

VIRTUAL SCHOOL SENSORY SUPPORT

Document Title	Governing Body Terms of Reference, Roles & Responsibilities
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Summary	This document sets out the key roles, responsibilities and terms of reference for the Governing Body of the Virtual School Sensory Support (VSSS) its Sub Committees and principal officers. This is a working document designed as an easy reference to guide the day to day operation of the Governing Body. It should be read in conjunction with Governors Guide to the Law which sets out the full statutory and legal position regarding the duties of the Governing Body. In the event of contradictory information contained in this document and the GTTL, the GTTL will prevail.		
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Oct 2013	Reconstitution of Governing Body	KST
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INTRODUCTION

The Governing Body of the Norfolk VSSS is committed to the aims and outcomes of Every Child Matters. These principles underpin the roles, responsibilities and terms of reference of the Governing Body and all of its sub-committees:

- **being healthy:** *enjoying good physical and mental health and living a healthy lifestyle*
- **staying safe:** *being protected from harm and neglect and growing up able to look after themselves*
- **enjoying and achieving:** *getting the most out of life and developing broad skills for adulthood*
- **making a positive contribution:** *to the community and to society and not engaging in anti-social or offending behaviour*
- **economic well-being:** *overcoming socio-economic disadvantages to achieve their full potential in life.*

GOVERNING BODY STRUCTURE

The **Instrument of Government** records the name of the Virtual School and the constitution of the Governing Body. In summary, the Governing Body is made of the following categories and number of Governors.

Parent/Carer Governors	5
Staff Governors (including Headteacher)	2
Local Authority Governors	1
Co-opted Governors	7
TOTAL NUMBER OF GOVERNORS	15

The Governing Body has agreed the following **committee structure**:

- Curriculum, Teaching and Learning
- Finance, Resources and Personnel

The delegated authority vested in each of these committees is recorded in the **Governing Body Decision Planner, Appendix A** which is reviewed and agreed annually.

The Committees will meet regularly, at least once a term. The **Terms of Reference** for these committees are contained in this document.

In addition to Committees, the Governing Body will appoint **individual governors** to take on **specific responsibilities** relating to the duties of the Governing Body. Any individual to whom responsibility is delegated will be expected to follow the terms of reference contained in this document.

REGISTER OF BUSINESS INTERESTS

A register of business interests is maintained by the Clerk to the Governing Body. All Governors must complete a form when joining the Governing Body and whenever their circumstances change. All business or other pecuniary interests which may in any way be linked to the VSSS should be declared. The register is held in the VSSS office at Woodside Road and is open to examination by Governors, staff, parents/carers and the LA on request.

PROCEDURES FOR MEETINGS

FULL GOVERNING BODY MEETINGS

Dates for scheduled Full Governing Body (FGB) meetings will be agreed at the first FGB meeting of the academic year. The date for the first meeting will be agreed at the last meeting of the previous year.

An outline agenda for each of the FGB meetings during the year will be agreed at the first FGB meeting of the academic year. This will include the review schedule for sections of the VSSS Self Evaluation Form (SEF) and the School Improvement and Development Plan (SIDP).

The Agenda and all papers relating to matters to be discussed must be circulated to all Governors of the Governing Body a minimum of seven days prior to the meeting. If the chair considers that there are matters that demand urgent consideration, he or she can determine a shorter period of notice subject to certain exclusions identified in the GTTL.

Draft minutes of the FGB meeting should normally be forwarded to the Chair and Headteacher for review within seven days of the meeting. Any revisions should be incorporated and circulated to all Governors within 4 weeks.

COMMITTEE MEETINGS

Dates and times for committee meetings should be set at a convenient time to ensure the maximum attendance of committee Governors, with a minimum of two weeks notice to all Governors. The Clerk, Chair and Vice-Chair should also be notified of the date of forthcoming meetings.

The Agenda and all papers relating to matters to be discussed should be circulated to all Governors of a committee a minimum of seven days prior to the meeting.

The clerk to the committee should prepare and circulate minutes of the meeting within 14 days. Following review by the chair of the committee, minutes should be copied to all Governors.

Meeting Minutes

The minutes of all Governing Body meetings are important documents and should reflect the discussion and decisions that were taken at the meeting. They should not contain information that could be considered confidential, such as names of pupils or staff that might have come up in discussion. Governors should be aware that documents or sections of the minutes considered confidential could be requested under the Freedom of Information Act.

As a minimum, minutes of all meetings should:

- Record who was there (and note apologies)
- Record that the previous minutes were approved and signed
- Ensure the status of action points is clearly noted
- Note the key points of and discussion on each agenda item
- Ensure full decisions are recorded (what is being done by whom and when)

As soon as possible after the meeting, and normally within seven days, the clerk should prepare draft minutes for the Chair and Headteacher to review. Once any revisions have been made, minutes should be circulated to all Governors.

A copy of all minutes for meetings within the last two years will be held in the VSSS office and may be inspected by Governors, parents and staff on request.

COMMUNICATION OF NOTICES AND DOCUMENTS

The issuing of notices and papers by email is acceptable where Governors have appropriate access. However, it should be noted that email is an inherently unreliable method of communication and sending does not guarantee receipt. Important and urgent notices should be backed up by a telephone call to confirm receipt.

POLICIES

The master copy of all school policies will be held by the Headteacher with a further copy in virtual school office and on the server which may be consulted by Governors, parents or staff on request.

The Headteacher will maintain a register of policies which will be copied to all Governors at least once a year or made available online. The register will identify:

- The title of each policy
- The committee responsible for its review
- The date of the last review
- The date it is next due to be reviewed.

All policies should also show the above information on the front page or title page. In addition each page should be clearly identified in a header or footer with the issue date, title and page number. For existing policies this information should be added when next reviewed.

ROLES & RESPONSIBILITIES

The following key roles and responsibilities are defined for the Governing Body of the Norfolk VSSS

CHAIR OF GOVERNING BODY

- The chair will be appointed by the full Governing Body.
- Nominations for the chair will be requested at the first full Governing Body meeting of the Autumn term. Candidates can self-nominate. In the event of more than one candidate standing the Governing Body will vote.
- The term of office for the Chair will be one year, from the first meeting of the Autumn term, to the day before the first meeting of the Autumn term of the following academic year, unless otherwise agreed by the Governing Body and minuted at the time of the appointment.
- **Disqualification** – Headteacher, Staff Governors and Associate Governors

ROLE OF THE CHAIR

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Norfolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all Governors have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.
- In case of urgency to act on behalf of the Governing Body where delay in exercising a function may be seriously detrimental to the VSSS, a pupil, parents or Governor of staff.

VICE-CHAIR

- The Vice-Chair will be appointed by the full Governing Body.
- Nominations for the Vice-Chair will be requested at the first full Governing Body meeting of the Autumn term. Candidates can self-nominate. In the event of more than one candidate standing the Governing Body will vote.
- The term of office for the Vice-Chair will be one year, from the first meeting of the Autumn term, to the day before the first meeting of the Autumn term of the following academic year, unless otherwise agreed by the Governing Body and minuted at the time of the appointment.
- **Disqualification** – Headteacher, Staff Governors and Associate Governors

ROLE OF THE VICE-CHAIR

- To deputise for the Chair of Governors in the absence, incapacity or unavailability of the Chair of Governors.
- In such event, to fulfil the Role of the Chair of Governors as set out above.
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher

ROLE OF THE CLERK TO THE GOVERNING BODY

- To work effectively with the Chair, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure accurate minutes are taken, actions noted with dates and action owners, and distributed promptly, within 14 days of the meeting.
- To maintain a register of Governors of the Governing Body and report vacancies to the Governing Body
- To maintain a register of business interests of Governors of the Governing Body.
- To maintain and securely archive records of meetings, decisions and copies of approved documents for a minimum of 7 years.
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

Note that the Clerk may be provided with a detailed job description, of which the above is a summary. In case of conflict, the Clerk's job description overrides the above summary.

ROLE OF THE CHAIR OF A COMMITTEE

- To ensure that regular meetings are held at a time and place convenient to the majority of Governors.
- To ensure the business of the Committee, as identified in its Terms of Reference, is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all Governors have an equal opportunity to participate in discussion and decision-making
- To report to meetings of the Full Governing Body on the proceedings of the committee.

ROLE OF THE CLERK TO A COMMITTEE

- To advise the Committee on procedural and legal matters, with support from the Clerk to the Governing Body as required.
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure accurate minutes are taken and distributed
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

THE GOVERNING BODY TERMS OF REFERENCE

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities. The powers, roles and responsibilities of the Governing Body as a whole are set out in the Governors Guide to the Law and include, but are not limited to:

- ***To agree constitutional matters****, including procedures where the Governing Body has discretion
- To recruit new Governors as vacancies arise and ***to appoint new Governors**** where appropriate
- ***To hold at least three Governing Body meetings a year****
- ***To appoint or remove the Chair and Vice Chair****
- ***To appoint or remove a Clerk to the Governing Body****
- ***To establish the committees of the Governing Body and their terms of reference****
- ***To suspend a Governor****
- ***To decide which functions of the Governing Body will be delegated to committees, groups and individuals****
- ***To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary****
- ***To review the delegation arrangements annually****
- To comment on the first formal budget plan of the financial year
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review arrangements for Governors' visits to the VSSS
- To oversee arrangements for Governor involvement in formulating and monitoring the Self Evaluation Form (SEF) and School Improvement & Development Plan (SIDP)
- To establish special working groups where particular circumstances arise e.g. to oversee a building project or an Ofsted inspection.

Governorship – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Quorum – One half of the number of Governors in post

**** These matters cannot be delegated to a committee or an individual***

CURRICULUM, TEACHING AND LEARNING COMMITTEE

GOVERNORSHIP

The **Governing Body** shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and Governorship of the committee. Associate Governors may be Governors of the committee, but the majority of committee Governors shall be Governors. Associate Governors may give advice, and may have limited voting rights in accordance with any restrictions placed upon them by the Governing Body. Statutorily, they **may not vote** on resolutions concerning admissions or pupil discipline.

GOVERNORSHIP SHALL INCLUDE:

At least 6 Governors (in the event of Governor vacancies arising, the minimum number required is 3)

Headteacher or agreed other representative

Associate Governors as appropriate

DISQUALIFICATIONS

There are no disqualifications for Governorship of this committee.

CHAIRING

The Chair of the committee will be appointed by the Committee.

ATTENDANCE

Governors of the committee, the Headteacher (if not a Governor), and the clerk to the committee have a right to attend committee meetings. The Governing Body or Committee may allow other persons to attend.

QUORUM

The quorum for committee meetings shall be determined by the committee, but must be at least three **Governors** who are Governors of the committee. The committee shall not meet without the headteacher, or a substitute nominated by the Headteacher, being present

MEETINGS

The committee shall meet at least once a term and more often if required

CLERKING

The committee may appoint a clerk from the committee Governors. This must not be the Headteacher but committee Governors may act as clerk in the absence of the formally appointed clerk, and the report of each meeting shall be sent to all Governors with the other papers for the next meeting of the full Governing Body

TERMS OF REFERENCE

1. To advise the Governing Body on its statutory obligations.
2. To consider all relevant curriculum policy documents as delegated by the Full Governing Body and to report to the Governing Body on whether they have been adopted
3. To provide, with the assistance of staff, information on how the curriculum is taught, evaluated and resourced
4. To ensure that the requirements for children with Special Educational Needs and Disability (SEND) are met
5. To ensure that the VSSS meets the requirements of the Equality Act and to report on measures taken by the VSSS to ensure that pupils are treated no less favourably than other pupils
6. To contribute to the curriculum component of the School Improvement and Development Plan or post OFSTED Action Plan, and to monitor its implementation
7. To receive reports from the Headteacher and other staff on the delivery of the National Curriculum, including testing and assessment arrangements, and to review the published information about VSSS performance
8. To consider the relevant key stage data for pupil achievement and to make recommendations as appropriate. To report these to the full Governing Body and senior members of the LA as appropriate.
9. To contribute to the VSSS self-review process
10. To consider compliments and complaints relating specifically to the curriculum and to advise the Governing Body. All complaints will follow the NCC formal, published procedures.
11. To consider issues which have implications for Finance and Personnel decisions and to make recommendations to that committee
12. Oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. Educational Visits, E Safety and Safeguarding.
13. To attend and/or commission appropriate governor training
14. To report to the full Governing Body at each of its meetings

FINANCE, RESOURCES AND PERSONNEL COMMITTEE

Governorship

The **Governing Body** shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and Governorship of the committee. Associate Governors may be Governors of the committee, but the majority of committee Governors shall be Governors. Associate Governors may give advice, and may have limited voting rights in accordance with any restrictions placed upon them by the Governing Body.

GOVERNORSHIP SHALL INCLUDE:

At least 6 Governors (in the event of Governor vacancies arising, the minimum number required is 3)

Headteacher or agreed other representative

Associate Governors as appropriate

Bursar can/will be invited as necessary.

N.B. If the School Finance Officer is not a Governor, it may be helpful for him or her to be appointed as an Associate Governor of this committee.

DISQUALIFICATIONS

There are no disqualifications for Governorship of this committee.

CHAIRING

The Chair of the committee will be appointed by the Committee.

ATTENDANCE

Governors of the committee, the Headteacher (if not a Governor), and the clerk to the committee have a right to attend committee meetings. The Governing Body or Committee may allow other persons to attend.

QUORUM

The quorum for committee meetings shall be determined by the committee, but must be at least three **Governors** who are Governors on the committee. The committee shall not meet without the headteacher, or a substitute nominated by the Headteacher, being present

MEETINGS

The committee shall meet at least once a term and more often if required

CLERKING

The committee may appoint a clerk from the committee Governors. This must not be the Headteacher but committee Governors may act as clerk in the absence of the

formally appointed clerk, and the report of each meeting shall be sent to all Governors with the other papers for the next meeting of the full Governing Body

TERMS OF REFERENCE

1. To monitor income and expenditure of funds and to report the financial situation to the full Governing Body each term
2. To monitor the impact of spending decisions upon educational achievement in the VSSS
3. To recommend for approval by the Governing Body the level of delegation to the Headteacher for the day-to-day financial management of the school
4. To monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Development Plan in relation to personnel
5. To review the staffing structure when vacancies occur and at least annually in relation to priorities for VSSS improvement
6. To agree procedures for the appointment of staff
7. To ensure that every member of staff has a job description which is reviewed annually and that job descriptions are reviewed when vacancies occur
8. Adopt the LA model personnel policies and procedures. These cover issues relating to pay, staffing adjustments, recruitment and selection, equal opportunities, employee relations, conduct and capability, grievance and dismissal
9. To ensure that the Governing Body appoints a Governor to conduct the Performance Review of the Headteacher with the line manager
10. To ensure that Performance Management policies are implemented throughout the VSSS and that all staff are included in the system of performance review
11. To provide support and guidance for the Headteacher in all matters relating to the VSSS premises and grounds, security and health and safety
12. To inspect the premises, grounds and equipment at least annually and to prepare a statement of priorities for maintenance and development to be approved by the Full Governing Body
13. To recommend to the Full Governing Body proposals for the delegation of authority to the Headteacher to take action on minor items of repair and maintenance work subject to a specified financial limit

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14. To ensure that the VSSS complies with health and safety regulations and regularly to review the health and safety policy
 15. To liaise with the LA about any matters concerning the VSSS premises and grounds
 16. To establish and maintain a safe and healthy environment throughout the VSSS
 17. Oversee arrangements for educational visits (including the appointment of a named co-ordinator) organised by VSSS.
 18. To establish and maintain safe working procedures among staff and pupils
 19. To attend or commission appropriate governor training
 20. To report to the full Governing Body at each of its meetings

DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

TERMS OF REFERENCE

1. To liaise with the appropriate Governors(s) of staff
2. To visit the school with the purpose of gathering information concerning their areas of responsibility and to increase their knowledge of the school
3. To regularly report to the Governing Body, or a Committee or Steering Group whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
4. To raise the profile of the area of responsibility when related matters are considered by the Governing Body
5. To attend appropriate training
6. Any items which individual governing bodies may wish to include

There is a legal requirement to name a governor with responsibility for Child Protection. This must NOT be the Chair of Governors, as this person is required to take action where the Headteacher is alleged to be involved.

Governors must **not** investigate individual child protection cases, or carry out interviews of children, even with parental consent. Cases may only be handled by Local Authority Designated officers (LADO).

APPENDIX A - ANNUAL TIMETABLE

In the course of its duties, the Governing Body is required to meet statutory requirements for the completion of certain **key tasks** as well as undertake many other duties in a diligent and timely manner. The following list highlights the key tasks the Governing Body will undertake in the course of the year and is designed to provide a checklist for the Governing Body, Chairs of Committees in the preparation and planning of the meeting schedule and agenda.

AUTUMN TERM

FULL GOVERNING BODY

- Full Governing Body meeting (STAT)
 - Elect chair & vice chair (STAT)
 - Appoint committee Governors & individual responsibilities (STAT)
 - Review TORs for GB and Committees (“constitution”) (STAT)
 - Review delegation of functions (“decision planner”) (STAT)
 - Draft annual timetable of meetings
 - Register of Business interests

- Set Governing Body objectives for the year (Governing Body Plan)
- Approve SIDP (runs September to September)
- SEF (contribution to, review and completion of)
- Agree class/VSSS focus visits
- Renew Freedom of Information Publication Scheme
- Monitor School improvement plan (relevant sections to be monitored by Committees)
- Receive Headteacher report
- Organise support & training for Governors
- Oversee review of Headteacher Performance (Actually completed by separate REVIEW GROUP) (STAT)
- Receive SEN report
- Receive Committee reports
- Staff presentation
- Review SATs and other results (presented by Curriculum Committee)

CURRICULUM, TEACHING AND LEARNING COMMITTEE

- Review policies (as per terms of reference)
- Review SATs and other results (should also be reviewed/presented to full Governing Body)
- Recommend targets for agreement by full Governing Body (STAT)

FINANCE, RESOURCES AND PERSONNEL COMMITTEE

- Review policies (as per terms of reference) – Pay and Appraisal Policy
- Review attendance figures for last year
- Recommend attendance targets for agreement by full GB (STAT)
- Budget review
- Health & Safety annual management plan review
- Risk assessment and accessibility plan

SPRING TERM

FULL GOVERNING BODY

- Full Governing Body meeting (STAT)
- SEF review (and also by all committees)
- Monitor School improvement plan (relevant sections to be monitored by Committees)
- Receive Headteacher report
- Organise any support & training for Governors
- Receive Committee reports
- Staff presentation
- Budget presentation
- Topic for staff presentation next term

CURRICULUM, TEACHING AND LEARNING COMMITTEE

- Review policies (as per terms of reference)
- SEN review & report (STAT)
- Review & agree prospectus

FINANCE, RESOURCES AND PERSONNEL COMMITTEE

- Review policies (as per terms of reference)
- Budget review
- Review staffing structure (reflecting any budget impacts)
- Staff performance management report
- Review attendance of pupils & staff
- Clerk's payment

SUMMER TERM

FULL GOVERNING BODY

- Full Governing Body meeting (STAT)

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- SEF review (and all committees)
 - Monitor School Improvement and Development Plan (relevant sections to be monitored by Committees)
 - Review Governor Development Plan
 - Review Governor's procedures & performance
 - Receive Headteacher report
 - Organise any support & training for Governors
 - Receive Committee reports
 - Staff presentation
 - Review Governors' visits
 - Review school aims
 - School Council presentation
 - Discuss Governing Body officers for September

CURRICULUM, TEACHING AND LEARNING COMMITTEE

- Review policies (as per terms of reference)
- SEN review & report (STAT)

FINANCE, RESOURCES AND PERSONNEL COMMITTEE

- Review policies (as per terms of reference)
- Review attendance of pupils & staff
- Review child protection
- Agree performance review procedures for Autumn term
- Finalise budget for current financial year
- Review the pay of teachers & staff (STAT)
- Agree maintenance works during summer holidays and
- Carry out workplace inspection

APPENDIX C – POLICIES AND OTHER STATUTORY DOCUMENTS

A number of the policies will be NCC policies with some adaptations.

GOVERNOR POLICIES	COMMITTEE RESPONSIBLE	STATUTORY REQ'T
Access to VSSS/VSSS Specification as commission by LA	Curriculum	Y
Anti-bullying	Curriculum	Y
Child Protection/Safeguarding	Curriculum	Y
Curriculum and E Safety	Curriculum	Y
Discipline and Behaviour	Curriculum	Y
Exclusion of Pupils?	Curriculum	Y
Home/School Agreements	Curriculum	Y
VSSS/School Service Level Agreements	Curriculum	Y
SEN	Curriculum	Y
PSHE	Curriculum	Y
Target Setting/Data Collection	Curriculum	Y
Early Years	Curriculum	Y
Able Learners	Curriculum	
Teaching and Learning	Curriculum	
E Safety	Curriculum	Y
Charging	Fin,Res&Personnel	Y
Governors allowances/expenses	Fin,Res&Personnel	Y
School Finance Policy	Fin,Res&Personnel	Y
Race equality/Anti-racist	Fin,Res&Personnel	Y
Report on attendance including targets	Fin,Res&Personnel	Y
Compliment and Complaints	Fin,Res&Personnel	Y

Discipline and Grievance	Fin,Res&Personnel	Y
Pay Policy - NCC	Fin,Res&Personnel	Y
Performance Management (Teachers and other staff)	Fin,Res&Personnel	Y
Recruitment and Selection - NCC	Fin,Res&Personnel	
Equal Opportunities - NCC	Fin,Res&Personnel	
Leave of Absence including TOIL	Fin,Res&Personnel	Y
Accessibility	Fin,Res&Personnel	Y
Risk Assessments	Fin,Res&Personnel	Y
Health and Safety	Fin,Res&Personnel	Y
Instrument of Government	Full GB	Y
Prospectus and other publications	Full GB	Y
School Profile	Full GB	Y
Freedom of Information publication scheme	Full GB	Y
SIDP	Full GB	Y
SEF	Full GB	Y
Terms of Reference (GB and committees)	Full GB	Y