquorate.
- h. If there is to be a vote, governors must have relevant documents seven days prior to the meeting.
- i. Governors attending the meeting either by telephone or video conference will be entitled to vote on any issue providing they have been ‘present’ for the whole agenda item which the vote relates to. Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone call off speaker phone and the governor sharing their vote verbally with the clerk). Where this is not possible the governor will be required either to vote publicly or abstain.
- j. Where there is no visual connection all meeting participants will always start their comments by stating their name.

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2.2 - Governors attending the meeting virtually will contribute to the quorum for the meeting. If the technological link is lost, they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless for decision making purposes; in this case, discussions could continue without decision making/voting taking place; it would be rescheduled on a future agenda.

2.3 - If, after all reasonable efforts, it does not prove possible for a governor to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

3: Virtual Meetings

3.1 - Where a meeting is taking place virtually every effort will be made to enable all governors to access the meeting.

3.2 - Where a meeting is taking place virtually the usual statutory notice arrangements will apply and all papers to be considered will be circulated at least seven days in advance of the meeting, except where the chair has exercised his/her right to waive the usual notice in an emergency situation.

3.3 - Virtual meetings will be minuted in the same way as other meetings, either by the clerk being present virtually or by a governor who is present, other than the headteacher, taking the minutes, and these will be presented to the next meeting of the full governing body.

3.4 - Virtual meetings, should not be recorded by the clerk or any governor or without the approval of the governing board and for a specified purpose.

4: Review of this policy

The policy will be reviewed every 3 years, but any governor with any concerns about its operation can request that it is reviewed at any time.

Approved by: Signed:	Management Committee
Print name: Position: Date: Review date:	September 2022

Source Document	Model Policy	Date:	March 2020
Written By:	Clerk to Governors		
Version:	2.0	Review:	September 2022

Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**4: Terms of Reference (ToR) for committees**

All (Management Committee) MC members will be referred to as governors

4.1 ToR for Finance Committee (FC) Ac/Yr 2021/22

1: Name	Finance Committee FC
2: Membership	<p>Tim Pritchard (Community Governor) - Chair Maureen Sims (Community Governor) Judith Fisher (Community Governor) Jacquie Davies (Staff Governor - Headteacher - HT) Darren King (Community Governor) Vacancy (Community Governor)</p> <p>Advisers: Karen Price SBM, Monica Romano H&S Co-ordinator</p> <p>Clerk: Jill Hills</p> <p>At least 3 MC (Management Committee) members</p>
3: Appointment of members	Annually by MC. The FC is monitored by the MC taking into account the interests and expertise of members of MC to ensure they have the required competence levels to conduct its business.
4: Officers	<p>Chair and Clerk to be appointed at the first meeting of each Academic Year. If possible the Chair should not clerk the meetings.</p> <p><i>For this committee it is not appropriate for the clerk to be the SBM as this would require a clear demonstration that that person can operate as clerk as a critical friend independently and be in a position simultaneously to contribute to the discussion and take the minutes.</i></p>
5: Purpose	<p>To monitor the framework within which icollege operates with regards to:</p> <ul style="list-style-type: none"> • Conducting their finances • Delegating financial responsibilities • Methods of operations • Use of Premises • Health and Safety • Use of IT <p>So that all parties concerned are aware of their duties and responsibilities and that sound and effective internal financial controls are maintained.</p> <p>The implementation of appropriate practice and procedures will ensure the best use of funds available to enhance the education of icollege pupils.</p>
6: Voting rights	The committee will attempt to reach a consensus. If not they will refer matter to full MC. In the event of an emergency, decisions can be made by email; following full consultation of all committee members. Decisions must be reported to the next full MC.
7: Quorum	3 governors

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8: Frequency of meetings	At least every 2 terms. Any member of the committee may call additional meetings if necessary.
9: Reporting	<p>Draft minutes will be sent to the Chair of the Committee for review as soon as possible and no later than 1 week after each meeting. They will then be sent to all committee members.</p> <p>Draft or approved minutes, together with any appropriate summary documentation, will be sent to the clerk of MC 2 weeks before the full MC. If this is not possible a verbal report of the committee's business will be given to the MC at that meeting.</p>
11: Task - Finance	<p>In line with a set annual timetable to conform with the requirements of the Local Authority and other government bodies, to review and approve the annual budgets for all sources of all icollege income and expenditure relating to all activities undertaken by the icollege, for recommendation to the MC for ratification. When reviewing the budget the Committee shall consider the priorities identified in the icollege development plan.</p> <p>11.1 To support and advise the HT, SBM and MC on all financial matters relating to the school.</p> <p>11.2 To monitor and review the icollege's performance on financial management standards and ensure they act in compliance with:</p> <ul style="list-style-type: none"> • with current DfE financial management assessment process known as the SFVS • with WBC internal audits • with relevant policies, rules and procedures as published from time to time by the LA. E.g. scheme of financing schools <p>11.3 To deal with the outcomes of such audits and assessments and ensure that recommendations are acted upon.</p> <p>11.4 To receive and review reports from the HT and or SBM on income, expenditure and commitments outstanding for all the icollege's activities during the financial year and to agree any expenditure or virement beyond the powers delegated to the HT, as determined by the Financial Management Policy.</p> <p>11.5 To undertake short and long term financial planning, liaising, communicating with other governors committees as necessary e.g. staffing structure.</p> <p>11.6 To gain maximum benefit from the LA's scheme of financial delegation and support initiatives which increase income.</p> <p>11.7 To evaluate the icollege's practice and procedures through a recognised financial health check and risk assessment process taking advice from WBC Accountancy and to prepare on a timely basis as required annual Schools Financial Value Statement (SFVS) for approval by the MC before publication.</p> <p>11.8 To monitor and review the processes by which icollege's ensures value for money in the use of funding, including overseeing the decisions whether to 'buy-back ' into LA Service Level Agreements (SLA) or to choose alternative providers.</p>

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	<p>11.9 To benchmark regularly the school's income and expenditure, establishing action plans based on the results to improve the icollege's effectiveness in use of funds.</p> <p>11.10 To prepare on a annual basis a self assessment of how the icollege achieve value for money and to report this to the MC.</p> <p>11.11 Seek professional advice where necessary and review any material contracts for services drawn up by the icollege prior to their agreement by the MC, noting any possible conflict of interest.</p> <p>11.12 In setting the budget the MC will take due account of the need to resource the management and administration of icollege finances and to ensure, through regular review, that staff resource and competence is sufficient, and is supported through appropriate development and training.</p> <p>11.13 To establish and review the principles and objectives of the approach to cases of hardship and ensure they are accurately reflected in the relevant Policies (e.g. Charging and Remission).</p> <p>11.14 Emergency powers: the HTs may make emergency decisions on financial matters relating to the school after consultation with the Chair of this committee and/or Chair of the MC.</p> <p>11.15 Inventory - to receive and review an inventory report on an annual basis, including the approval of the disposal of assets with a value exceeding £100, to be signed off once approved by the chair of the Committee (needs to be consistent with Financial Management Policy]</p>
<p>12: Task - Salaries</p>	<p>12.1 To work with the PERS committee and the HT to produce the Pay Policy for the school, with the purpose of recommending adoption by the MC.</p> <p>12.2 Each year, to review the salaries of all staff, with effect from 1st September, in accordance with existing arrangements and the School Teachers' Pay and Conditions Document, and after taking the advice of the HT in relation to the meeting of performance objectives where appropriate.</p> <p>12.3 To agree the award of additional points of responsibility/management points to teachers on the recommendation of the Personnel Committee.</p> <p>12.4 To ensure that teachers are informed, in writing, of the basis upon which their place on the existing pay spine has been determined.</p> <p>12.5 To undertake salary reviews at any other time the MC directs that there is a need to do so.</p> <p>12.6 To consider the salary appropriate for new posts within the school, in line with similar posts already in place.</p>
<p>13: Tasks – Premises and H&S</p>	<p>13.1 To conduct an annual review of premises and site and report to the MC. To include a report which identifies issues for inclusion in the icollege development plans.</p> <p>13.2 To monitor the Health & Safety aspects of the sites and premises and to ensure an annual audit is carried out.</p> <p>13.3 To monitor running costs of premises and sites, establish a rolling maintenance programmes and budgets.</p>

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	<p>13.4 To review any contracts and service level agreements connected with the site and make recommendations to the MC.</p> <p>13.5 To produce and monitor a lettings policy, and monitor all lettings if necessary.</p> <p>13.6 To receive and respond to information or regulations concerning the premises and sites.</p>
14: Tasks - IT	<p>IT</p> <p>14.1 To monitor IT provision across the service and report to the MC. To include a report which identifies issues for inclusion in the icollege development plans.</p> <p>14.2 To monitor running costs and establish a rolling maintenance programme.</p> <p>14.3 To review any contracts and service level agreements connected with IT provision and make recommendations to the MC.</p> <p>14.4 To receive and respond to information or regulations concerning IT including data protection.</p>
14: Delegated powers	<p>The principal role of committee is, in liaison with the HT, to consider, review and advise upon any matter within its remit and to report accordingly to the MC, with recommendations for decision or action as appropriate. Powers can only be exercised within the remit of the icollege development plans.</p> <p>Chair of MC to sign relevant documentation when necessary, if not available Chair of FC or Vice Chair MC.</p> <p>Can use email approval for low level items; draft minutes, terms of reference and policy consultation and approval.</p> <p>In emergency: 2 FC governors can meet HT or SBM to approve budget to go to full MC for ratification</p> <p>H&S & IT In emergency: the HT's may make emergency decisions on matters relating to the units after consultation with the Chair of this committee and/or Chair or Vice-Chair of the MC.</p>
15: Lettings	<p>Possibility of doing to be reviewed in the future, if decide to do will produce policy.</p>
16: Associated policies	<p>MC Instrument of Government MC Standing Orders The Financial Management & Procedures Policy Charging and Remissions Policy Schools Financial Value Statement (SFVS) ICT & Online Safety Policy Health & Safety Policies Any other relevant policies</p>

Approved by: Management Committee

Review date: September 2022

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Date: 05.10.21	
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4.2 ToR for Headteachers Appraisal Panel (HAP) Ac/Yr 2021/22

1: Name	Headteachers Appraisal Panel (HAP)
2: Membership	<p>Membership: Minimum of 2 governors, if possible from the Personnel Committee (PERS) to include the Management Committee (MC) Chair or Vice Chair and one External Adviser.</p> <p>Clerk: Clerk or MC governor</p> <p>Meetings: When required</p>
3: Appointment of members	Annually by MC
4: Officers	Chair to be appointed at the first meeting of each Academic Year. Committee to decide whether MC Clerk takes minutes or another governor, if possible this should not be the Chair of the committee.
5: Function	Fulfilling all statutory and contractual obligations relating to the annual review of the Headteacher (HT) performance.
6: Quorum	2 governors
7: Voting rights	The committee will attempt to reach a consensus. If not, they will refer matter to full MC. In the event of an emergency, decisions can be made by email; following full consultation of all committee members. Decisions must be reported to the next full MC.
8: Frequency of meetings	At least once a year.
9: Reporting	Advise MC that appraisal has taken place, can share targets if HT agrees.
10: Responsibilities	<p>To support and monitor the Senior Leadership Team and staff regarding:</p> <ul style="list-style-type: none"> • To carry out annual HT appraisal and mid term reviews • To appoint a School Improvement Adviser (SIA) • To agree HT salary <p><i>NB. The full MC should not approve salaries as this does not leave a group of governors able to act in the event of an appeal.</i></p>
11: Associated policies	<p>MC Instruments and Standing Orders</p> <p>STPCD</p> <p>Appraisal Policy</p> <p>Pay Policy</p> <p>Safeguarding Policy</p> <p>Grievance and Capability Policy</p> <p>Disciplinary Procedure Policy</p> <p>Restructuring and Redundancy Policies</p> <p>Any other relevant policies</p>

Reviewed and Approved by MC 05.10.21	Review date: September 2022
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Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**4.3 ToR for Personnel Committee (PERS) Ac/Yr 2021/22**

1: Name	Personnel Committee (PERS)
2: Membership	Chairs of other committees at least 3 governors from following: Maureen Sims - Chair of Governors/Chair of Finance Committee Judith Fisher – Vice Chair Tim Pritchard – Finance Chair Headteacher At least one member of committee should have Safer Recruitment training Clerk: Jill Hills or Governor
3: Appointment of members	Annually by MC
4: Officers	Chair and Clerk to be appointed at the first meeting of each Academic Year. If possible the Chair should not clerk the meetings.
5: Purpose	To advise and assist the MC and Headteacher HT on all personnel issues including Headteacher appointment and appraisal.
6: Quorum	3 governors
7: Voting rights	The committee will attempt to reach a consensus. If not they will refer matter to full MC. In the event of an emergency, decisions can be made by email; following full consultation of all committee members. Decisions must be reported to the next full MC.
8: Appeals	An employee is entitled to appeal against a formal decision taken by this committee. The appeal should be heard by a panel of three governors not previously involved in the matter and follow guidance from the relevant policy.
9: Frequency of meetings	At least twice academic year or when necessary. Any member of the committee may call additional meetings when required.
10: Reporting	Draft minutes will be sent to the Chair of the Committee for review as soon as possible and no later than 1 week after each meeting. They will then be sent to all committee members. Draft or approved minutes, together with any appropriate summary documentation, will be sent to the clerk of MC 2 weeks before the full MC. If this is not possible a verbal update of the committee's meeting will be given to the MC at that meeting. In some instances minutes may need to remain confidential to PERS committee.
11: Responsibilities	11.1 To assist the MC exercise its employer role collectively and in a way that respects the need for the strictest confidentiality in all personnel matters; such as those relating to individual members of staff; job applicants;

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	<p>conditions of employment; salaries; promotions; capability; grievance and disciplinary issues.</p> <p>11.2 To adopt an Appraisal and Capability/Grievance and Disciplinary procedures and ensure that all Staff and Governors are aware of them.</p> <p>11.3 To receive and respond to government guidelines regarding pay and conditions of service.</p> <p>11.4 To work with the Finance Committee and the Headteacher to produce the Pay Policy for the school, with the purpose of recommending adoption by the MC</p> <p>11.5 To agree the award of additional points of responsibility/management points to teachers on the recommendation/in collaboration with the Finance Committee</p> <p>11.6 In collaboration with the Finance Committee to ensure that teachers are informed, in writing, of the basis upon which their place on the existing pay spine has been determined.</p> <p>11.7 In collaboration with the Finance Committee to undertake salary reviews at any other time the MC directs that there is a need to do so.</p> <p>11.8 In collaboration with the Finance Committee to consider the salary appropriate for new posts within the school, in line with similar posts already in place.</p> <p>Following tasks can be delegated to the Headteacher (HT) except in the case of HT appraisal and appointment see item 12:</p> <p>11.9 To ensure that job and person specifications are maintained for all permanent and temporary posts, and that they reflect agreed organisational arrangements.</p> <p>11.10 To adhere to all current Safeguarding guidelines as regards recruitment and/or screening of all staff; permanent, temporary, full time, part time, teaching, non teaching, students or voluntary helpers - who interact with the young people in the daily life of the icollege.</p> <p>11.11 When vacancies arise, to review the organisational and recruitment options and determine an appropriate course of action involving restructuring and/or recruitment.</p> <p>11.12 To ensure that any recruitment procedure strikes a balance between being timely and cost effective, gives eligible persons the opportunity to apply; and complies not only with the law but also good personnel practice.</p> <p>11.13 Report management of vacancies to governors at relevant service sub committee meeting. If required governors can assist and advise the HT in the making of all appointments to teaching and other key posts.</p> <p>11.14 Ensure that agreed procedures and arrangements are identified and implemented for the regular appraisal of all staff and that these are reported to the MC via relevant service sub committee meeting.</p>
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	<p>11.15 To annually review and organise the performance appraisal of the staff (HT's to be carried out by PERS committee) before 31st October. (HT's performance appraisal to be completed before the end of Term 2).</p> <p>11.16 To ensure that training provision is adequate to meet training and development needs identified through appraisal process - and that induction and monitoring arrangements are in place for all newly appointed staff.</p> <p>11.17 To keep under review staff work/life balance, working conditions and well being.</p> <p>11.18 To report on % of Staff Absences to PERS committee at least twice a year.</p> <p>11.19 To make recommendations on personnel related expenditure to the Finance Committee.</p> <p>11.20 To monitor up to date information regarding pupil numbers and staffing requirements for the icollege service. If possible identify staff requirements for the coming academic year for inclusion and approval in budgets.</p> <p>11.21 To consider applications from staff for secondments or leave of absence</p> <p>11.22 To oversee the process leading to staff reductions.</p> <p>11.23 To draft and recommend for adoption, the procedures for dealing with discipline and grievances and ensure that some governors are kept unaware of some personnel issues to enable them to sit on an appeal panel if necessary.</p>
<p>12: HT Appointment Panel (HAP)</p>	<p>12.1 Membership: Between three and seven members of the MC . Non governors may be members of the selection panel and the panel must decide whether those persons have a vote. Chair and/or Vice Chair of MC to be member of this committee. At least one member of panel has to have undergone safer recruitment training.</p> <p>12.2 Appointment of members: By MC when required.</p> <p>12.3 Disqualification: The HT in headteacher appointments.</p> <p>12.4: Restrictions on persons taking part in proceedings: Staff and Staff Governors where they have a conflict of interest (e.g. when internal candidates are applying etc.) Any governor where there may be a conflict of interest i.e. may be related to a candidate or close friend etc</p> <p>12.5: Officers: Chair: Appointed by the appointment panel. Members of staff and registered pupils at the school cannot be a Chair of this committee.</p> <p>Clerk: The MC should appoint a clerk to the panel – it can be the same person who clerks the MC or it may a different person.</p>

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	<p>12.6: Delegated Powers: All decisions made by this panel should be brought to the full MC for ratification.</p> <p>12.7: Function:</p> <ul style="list-style-type: none"> • To agree a job description and person specification and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created); • To short-list suitable candidates in accordance with the job description and person specification and essential criteria; • To agree the format of the interview, tasks and questions to be used; • To interview selected candidates; • To seek professional advice from the Local Authority or others, as necessary; • To recommend to the full MC the appointment of the preferred candidate; • To attend relevant training as appropriate. <p>12.8: Quorum: 3 governors, one of whom should be Chair or Vice Chair of MC. All members of the panel should be available to attend the shortlisting meeting and the interview process.</p> <p>12.9: Frequency of meetings: The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the appointment process should be carefully safeguarded and kept confidential.</p> <p>12.10: Reporting back: To MC after each meeting under Part 2 regulations. There may be instances whereby minutes should not be circulated to all Governors e.g re HT if it relates to their application, appointment or appraisal.</p>
<p>13: Emergency Powers:</p>	<p>On all staffing and personnel matters where a failure to act promptly may be to the detriment of the icollege service or risk the well being of the young people, the Chair or Vice Chair of the MC, in conjunction with the HT and at least one other MC member may make decisions on behalf of the full MC.</p> <p>If the issue is one that may result in capability, grievance and disciplinary procedure against a member of staff and a possible appeal the matter must remain confidential with the relevant committee to allow for other members of the MC to sit on an appeal committee if necessary.</p> <p>The full MC is to be informed as soon as possible of the circumstances and actions taken.</p>
<p>14: Associated policies</p>	<p>MC Instrument of Government MC Standing Orders Appraisal Policy Anti Bullying Policy Child protection & Safeguarding Policy Disciplinary Policy Grievance and Capability Policy Pay Policy Redundancy Policy</p>

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	STPCD (School Teachers Pay and Conditions Document) Safer Recruitment Policy Whistleblowing Policy Any other relevant policies
Approved by: Management Committee Date: 05.10.21	Review date: September 2022

Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**5: icollege Management Committee Membership Details 2022/23 Academic Year**

Abbreviations: Finance Committee (FC), Management Committee (MC), Personnel Committee (PERS), Pay Committee (PAY) Headteachers Appraisal Panel (HAP), Headteacher (HT).

Community Governors						
	Updated August 2022	Sub Committee	Roles in other schools	Financial Interests	Business Interests	Attendance 21/22
1.	Maureen Sims Community Governor MC Chair Safeguarding Governor Oct 2020 – Oct 2024 Appointed by MC (First Appointed Oct 2012)	FC, PERS, HAP msims@icollege.org.uk	Former Deputy Head St Bartholomews School, LSCB Secondary Education Representative	None	None	MC 5 out of 6 FC 9 out of 9 PERS 2 out of 2
2.	Judith Fisher Community Governor MC Vice Chair SEND Governor May 2022 – May 2026 Appointed by MC (First Appointed July 2018)	FC, PERS, HAP jfisher@icollege.org.uk	Former LT KS5 St Bartholemew's School	None	None	MC 5 out of 6 FC 8 out of 9 PERS 2 out of 2
3.	Darren King Community Governor Dec 2020 – Dec 2024 Appointed by MC	FC, PAY dking@icollege.org.uk		None	None	MC 3 out of 6 FC 7 out of 9
4.	Timothy Pritchard Community Governor Finance Chair March 2021 – March 2025 Appointed by MC	FC, PERS, PAY tpritchard@icollege.org.uk		None	None	MC 6 out of 6 FC 9 out of 9 PERS 1 out of 1
5.	Joseph Clarke Community Governor Feb 2022 – Feb 2026 Appointed by MC	FC, PAY jclarke@icollege.org.uk		Constituency Support Manager to MP for Newbury Constituency Support Manager, Agent & Office Manager		MC 4 out of 4
6.	Vacancy					
7.	Vacancy					

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LA Governors						
	Updated March 2022	Sub Committee	Roles in other schools	Financial Interests	Business Interests	Attendance 21/22
8.	Annette Priestley LA Governor Feb 2022 – Feb 2026 Appointed by LA	PAY apriestley@icollege.org.uk				MC 4 out of 4
9.	Rebekah Dee LA Governor Feb 2022 to Feb 2026 Appointed by LA	 rdee@icollege.org.uk	Teacher Park House School			MC 1 out of 4 (illness)
Staff Governors						
	Updated August 2022	Sub Committee	Roles in other schools	Financial Interests	Business Interests	Attendance 21/22
10.	Jacque Davies Headteacher icollege	All icollege committees except HT Appraisal Panel jdavies@icollege.org.uk	Vice Chair and Safeguarding Governor at Basildon C of E Primary School	None	None	MC 6 out of 6 FC 9 out of 9 PERS 2 out of 2
11.	Vacancy Support Staff Governor Jan 2021 to Jan 2025					
12.	Emma Dodridge Teaching Staff Governor Jan 2021 to Jan 2025	 edodridge@icollege.org.uk		None	None	MC 5 out of 6 Appointed January 2021
Parent Governor						
13.	Bridget Cooper Eastwood May 2019 – May 2023 Appointed by MC (as not able to recruit from parents of students)	 Bcooper-eastwood@icollege.org.uk	Teacher at Hillcrest New Barn School	None	None	MC 4 out of 6
Associate Members						
14	Faye Miller Re-appointed annually by MC	 fmiller@icollege.org.uk	None	None	None	MC 4 out of 5
15	Emma Douglas Re-appointed annually by MC	 edouglas@icollege.org.uk	None	None	None	MC 5 out of 5
	Jill Hills Clerk Appointed Oct 2013	Clerks all MC Committees except HT Appraisal JHills@icollege.org.uk	Clerk to Governors at St Martins, East Woodhay, Brightwalton Primary School, The Clere Secondary School.	None	None	n/a

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		Term Resigned	Roles in other schools	Financial /Business Interests	Attendance 21/22
1.	Richard Thompson Community Governor Appointed by MC	April 2021 – April 2025 Resigned April 2022	Staff Member is a neighbour	None	MC 2 out of 3
2.	Emma Fearn Support Staff Governor	Jan 2021 - March 2025 Resigned March 2022		None	MC 2 out of 3
3.	Harry James Community Governor FC Chair Appointed by MC	Oct 2020 – Oct 2024 Resigned in December 2021	Chair of The Auriga academy Trust (MAT) Trustee of Education Support Strathmore School Governor Education Support Charity Trustee	Group co-ordinator of the local branch of the MS Society None National Leader of Governance - Consultancy	MC 1 out of 2 FC 3 out of 4 PERS 1 out of 1
4.	Stephen Vaughan Community Governor Appointed by MC	Dec 2020 – Dec 2024 Resigned in May 2021		None	n/a
5.	Siobahn Harvey Staff Governor Senior Teacher at Inspiration	Dec 2017 – Dec 2021 Resigned Dec 2020	Related to Headteacher at St Nicholas Primary School	None	n/a

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<i>All MC members will be referred to as governors</i>
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Equality of Opportunity - In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy, do not discriminate unjustly against any such groups or individuals.

1.	<p>1.1: Governors may claim reasonable allowances in respect of actual expenditure incurred whilst attending meetings of the Management Committee (MC) and its committees, undertaking governor development and otherwise acting on behalf of the MC. If claims involve travel outside of the local Newbury area, more than one meal, more than half a days childcare Governors will need prior agreement with the MC Chair/Headteacher).</p> <p>1.2: Governors may not claim for actual or potential loss of earnings or income.</p> <p>1.3: Governors may not claim for attending meetings that they attend as parents.</p> <p>1.4: Where a Governor is attending a meeting/training/event outside of the main full MC and Committee meeting schedule where charges/expenses are likely to be incurred, wherever possible the Governor should advise the Chair and/or Headteacher of their attendance at such meeting/training/event prior to the event and the anticipated charges/expenses that may be incurred.</p> <p>1.5: All Governors and associate members are eligible to claim allowances in accordance with this scheme.</p> <p>1.6: Please use Governors claim form at the end of document</p>
2.	<p>Eligible Expenses and Rates</p> <p>2.1: Telephone Calls and Postage - Actual costs incurred, an itemised phone bill should be provided, identifying the relevant calls if possible.</p> <p>2.2: Travel - In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles and 20p a mile for bicycles. For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares.</p> <p>2.3: Items purchased on behalf of icollege - actual costs incurred, as agreed by the Headteacher (HT) or Finance Committee (FC).</p> <p>2.4: Care arrangements - Child care or baby sitting expenses, where these are not provided by a relative or partner or for an elderly or dependent relative, where these are not provided by a relative or partner. Actual costs incurred, up to a maximum of £8.00 per hour.</p> <p>2.5: Subsistence - If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.</p>
3.	<p>Criteria for claims</p> <p>3.1: All claims must be submitted to the HT/School Business Manager (SBM), MC Chair or FC Chair within one month of the expenditure being incurred (except for telephone calls).</p> <p>3.2: Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. Where practicable a receipt for car parking should be supplied. Where</p>

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	retention of a parking ticket is not possible, details of the car park used and the hours parked should be supplied. 3.3: If it is not possible to supply valid receipts, the FC will decide whether claims will be reimbursed.
4.	Financial Systems - The icollege's normal systems for authorising and processing payments will apply to claims made under this scheme.
5.	The MC may vary these rates to meet their particular circumstances. The rates must be agreed at a Finance Committee then reported to the next full MC meeting.

Approved by:	MC 05.10.21
Signed:	e signed
Print name:	Maureen Sims
Position:	MC Chair
Date:	05.10.21
Review date:	2022/23 Academic Year

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Name		Date of claim
Date of purchase		
Telephone/postage <i>Actual costs incurred</i>	Telephone	Postage
Travel	Public Transport <i>Provide receipts if possible</i>	Mileage <i>45p per mile for cars and vans and 24p mile for motorcycles and 20p a mile for bicycles</i>
Items purchased <i>Supply brief description and receipts</i>		
Care arrangements <i>Actual costs incurred, up to a maximum of £8.00 per hour</i>		
Subsistence <i>Brief description and receipts if possible</i>		
Other expenses <i>Supply brief description and receipts if possible</i>		
Total claimed	Preferred payment method, cheque, BACS and details	
Signature Claimant	Authorised by: Position: Signature MC Chair/HT	
Sum received		Date

For Admin use only		
<i>Ledger code</i>	<i>Cost centre</i>	

Governors Handbook Academic Year 2022 - 2023 V12 22.08.22**7: Privacy notice for Governors and other Volunteers**

Under data protection law, individuals have a right to be informed about how the icollege uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the icollege in a voluntary capacity, including governors.

We, **icollege**, main correspondence address: Independence, Richmond House, bath Road, Newbury, Berkshire RG14 1QY are the 'data controller' for the purposes of data protection law. Our data protection officer is Monica Romano (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Evidence of training and qualifications
- Employment details
- Information about business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to support the school to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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How we store this data

Personal data is stored in accordance with our data protection and records management policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our record retention schedule. You may access the record retention schedule through Share Point in the Policies file.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Government departments or agencies – to meet our legal obligations to share information about governors/trustees*
- *Our local authority – to meet our legal obligations to share certain information with it, such as details of governors*
- *Police forces, courts if there ever were a safeguarding matter being investigated that related to you/your role.*

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law, although at this time we do not share any Governor details internationally.

Use of your personal information for marketing purposes

Where you have given us consent to do so, the icollege may send you marketing information by e-mail or text promoting icollege, events, campaigns, charitable causes or services that may be of interest to you. You can "opt out" of receiving these texts and/or e-mails at any time by contacting our data protection officer.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Monica Romano at MRomano@icollege.org.uk or contact Independence on 01635 48872 and leave a message for Monica to contact you.

8: Acronyms

Acronyms	
Abbreviation	Meaning
AHT	Assistant Headteacher
ASD	Autistic Spectrum Disorder
ASP	Analyse Schools Performance (Formerly RAISE)
BAU	Berkshire Adolescent Unit
BMR	Budget Monitoring Report
BST	Behavioural Support Team
BWSCP	Berkshire West Safeguarding Children Partnership
CAAS	Contact Advice and Assessment Service
CAMHS	Child and Adolescent Mental Health Service
CEA	Chief Education Advisor
CEO	Chief Education Officer
CFR	Consistent Financial Reporting
CIN	Child In Need
COSHH	Control of Substances Hazardous to Health
CP	Child Protection
CPD	Continuing Professional Development
CPR	Child Protection Register
CRB	Criminal Records Bureau
CSE	Child Sexual Exploitation
CV-19	Covid 19/Corona virus
DBS	Direct Barring Service
DfE	Department for Education
DPO	Data Protection Officer
DSG	Designated Schools Grant
DSL	Designated Safeguarding Lead
ECT	Early Careers Teacher
EET	Employment, Education or Training
EHCP	Education, Health and Care Plan
EOTAS	Education Other Than At School
EPS	Education Psychology Service
EWO	Education Welfare Officer
FAST	Family And Adolescent Support Team
FC	Finance Committee

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FFT	Fischer Family Trust
FMS	Financial Management System
FOI	Freedom of Information
FSM	Free School Meals
FTE	Full Time Equivalent
GDP	Governance Development Plan
GEL	Governors E-Learning
GIAS	Get Information About Schools
HAP	Headteachers Appraisal Panel
H&SPIT	Health & Safety, Premises & IT Committee
HFG	Heads Funding Group
HT	Headteacher
HMCI	Her Majesty's Chief Inspector of Schools
HMI	Her Majesty's Inspector
HNB	High Needs Block
HoD	Head of Department
IEP	Individual Education Plan
INSET	In-Service Education and Training
IoG	Instrument and Articles of Government
KCSIE	Keeping Children Safe in Education
KS1	Key Stage 1 – Pupils aged 3 - 7
KS2	Key Stage 2 – Pupils aged 7 - 11
KS3	Key Stage 3 – Pupils aged 11 - 14
KS4	Key Stage 4 – Pupils aged 14 - 16
LA	Local Authority
LAC	Looked After Child
LAL	Language and Literacy
LAN	Literacy and Numeracy
LDD	Learning Difficulties and Disabilities
LEA	Local Education Authority
LFT	Lateral Flow Test (Covid-19)
LSA	Learning Support Assistant
LSCB	Local Safeguarding Children's Board
LT	Lead Teacher
MC	Management Committee
MIS	Management Information System
MLD	Mild Learning Difficulties
NEET	Not in Employment, Education or Training
NGA	National Governance Association
NOR	Numbers on Roll
NQT	Newly Qualified Teacher
NTA	Non Teaching Assistant
NVQ	National Vocational Qualification
OfSTED	Office for Standards in Education, Children's Services and Skills
PACT	Parents And Children Together
PAR	Pupils at Risk Panel
PCR Test	Polymerase Chain Reaction Test – (Covid-19)
PERS	Personnel Committee
PEX	Permanently Excluded
PI	Performance Indicator
PM	Pastoral Manager
PPG	Pupil Premium Grant
PPP	Pupil Placement Panel
PRU	Pupil Referral Unit

INSPIRATIONKS1&2
Foxglove Way . Thatcham
Berks . RG18 4DH
01635 877114

INTEGRATIONKS3&4
22 Highview . Calcot
Reading . Berks . RG31 4XD
01189 416636

INTERVENTIONY9&10
88 Newtown Road . Newbury
Berks . RG14 7BT
01635 49397

INDEPENDENCEY11&KS5
Richmond House . Bath Road
Newbury . Berks . RG14 1QY
01635 48872

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PSHE	Personal, Social and Health Education
QTS	Qualified Teacher Status
RAGGED	Risked Red, Amber, Green
RAISE	Reporting and Analysis For Improvement Through School Self-Evaluation (now ASP)
RSE	Relationships & Sex Education
SCR	Single Central Record
S&L	Speech and Language
SBM	School Business Manager
SDP	School Development Plan
SEF	School Self-Evaluation Form
SEMH	Social, Emotional and Mental Health
SEND	Special Educational Needs and Disability
SENCo	Special Educational Needs CO-ordinator
SFVS	Schools Financial Values Standard
SIA	Schools Improvement Advisor
SIMS	School Information Management System
SIP	Schools Improvement Partner
SLD	Specific Learning Difficulties
SMT	Senior Management Team
SO	Standing Orders
SPG	Sports Premium Grant
SWC	Safeguarding & Wellbeing Committee
TA	Teaching Assistant
TAG's	Teacher Assessed Grades
TBB	Towards Better Behaviour
TLC	Teaching & Learning Committee
TOR	Terms of Reference
TT	Therapeutic Thinking
UIFSM	Universal Infant Free School Meals
UNQ	Unqualified Teacher
WBC	West Berkshire Council
WFH	Working From Home