



**Five  
Rivers®**

Governance  
Policy &  
Procedure

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

Policy Owner	Head of Education
Authoriser	Head of Education
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# 1. Governance Policy & Procedure

## 1.1 Policy Statement

1.1.1 Governing bodies have a statutory responsibility to promote high standards at their schools and must monitor and evaluate their effectiveness. Five Rivers Board of Directors are responsible for all operations within the company and accountable with DfE as a proprietorial body. Through regular communications and visiting our provisions, Five Rivers develop a good understanding of the quality of education.

The specific role of Governance for Five Rivers is as follows:

- Set, monitor and (as necessary) revise our schools strategy/mission.
- Hire, set compensation for and evaluate the performance of all Headteachers and Senior Managers based on the job descriptions appropriate to these roles.
- Ensure that each school has adequate resources to achieve its objectives.
- Ensure that safeguarding runs as a core thread throughout each school.
- Approve major operational policies, initiatives/programs and necessary funding.
- Evaluate each school's success and oversee improvements in order to enhance impact.
- Ensure the good public standing of each school.
- approve the annual budget
- Ensure that adequate internal controls are in place within the Schools and ensure that periodic audits and reports are completed satisfactorily.

### **Responsibilities of the Chair**

Specific responsibilities of the chair include: Overall responsibility for guiding the governance of the Board and the school, in conjunction with the Head of Education and the Advisor to the Board.

## 1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition

## 1.3 Data Protection

1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

#### 1.4 Disclosure of Information

1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

## Governance Roles and Responsibilities and Management Oversight

<b>Role</b>	<b>Responsibility</b>
<b>Clannad Headteacher</b>	<b>Uti Umoren</b>
<b>The Spires Headteacher</b>	<b>Louise Bethel</b>
<b>Park House Headteacher</b>	<b>Teresa Brown</b>
<b>Fountain House Headteacher</b>	<b>Matthew Palmer</b>
Headteacher responsibilities	<p>Whole school operations            Ensuring all school standards are met and the school is operating at 'at least a good Ofsted rating'.            Quality of teaching and learning.            Curriculum development and delivery            Monitoring, recording and responding upon pupil attendance.            Monitoring, recording and responding upon pupil attainment.            Performance management of staff            Oversee and respond to all incidents for their students within the agreed timescales            Safeguarding Lead for the school.            Health and safety in school.</p>
Head of Education <b>James Hall</b>	<p>Operational compliance            School regulations and compliance            Performance management of Headteachers            Oversee Safeguarding for day pupils            Monitor Incidents for all pupils</p>
Head of Residential <b>Sarah Stefano</b>	<p>Operational compliance            Home regulations and compliance</p>
Business Coordinator <b>Stephanie Lawrence</b>	<p>Financials and budget for Spires            Single Central Register for The Spires            Training matrix maintenance &amp; scheduling</p>
Finance Director <b>Ben Wallage</b>	<p>Financials and budget accountability</p>
HR Managers for Education <b>Different for different regions</b>	<p>Recruitment and staffing            Single Central Register</p>
Schools Proprietor <b>David Howard</b>	<p>School compliance</p>
Education Advisor to the Board <b>Shellie Barcroft</b>	<p>School compliance            Ensuring all school standards are met and the school is operating at 'at least a good Ofsted rating'.            School audits            Representative to the Board</p>
Senior Management Team	<p>All matters</p>
L&D Manager <b>Karen Williams</b>	<p>Training for all staff</p>
Facilities Manager <b>Jon Reed</b>	<p>Premises maintenance</p>
Board of Directors	<p>All matters</p>
Independent Consultant <b>Robert Bradshaw</b>	<p>Monitoring and reporting on Incidents and Accidents</p>

## 2. Governance and Visit Programme

There are lots of governance processes in place for our schools. The following suggested programmes are our minimum requirements and must be adhered to.

<b>Within 48 hours</b>	Incident reports sent to residential managers and other relevant stakeholders
	<b>Safeguarding</b> reported immediately
<b>Weekly</b>	Notifications of attendance/incidents/accidents/staffing concerns to Head of Education
	Conference call with Area Managers, Clinical Lead and headteachers. Risk Register discussed and actioned.
	Conference call with Headteachers, Head of Education, School Business Coordinator and Education Advisor to the Board
<b>Monthly</b>	Head of Education reports to the Senior Manager Team regarding all education matters
	Head of Education reports to the Board of Directors on all education matters
	Head of Education reports and discusses all Health & Safety notifications with our Independent Health & Safety consultant
	Conference call with Head of Education, Education Advisor to the Board and our Independent Consultant for governance of incident and accident recording

<b>Half termly</b>	1:1 meeting with Head of Education and Headteachers
	Compliance visit
	Lesson Observations and work scrutiny by heads of schools
	School council takes place
<b>Termly</b>	School audit carried out by our Head of Education
	School forum for all heads of schools to meet, plan, review and share good practice Pupil voice taken into account Residential and Clinical representative invited
<b>Annually</b>	Budget meetings with Head of Finance and Business Manager
	Policy and procedure review
	Appraisals
	Quality Assurance calendar implemented – see appendix

Terms of reference for the school forum

### Safeguarding

- 4.1 It is everyone's responsibility to safeguard the wellbeing of all of our children. DSO's are in place at each provision. Safeguarding is an agenda item at each meeting, supervision, forum and is scrutinised on audit visits.
- 4.2 Our Operations Manager who is the DSO for residential also checks and reports on school procedures termly.
- 4.3 After every incident, line managers review each incident report. Feedback, advice and guidance is given within a predetermined time scale. The Operations Manager and Head of Education will oversee

the incidents in preparation for their monthly report and will be informed immediately if the incident includes a safeguarding concern or may present a business risk.

- 4.4 The Board meets on a monthly basis to discuss and review all company matters. These include monthly reports from all senior managers and the presence of our independent Governance consultant. On a monthly basis, our Head of Education analyses and reports on all of the incidents, accidents and near misses. This is also discussed and challenged by our independent Governance consultant.
- 4.5 At the Board meeting, our independent Governance consultant reports on his findings following monthly notifications of all incident and accident reports, in addition to advising on all of our Health & Safety procedures.
- 4.6 Accountable to the Board of Directors is our Senior Management Team. This team includes all senior managers within the company. On a monthly basis, the team meet and each senior manager completes a written report to the Board, including such items as health and safety matters, safeguarding, and student and staffing information. Our Health & Safety department ensure rigorous systems and procedures are in place in all of our settings.
- 4.7 Senior Managers ensure all of our provisions strive to achieve the highest outcomes in accordance with the Inspection Framework.
- 4.8 Within our provisions, we target the most vulnerable students who need such high levels of support, therefore our accountability is of top priority. Weekly meetings take place with Senior Managers. Half termly visits to the school by the Head of Education. Meetings and supervisions are held in order to support and monitor systems, procedures and resources regularly.

### 3. Teaching, Learning and Assessment/Leadership and Management

- 5.1 This is reported on and feedback is given to the school following quality assurance visits, such as:
  - School audit
  - Head of Education and Consultant visits
  - Supervisions
  - Quality Assurance events, eg lesson observations, work scrutiny, planning checks

### 4. Learning and Development

- 6.1 Each term, our L&D manager is invited to our school forum to monitor training updates and plan ahead

### 5. Premises regulations

- 7.1 Maintenance is logged daily and reported immediately. Once jobs are complete, these are signed off at feedback to school leaders.

## 6. Financial propriety

- 8.1 Head of Finance completes a monthly finance report on all schools and meets with the Head of Education.

## 7. Record keeping and evidence

- 9.1 Each school to hold a file of governance checks. These include:

- Independent Consultant actions from monthly incident/accident notifications
- School forum minutes and actions
- Actions following SMT meetings
- Actions following board meetings
- Independent Consultant School Audit reports and action plans
- Safeguarding audit reports
- Actions following Head of Education and Consultant visits



## 8. School Visits

10.1 The Proprietor and members of our Governance team are encouraged to attend ad hoc events throughout the School Year. Some examples of these events are:

- Assemblies
- School productions
- Sports Day
- Celebration events
- Fundraising events

## 9. Review of this Policy

11.1 This policy will be reviewed annually

11.2 The views of the staff on Governance within the School will be sought as part of the annual review process. Senior Managers will also consider if the visit programme is contributing to the information that is being sought about progress towards priorities and targets identified in the School Development and Improvement Plans.

