



## GOVERNING BODY COMMITTEE STRUCTURE & TERMS OF REFERENCE

### Strategic Policy & Direction Committee

- Membership:** The Panel for this Committee shall consist of **five** Governors, including the Head Teacher.  
Only three Governors are required when meeting as a Hearing Body or Appeals Panel.  
The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.  
The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.
- Quorum:** The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.
- Chair:** To be elected at first meeting
- Clerk:** To be appointed
- Frequency of meetings:** As required but no less than once each term

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### **TERMS OF REFERENCE**

#### **CURRICULUM DUTIES**

- Annually review the Curriculum Policies for approval by the Governing Body (Spring Term)  
Make recommendations to the Governing Body on the arrangements for collective worship and the provision of religious education (as required)  
Make recommendations to the Governing Body on the arrangements for sex education and the delivery of PSHE in school (as required)  
Advise the Governing Body on arrangements required for pupils with special educational needs (as required)  
Consider complaints relating to the curriculum and to advise the Governing body (Hearing Body) (as required)

#### **SCHOOL IMPROVEMENT DUTIES**

- Succession Planning  
Annually review the School Improvement Plan and advise the Governing Body on priorities for the key areas of the curriculum. (Summer Term)  
Analyse data relating to the school's performance and to agree targets for pupil achievement (Spring Term)  
Monitor and evaluate pupil progress, in all subjects (Spring Term) and to review regularly subject policies (Autumn Term)

#### **POLICY REVIEW DUTIES**

- Undertake a cyclical review of all school policies; ensuring that appropriate policies and procedures are agreed and adopted by the Governing Body, having particular regards to advice from the LEA.

Policies include but are not restricted to:

- Health & Safety Policy
- Child Protection
- Anti Bullying
- Admissions
- SEN

#### **APPEALS**

- Hear appeals against a decision made by another committee of the Governing Body. This will include appeals over capability or disciplinary action, dismissal and staff salaries.

Agreed:

Date: 19.04.2021/ 21.04.2021

## **Resource Management Committee**

- Membership:** The Panel for this Committee shall consist of **seven** Governors, including the Head Teacher.  
Only three Governors are required when meeting as a Hearing Body.  
The chair shall be a member ex-officio (i.e. by virtue of the office) with the right to vote.  
The Committee shall have such Associate members as the Governing Body determine at the date of appointment. Associate members may be granted voting rights at the discretion of the Governing Body.
- Quorum:** The Quorum must be three Governors. In the absence of the Head Teacher, his representative may attend as advisor/observer.
- Chair:** To be elected at first meeting
- Clerk:** To be appointed
- Frequency of meetings:** As required but no less than once each term

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## **TERMS OF REFERENCE**

### **FINANCIAL DUTIES**

- Ensure appropriate internal control systems are in place and applied
- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LA's financial regulations.
- Authorise the reallocation of funds between budgets and inform the L.E.A.
- Approve arrangements for the audit of funds received other than from the L.E.A.
- Advise the Governing Body on any matters arising from the audit of school's accounts.
- Monitor the budget and to advise the Governing Body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Determine the levels of charges for lettings.
- Make recommendations annually to the Governing Body on a three year financial strategy, having particular regard to the School Improvement Plan.
- Advise the Governing Body on any issues arising from financial matters.

### **PERSONNEL DUTIES**

- Succession Planning
- Appointments of staff other than the Head and Deputy Head (full Governing Body duty)
- Reviewing the staffing structure of the school (as necessary but no less than once per term)
- Ensuring that each member of staff has a job description which is reviewed annually and to ensure that job descriptions are reviewed whenever vacancies arise (Autumn Term)
- Ensuring performance management targets are appropriate. (Autumn term)
- Consider applications from staff for secondments, early retirements, voluntary redundancy etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

### **HEALTH, SAFETY & PREMISES DUTIES**

- Make recommendations to the Governing Body on capital works and improvements;
- Prepare an annual programme of repairs, maintenance and decoration;
- Security of the school premises and fire safety measures, including alarm systems and fire drills;
- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
- To ensure suitable risk assessments are prepared and that action is taken to minimise risk.

### **PUPIL DISCIPLINE & COMPLAINTS**

- Review the use of exclusion within the school.
- Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body)

Hear all formal complaints against the Head Teacher, an individual member of staff of the Governing Body (Hearing Body).

### **POLICY REVIEW DUTIES**

Undertake a cyclical review of all school policies; ensuring that appropriate policies and procedures are agreed and adopted by the Governing Body, having particular regards to advice from the LEA.

Policies include but are not restricted to:

- Health & Safety Policy – including monitoring of procedures and safe working practices
- Leave of Absence
- School Pay Policy
- Letting and Charges
- Finance & FMSiS

Agreed:

Date: 19.04.2021/ 21.04.2021

## Governor Responsibilities

The panel for the Strategic Policy & Direction Committee shall consist of the following Governors:

Mrs M. Richards [chair]; Mrs C. Vallely; Mrs J. Marrs; Mrs S. Newman(vice chair); Mr A. Coulson; Mrs M. Bonadies; Mr O. Flitcroft. Plus 1 vacancy.

The panel for the Resource Management Committee shall consist of the following Governors: [\*\*\*chair TBC]

Mrs M. Richards; Mrs M. Bonadies; Mrs L. Cardus; Mrs. C. Hughes; Mr O. Flitcroft.

The panel for the Pupil Progress Committee shall consist of the following Governors

Mrs M. Richards; Mrs M. Bonadies; Mrs S. Newman; Mr O. Flitcroft

In addition each Governor will have responsibilities for reviewing the provision in the following areas.

SEN	Mrs M. Bonadies
Mathematics	Mrs C. Hughes
English – writing/ reading/ SPaG	Mrs M. Richards
Child Protection/ Safeguarding	Mrs C. Hughes
Welfare & Personal Development [SMSC + FBV + SRE/ RSE/ PSHE&C]	Mrs M. Richards
Humanities/ RE/ His/ Geog	Mr A. Coulson
Health & Safety	TBC/ vacant
Attendance	Mrs L. Cardus
Behaviour	Mrs M. Bonadies
Sport/ Sport Premium	Mrs S. Newman
Buildings/ Premises	TBC/ vacant
Governor Induction / Governor Training	Mrs M. Richards/ Mrs S. Newman
Standards & Progress	as above
Curriculum Entitlement	Mrs M. Richards
Appraisal & CPD	Mrs M. Richards
Finance	TBC
Fundraising	TBC/ vacant
Science/ D&T/ Computing	TBC/ vacant

The Above ownership areas will allow the Governors to take a more holistic approach at how the school is performing.

## Appointed Governors for Head Teacher Appraisal & salary review

Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedure (Hearing Body).

Mrs M. Richards/ Mrs S. Newman/Mrs M. Bonadies

## Finance and Budget Committee

Mrs M. Richards/ Mrs S. Newman/Mrs M. Bonadies; Mrs C. Hughes; Mr O. Flitcroft.

19.04.2021/ 21.04.2021

## **Delegation to the Head Teacher**

Day to day leadership and management of the school

Casual staff appointments

Temporary appointments to maintain delivery of the curriculum.

The taking of decisions and making arrangements for the terminations of staff contracts. (Depending on the issue, to work in partnership with one or more Governor).

To annually review staff salaries in accordance with the school's pay policy and make any recommendations to the resource management committee.

Performance Management of staff in accordance with the school's Performance Management Policy

Application & administration of all policies as agreed by the Governing Body.

Day to day financial management of the school plus:

- Reallocation of funds between expenditure codes
- Reallocation of funds between income codes
- Disposition of additional SEN funding (in year charges)
- Reallocation of funds from contingency up to (£2000) in any instance.
- Spend up to £6,000 on an item without seeking governor approval.

See attached Governing Body Decision Planner

19.04.2021/ 21.04.2021