



SARK BOARD OF EDUCATION

Purpose

The Education Committee has established a Board of Education to monitor, support and challenge those providing Education in Sark.

The primary role of The Board of Education is to guide the direction of Sark School, to support the children and young people, parents and staff and to identify any possible weakness in the school so as to bring about improvement. The secondary role of The Board of Education is to monitor and maintain an overview of the care, education and performance of young people educated off the Island, the outcomes of further education and work-based learning for young people; and the impact of Lifelong Learning opportunities for the wider community.

Terms of Reference

Membership: The Board of Education shall comprise:

- a parent of a pupil educated at Sark School
- a parent of a pupil educated off Island
- the Seigneur or his representative
- a representative from the Chamber of Commerce or the Business Network
- a representative from the Church
- a representative who is a Conseiller but not a member of the Education Committee
- up to 2 community representatives offering skills such as finance, HR, Education
- Chair of the Education Committee or their representative (ex-officio)
- the Director of Education (ex-officio)
- the Head of School (ex-officio)
- 2 pupil/student representatives (ex-officio: non-voting)

Annual Review: The Establishment, Terms of Reference, Constitution and Membership of the Board of Education shall be reviewed annually by the Education Committee.

Term: Members of the Board of Education shall serve for a term of 3 years from the date the Education Committee appoints them to the Board except for Parent Representatives who serve for three years or until they no longer have a child in the group they are representing, whichever is the lesser.

Chair: The Chair shall be proposed by the Board of Education and approved by the Education Committee each September from among the members of the Board of Education, but precluding the Chair of the Education Committee, the Director of Education, the Head of School and pupil/student representatives.

Vice Chair: The Vice Chair shall be elected each September from amongst the members of the Board, but shall preclude the Director of Education, the Head of School and pupil/student representatives.

Clerk: The clerk to the Board of Education shall be the administrator who supports the Director of Education and the School.

Quorum: The quorum for the Board of Education shall be one-third of those eligible to vote.

Meetings: The Board shall meet as often as is necessary to fulfil its responsibilities and not less than twice per term. Minutes of meetings will be recorded and forwarded by the Clerk to the Education Committee in sufficient time for inclusion on the Education Committee agenda and among the supporting papers for the next meeting.

Agendas: The Clerk shall circulate an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting to all members.



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Decisions: Decisions may be taken only by members of the Board of Education. Where necessary, the Board of Education Chair will have a second or casting vote.

Chair's Action: In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the Board of Education, the Board of Education Chair shall have delegated authority to make any such decisions following consultation with the Director of Education and Chair of the Education Committee. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the Board of Education. In exceptional circumstances a Special Meeting of the Board of Education may be called.

Remit of the Board of Education

Teaching, Learning, Assessment and Curriculum

To consider and advise the Education Committee on standards and other matters relating to teaching and learning, assessment and the curriculum within the school

1. To consider and advise the Education Committee on standards and other matters relating to teaching and learning, assessment and the curriculum for Government funded provision off-island; and for education and work-related learning for young people and adults that is fully or partially funded or co-ordinated by the Government or its representatives
2. To consider issues related to teaching and learning, assessment and the curriculum which have implications for Finance and Personnel decisions and to make recommendations to the Education Committee.
3. To oversee arrangements for individual Board members to take a leading role in specific areas of provision, such as Special Educational Needs, Literacy and Numeracy, and to receive and consider reports from them from time to time.
4. To approve the school's annual performance targets and monitor progress towards the attainment of those targets throughout the year.
5. To ensure that Sark School has a full suite of policies as determined by the Education Policy; that the relevant policies are in place when providing education and work-related learning for young people and adults; that policies are published and readily available for all stakeholders; and monitored and reviewed in accordance with the policy review schedule.
6. To oversee the provision of acts of collective worship for all pupils at Sark School and in Government Funded Education on Guernsey to ensure appropriate character and content.
7. To monitor and evaluate the impact of the annual Sark School Development Plan; the Sark Education for Work Plan; and the Sark Lifelong Learning Plan and report on priorities and outcomes to the Education Committee.

Safeguarding

Ensure that the wellbeing of students is maintained through:
student attendance and monitoring systems

1. enabling access to education
2. demonstration of a duty of care to students on fixed term and permanent exclusions
3. effective arrangements for Child Protection and Safeguarding
4. effective home/school liaison and communication
5. an effective and appropriate provision beyond the school day
6. meeting expectations relating to equality



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Admissions and Home Education

Ensure that admission arrangements conform to Sark School Policies and current regulations; and consider applications for any child wanting to be admitted other than at the beginning of an academic year.

1. Monitor the annual Home Education Plan (agreed between the parent and the Director of Education) and implementation for any child who is home-educated on Sark.

Finance

Ensure all budgets are managed within the agreed spending limits and policies

1. To authorise expenditure as determined by the agreed spending limits and policies within the annual budget approved by the Education Committee; and refer any potential spending outside of the agreed budget to the Education Committee for authorisation prior to expenditure.
2. In consultation with the Director of Education and Head of School propose a formal budget plan for Sark School, Education off-Island, Learning for Work and Lifelong Learning for the financial year ahead.
3. Ensure value for money is obtained in procurement and spending.
4. Ensure that annual accounts and reports are produced in accordance with Island legislation
5. Consider and act upon the reports of any financial audit carried out by or requested by the Finance and Resources Committee of Chief Pleas or the Sark Treasurer.
6. To be responsible for encouraging and overseeing opportunities for income generation
7. To be responsible, along with the Island Hall trustees, for the upkeep, maintenance and development of school premises

Staffing

To consider and advise the Education Committee on the school staffing structure, the staffing structure for Learning for Work and Lifelong Learning activities; recruitment, appraisal, remuneration and training, in consultation with the Director of Education.

1. To monitor the implementation of policies relating to staffing, incorporating recruitment, pay, discipline, appraisal and professional development.
2. To support the recruitment, selection and appointment of all staff and oversee the process of staff reduction where necessary.
3. To keep under review staff work/life balance, working conditions and well-being, including procedures for monitoring and managing absence.
4. To review the salary and pay levels of all staff on the basis of advice from the Head of School, and in conjunction with the Director of Education, be responsible for the appraisal of the Head of School.

Monitoring and Evaluation

1. Support the Director of Education and the Head of School in maintaining and improving standards and performance, thus improving outcomes for learners.
2. Act as a critical friend to the Director of Education, the Head of School and the school team in addressing any areas of challenge or weakness.
3. Ensure effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion, and the sharing of good practice across the school and other education providers.
4. Monitor student behaviour and attendance and consider the first stage appeal against any decision to exclude students from attendance.

Health and Safety

1. Review Health and Safety policies and monitor the effective supervision of health and safety matters.
2. Monitor, evaluate and review risk assessments for all aspects of education related activity and provision.



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3. Ensure that Health and Safety training needs are met wherever practicable.