SHANKLEA PRIMARY SCHOOL

GOVERNING BODY PLAN 2015/16

VERSION 1.0

|  |  |
| --- | --- |
| http://wallpaperswa.com/thumbnails/detail/20120523/black%20and%20white%20noir%20circuit%20motherboards%20circuits%203d%20circuit%20board%201920x1080%20wallpaper_wallpaperswa.com_26.jpg | http://www.photographymad.com/files/images/pen-nib.jpg |

|  |  |
| --- | --- |
| **Document Control Details** | |
| Date document approved: | September 2015 |
| Prepared by: | Gareth Pearson |
| Approved for issue by: | Full Governing Body |
| Review period: | 1 year |
| Review required by: | September 2016 |
| Responsibility for review: | Full Governing Body |

|  |  |
| --- | --- |
| TABLE OF CONTENTS |  |
| OBJECTIVES FOR 2015/16 | 3 |
| COMMITTEE MEMBERSHIP .............................................................................................. | 4 |
| MEETING PLANNER......................................................................................................... | 5 |
| COMMITTEE ACTIVITY PLANNER ...................................................................................... | 6 |
| GOVERNOR VISIT PLAN .......................................................................................... | 8 |
| GOVERNOR LEAD RESPONSIBILITIES ................................................................................ | 9 |
| GOVERNOR REGISTER OF INTERESTS SCHEDULE ............................................................. | 12 |
| *TERMS OF REFERENCE* |  |
| FULL GOVERNING BODY ................................................................................................... | 13 |
| HEADTEACHER DELEGATIONS .......................................................................................... | 15 |
| RESOURCE MANAGEMENT COMMITTEE ....................................................................... | 17 |
| PREMISES COMMITTEE .................................................................................................... | 19 |
| PERFORMANCE IMPROVEMENT COMMITTEE ................................................................. | 20 |
| PERFORMANCE MANAGEMENT COMMITTEE ................................................................. | 22 |
| APPEALS AND GRIEVANCE COMMITTEE .......................................................................... | 23 |
| PUPIL DISCIPLINE COMMITTEE ........................................................................................ | 24 |

|  |
| --- |
| ***Objectives for 2015/16***  ***September 2015*** |

For 2015/16 the Governing Body has set itself the following objectives:

* Maintain a high level of attendance at all Governing Body meetings, sub-committee meetings and working group meetings such that the overall level of attendance is 90% or greater.
* Complete all Governor Visits scheduled for the 2015/16 academic year and ensure that a report of the visit is provided to the full governing body meeting.
* Review the previous work undertaken on conversion to Academy status, update the assessment and present an update to the Spring term governing body meeting for consideration.
* Re-establish the working group in the Spring term to work on improving the governance arrangements in the governing body; and aim to be in a position to obtain Governor Mark accreditation during 2017.
* Enhance the capability of the Governing Body to deliver the safeguarding duties on the governing body, the action to include assignment of new lead governor for safeguarding, ensuring that the number of governors who are Safer Recruitment accredited is increased and safeguarding tasks are delivered effectively and on time.
* In the Autumn term complete two training sessions (i) to ensure the Governing Body are aware of the requirements of the latest OFSTED inspection framework; and (ii) what governors should look for in an outstanding lesson and how to apply this to governor visits.

For 2015/16 the school has set itself the following objectives in the School Improvement Plan:

* Promote and embed British Values in everything the school does.
* Raise of pupil achievement and standards in all subjects.
* Continue to incorporate **‘Be The Best You can Be’** and **‘Give it Everything You’ve Got’** to all aspects of school life.
* Increase the proportion of outstanding teaching in all year groups.
* Maintaining high standards of learning behaviour; resilience and independence for all pupils.
* Sustain outstanding standard of leadership and management across the school.
* Ensure that the School appraisal system continues to both challenge staff and support them in providing the best possible teaching and learning outcomes for all children.

|  |  |
| --- | --- |
| ***Committee Membership***  ***September 2015*** |  |

|  |  |  |
| --- | --- | --- |
| **Committee** | **Governors** | **Date Confirmed** |
| Resource Management | Gareth Pearson (Chair)  Andrew Hodson  Kay Laughton  Karen Black  Vacant  Sarah Brown (Associate) | 14 September 2015 |
| Premises | Lynsey Dixon (Chair)  Kay Laughton  Emma Gibson  Karen Black  Vacant  Sarah Brown (Associate) | 14 September 2015 |
| Performance Improvement | Dawn Nicholson (Chair)  Deb Allen-Coope  Esther Hall  Emma Gibson  Joanna Watson | 14 September 2015 |
| Performance Management  Reports to Resources Management Committee | Gareth Pearson (Chair)  Esther Hall  Lynsey Dixon  Dawn Nicholson | 14 September 2015 |
| Appeals and Grievance | Gareth Pearson to appoint three governors who werenot involved in the original decision | 14 September 2015 |
| Pupil Discipline | Gareth Pearson to appoint three Governors | 14 September 2015 |
| ***The Headteacher attends all meetings and may be required at Appeals*** | | |

|  |  |
| --- | --- |
| ***Meeting Planner 2015/16***  ***September 2015*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** | **Date and Time** | **Time** | **Comment** |
| ***Autumn Term*** | | | |
| Full Governing Body | Monday 14th September 2015 | 6pm – 8pm | Planning Meeting |
| Premises | Monday 28th September 2015 | 6pm – 8pm |  |
| Full Governing Body | Wednesday 30th September 2015 | 6pm – 8pm | Planning Meeting |
| Resources Management | Wednesday 7th October 2015 | 6pm – 8pm |  |
| Performance Improvement | Thursday 15th October 2015 | 6pm – 8pm |  |
| Performance Management | Monday 19th October 2016 | 6pm – 7pm |  |
| Resources Management | Monday 30th November 2015 | 6pm – 8pm |  |
| Full Governing Body | Monday 16th November 2015 | 5:30pm – 8pm | Termly Meeting |
| ***Spring Term*** | | | |
| Premises | Wednesday 6th January 2016 | 6pm – 8pm |  |
| Performance Improvement | Monday 18th January 2016 | 6pm – 8pm |  |
| Resources Management | Monday 1st February 2016 | 6pm – 8pm |  |
| Performance Management | Monday 8th February 2016 | 6pm – 7pm |  |
| Full Governing Body | Monday 22nd February 2016 | 5:30pm – 8pm | Termly Meeting |
| Resources Management | TBC |  | Annual Budget |
| ***Summer Term*** | | | |
| Premises | Monday 25th April 2016 | 6pm – 8pm |  |
| Resources Management | Wednesday 4th May 2016 | 6pm – 8pm |  |
| Performance Improvement | Monday 16th May 2016 | 6pm – 8pm |  |
| Full Governing Body | Monday 6th June 2016 | 5:30pm – 8pm | Termly Meeting |
| Performance Management | Wednesday 8th June 2016 | 6pm – 7pm |  |
| Full Governing Body | Monday 4th July 2016 | 6pm – 8pm | Training Event |

|  |  |
| --- | --- |
| ***Committee Activity Planner***  ***2015 / 16*** |  |

***Full Governing Body***

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| * Review delegation of functions and committee structures * Review terms of reference for committees * Elect chair and vice-chair * Set dates of meetings for the year * Set the objectives for the governing body for the year * Arrange programme of governor visits to the school * Receive report from headteacher * Submit annual report on Racist incidents * Approve targets for submission to Local Authority | * Submit annual report on Looked After Children * Receive report from headteacher * Review child protection policy * Review progress of programme of governor visits to the school | * Review the governing body’s performance / procedures * Review governor’s visits * Review attendance of pupils / staff / governors * Receive report from headteacher * Review progress of programme of governor visits to the school |

***Resources Management Committee***

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| * Monitor performance against current year budget * Review performance management policy * Complete forms for pay progression of headteacher and deputy headteacher * Review staffing structure * Review Finance policy | * Review pay policy * Agree budget and staffing structure for next 3 years * Review equal opportunities policy * Monitor performance against current year budget * Initiate recruitment plans | * Review the pay of teachers and staff * Monitor performance against current year budget |

***Premises Committee***

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| * Agree annual programme of repairs, maintenance and decoration * Review health and safety policy * Review school charging policy | * Monitor annual programme of repairs, maintenance and decoration * Recommend to Resources Management funding for maintenance and repair of school | * Monitor annual programme of repairs, maintenance and decoration |

***Performance Improvement Committee***

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| * Approve School Improvement plan * Agree Self Evaluation Form * Review the Curriculum Policy * Set pupil performance targets | * Agree school prospectus * Review School Improvement Plan * Review Special Educational Needs policy * Recommend to Resources Management funding for school improvement plans | * Review School Improvement Plan progress |

***Performance Management Committee***

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | **Spring Term** | **Summer Term** |
| * Review headteacher performance | * Review headteacher performance | * Review headteacher performance * Set headteacher’s targets for the next academic year |

|  |  |
| --- | --- |
| ***Governor Visit Plan***  ***2015 / 16*** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject Area** | **Comments** | **Governor** | **Teacher** | **Date** | **Status** |
| **Statutory Obligations - Annual** | | | | | |
| Health & Safety |  | Gareth Pearson | Sarah Brown | October 2015 | To be scheduled |
| Safeguarding | Include Child protection, tackling extremism, anti-bullying and inclusion | Andrew Hodson | Helen Brown / Lindsay Carr | November 2015 | To be scheduled |
| Collective Worship | Schedule around Christmas services | Esther Hall | Helen Brown | December 2015 | To be scheduled |
| **School Priorities - Annual** | | | | | |
| ***Outcomes for children and learners*** | | | | | |
| Pupil Premium | Utilisation and effectiveness of Pupil Premium Funding | Lynsey Dixon | Kay Laughton | January 2016 | To be scheduled |
| Gifted and Talented pupils | Review of challenge and pace for G&T pupils in all year groups (especially Year 6) | Lynsey Dixon | Deb Allen-Coope | January 2016 | To be scheduled |
| Maths | Review to focus on how the school makes two levels of progress, impact of interventions and vulnerable groups | Emma Gibson | Laura Greenwood | January 2016 | To be scheduled |
| Writing | Review on writing development from pre-school to KS2 | Karen Black | Maxine Short / Sara Baxter | February 2016 | To be scheduled |
| Reading | Review on reading development from pre-school to KS2 | Karen Black | Maxine Short / Sara Baxter | February 2016 | To be scheduled |
| Phonics | Review on phonics development from pre-school to KS2 | Karen Black | Maxine Short / Sara Baxter | February 2016 | To be scheduled |
| ***Quality of teaching, learning and assessment*** | | | | | |
| Early Years | Review of provision, variety in provision, curriculum, progression from entry to exit | Dawn Nicholson | Kay Laughton | November 2015 | To be scheduled |
| ***Effectiveness of Leadership and Management*** | | | | | |
| Out of School Club | Review of provision, variety in provision, curriculum, progression from entry to exit | Jo Watson | Sarah Brown | December 2015 | To be scheduled |
| OFSTED Recommendations | One-off visit on school progress to address OFSTED recommendations | Emma Gibson | Helen Brown | February 2016 | To be scheduled |
| ICT | Review effectiveness of ICT provision post upgrade | TBC | Lindsay Carr / Andrew King | February 2016 | To be scheduled |
| ***Personal development, behaviour and welfare*** | | | | | |
| British Values | One-off visit focussing on how the school is meeting obligations | Esther Hall | Kay Laughton | December 2015 | To be scheduled |
| Special Educational Needs | Implementation of new code of practice | Lynsey Dixon | Deb Allen-Coope | April 2016 | To be scheduled |
| Behaviour | Focus on boys behaviour and engagement | Esther Hall | Helen Brown | April 2016 | To be scheduled |
| Welfare | Supporting children with medical conditions | Esther Hall | Sarah Brown / Deb Allen-Coope | June 2016 | To be scheduled |

|  |  |
| --- | --- |
| ***Governor Lead Responsibilities***  ***September 2015*** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of responsibility** | **Governor** | **Teacher** | **Date appointed** | **Reviewed** |
| Early Years | Dawn Nicholson | Kay Laughton | June 2009 | September 2015 |
| Health and Safety | Gareth Pearson | Sarah Brown | June 2009 | September 2015 |
| Child Protection / Safeguarding / Anti-Bullying | Andrew Hodson | Helen Brown | September 2015 | September 2015 |
| Maths | Emma Gibson | Laura Greenwood | September 2015 | September 2015 |
| Special Educational Needs / Looked After Children / Pupil Premium / Inclusion / Gifted & Talented | Lynsey Dixon | Deb Allen-Coope | September 2015 | September 2015 |
| Technology / Science / ICT | Vacant | Lindsay Carr | TBC | TBC |
| English including Reading / Writing / SPAG / Phonics | Karen Black | Sara Baxter | September 2015 | September 2015 |
| Social Moral Spiritual and Cultural – Community Cohesion, Collective Worship, Diversity, Anti-Racism, British Values, Behaviour and Rewards | Esther Hall | Sharon Hagan / Emily Riggs | September 2015 | September 2015 |
| Arts – Art, dance, PE, Extra-Curricular, History, Geography, Humanities and Music | Jo Watson | Josh Rutherford  Jade Martin  Sara Baxter  Clare Crowther  Kate Railton | September 2015 | September 2015 |

**Role and remit of lead governors**

**Subject/Curriculum Area Lead Governors**

Role: To be a lead governor on the governing body for a specific subject or areas of the curriculum and to liaise with school senior leaders and teaching staff.

Remit:

1. to meet with the subject/curriculum area leader to consider performance and progress issues;
2. to understand performance data from RAISE On-line or other sources in relation to the subject / curriculum area (where appropriate);
3. to attend appropriate staff training sessions devoted to the subject/curriculum area;
4. in accordance with the School Visits Policy to use visits to view lessons, and any other relevant activities, in the subject/curriculum area and to report back according to the policy procedure;
5. to understand the School Improvement Plan (SIP) and the allocation of resources to the subject/curriculum area;
6. to help to support and promote the involvement of parents in their children’s learning in the subject/curriculum area ;
7. to attend appropriate governor training;
8. to advocate to the governing body on behalf of the subject/curriculum area.

**SEN Lead Governor**

Role: To be the lead governor on the governing body on SEN issues affecting the school.

Remit:

1. to develop an understanding of SEN needs and provision in the school;
2. to understand the responsibilities of the governing body in relation to the SEN Code of Practice;
3. to be familiar with the SEN policy;
4. to ensure that the SEN Policy is reviewed on a regular basis;
5. to meet with the SEN Co-ordinator on a regular basis to discuss the SEN needs and provision in the school;
6. to report to the governing body on relevant issues relating to SEN;
7. to attend governor training on SEN;
8. in accordance with the School Visits Policy to visit the school and view appropriate lessons reporting back according to the policy procedure;
9. to advocate to the governing body on behalf of SEN provision in the school

**Child Protection Lead Governor**

Role: To be the designated Child Protection Governor.

Remit:

1. to be conversant with the Child Protection policies of the school;
2. to be conversant with section 175 of the Education Act 2002;
3. to contribute to the formulation and review of the Child Protection policies and ensure that the policies are reviewed on a regular basis;
4. to ensure that an annual report on Child Protection is submitted to and considered by the governing body;
5. to undertake governor Child Protection training;
6. to monitor the promotion of child protection through the delivery of the National Curriculum in the school;
7. to monitor child protection arrangements within the school and ensure that reports are submitted to the governing body with recommendations to remedy any weaknesses / deficiencies;
8. to advocate to the governing body on behalf of child protection.

|  |  |
| --- | --- |
| ***Governor Register of Interests Schedule***  ***September 2015*** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name & Category** | **Appointing Body** | **Terms of Office** | **Committees** | **Official responsibility** | **Financial Interest** | **Non-Financial Interest** |
| Gareth Pearson  Co-opted Governor | Governing Body | 01/01/2015 to 19/05/2018 | Resource Management  Performance Management | Chair of Governors  Chair of Resource Management | None | None |
| Esther Hall  Co-opted Governor | Governing Body | 01/01/2015 to 31/12/2018 | Performance Management Performance Improvement | Vice-Chair of Governors | None | None |
| Helen Brown  Headteacher | By virtue of position | From 01/01/2011 | Resource Management  Performance Improvement  Premises |  | None | None |
| Andrew Hodson  Co-opted Governor | Governing Body | 01/01/2015 to 30/09/2016 | Resource Management |  | None | None |
| Dawn Nicholson  Co-opted Governor | Governing Body | 01/01/2015 to 13/05/2016 | Performance Management  Performance Improvement | Chair of Performance Improvement | None | None |
| Karen Black  Co-opted Governor | Governing Body | 01/01/2015 to 31/12/2018 | Resource Management  Premises |  | None | None |
| Kay Laughton  Co-opted Governor | Governing Body | 01/01/2015 to 13/12/2018 | Resource Management  Premises |  | None | Member of school teaching staff |
| Lynsey Dixon  Co-opted Governor | Governing Body | 21/06/2012 to 20/06/2016 | Premises  Performance Management | Chair of Premises | None | None |
| Vacant Co-opted Governor | Governing Body |  |  |  |  |  |
| Joanna Watson  Authority Governor | Local Authority | 14/10/2013 to 13/10/2017 | Performance Improvement |  | None | Member of Cramlington Learning Village teaching staff |
| Emma Gibson  Parent Governor | Parents | 25/04/2014 to24/04/2018 | Premises  Performance Improvement |  | None | None |
| Vacant  Parent Governor | Parents |  |  |  |  |  |
| Deborah Allen-Coope  Staff | School Staff | 01/01/2015 to 22/06/2018 | Performance Improvement |  | None | Member of school teaching staff |

|  |
| --- |
| **Governing Body**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of 13 members.

The School Business Manager will be an Associate member.

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 seven Governors.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal and Northumberland County Council delegation requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
3. To establish and foster and 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.

**CLERK**

1. To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
2. To advise the Governing Body on constitutional and procedural matters, duties and powers.
3. To convene meetings of the Committee.
4. To attend the meetings of the Committee and ensure minutes are taken.
5. To maintain a register of members of the Governing Body and report vacancies to the Governing Body
6. To give and receive notices in accordance with relevant regulations.
7. To perform such other functions as may be determined by the Governing Body from time to time.

**FREQUENCY OF MEETINGS**

To meet as required but at a minimum frequency of once per term.

**TERMS OF REFERENCE**

***Matters which cannot be delegated to either a committee or an individual***

1. **To agree constitutional matters,** including procedures where the Governing Body has discretion.
2. **To hold at least three Governing Body meetings per year.**
3. **To appoint or remove the Chair and Vice-Chair.**
4. **To appoint or remove the Clerk to the Governing Body.**
5. **To establish the committees of the Governing Body and their terms of reference.**
6. **To decide which functions of the Governing Body will be delegated to the committees, groups and individuals.**
7. **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.**
8. **To review the delegation arrangements annually.**
9. **To suspend a Governor.**

*Matters which are delivered by the full Governing Body but could be delegated to either a committee or an individual*

1. To establish and keep under review a protocol for the Governing Body.
2. 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.
3. To monitor the progress of work being undertaken by committees and individuals.
4. To recruit new members as vacancies arise and to appoint new governors where appropriate.
5. To establish and keep under review arrangements for Governors’ visits to school.
6. To approve the first formal budget plan of the financial year.
7. To keep the Health and Safety policy and its practice under review and to make revisions where appropriate.
8. To establish and keep under review Critical Incident policy and procedures.
9. To oversee arrangements for Governor involvement in monitoring the School Improvement Plan.
10. To make arrangements to establish exceptional working arrangements where a particular circumstances arises (e.g. a committee to oversee a building project or a committee to oversee an OFSTED inspection)

**Headteacher Delegations**

**September 2015**

The Headteacher will be responsible for the day to day management of the school in accordance with the professional responsibilities outlined within the School Teachers’ Pay and Conditions Document.

Additionally, the Governing Body will delegate some of its functions to the Headteacher. The nature and extent of the functions that are delegated must be formally defined by the Governing Body and reviewed on an annual basis. In broad terms, this would mean:

**Staffing**

1. Undertake casual staff appointments to ensure the delivery of the curriculum and within the limits of the budget allocation and income generated from the schools supply scheme insurance and other specific income.
2. Undertake temporary appointments to maintain the delivery of the curriculum within the limits of the agreed staffing structure (except where additional SEN funding may be allocated).
3. Undertake permanent support staff appointments for certain categories of staff (specifically PTSAs and Cleaners).
4. Make arrangements for the termination of staff contracts (act as Hearing Body as required).
5. Annually recommend staff salaries in accordance with the school’s pay policy.

**Administration**

1. Consistent and fair application and administration of all policies and procedures as agreed by the Governing Body.
2. Undertake consultation prior to and briefings to support implementation following adoption of new and revised policies and procedures.
3. Compliance with all statutory requirements and the scheme for financing schools in Northumberland.

**Finance**

1. Day to day financial management of the school within the parameters of the agreed operational budget
2. Maintenance of adequate and effective systems of internal financial control for all monies managed by the school.
3. Monitoring of the operational budget, income, expenditure and commitment, on a day to day basis
4. Not less than termly, written reports to be presented to the IEB – to include commentary on under/over spends and commitments
5. Requests for significant changes to be presented to the IEB in report form including cost/benefit analysis of priorities in current and future years
6. Meeting the requirements of the Schools Financial Value Standards
7. Virement between expenditure codes (limit £3k) (no change to contingency)
8. Virement between income codes (limit £3k) (no change to contingency)
9. Disposition of additional SEN funding (in year increases) to ensure continuity of provision
10. Virement from contingency up to (£3k) in any instance
11. Negotiation of goods and service contracts within the limits of the agreed operational budget (Maximum cost of £10k/ Maximum term of 12 months)
12. Sales of goods (e.g. uniform)
13. Disposal of assets – as agreed/identified by the IEB

**Additional**

1. Such other tasks and duties that from time to time may be required and specifically delegated.

|  |
| --- |
| **Resources Management Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of six Governors including Headteacher.

The School Business Manager will be an Associate member.

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.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

To meet as required but at a minimum frequency of once per term.

**TERMS OF REFERENCE**

***Staffing***

1. Arrangements for the appointment of staff other than the Headteacher and Deputy Head (which must be appointed by the full Governing Body).
2. Reviewing the staffing structure of the school in consultation with the Headteacher.
3. 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.
4. To consider applications from staff for leave of absence, secondments, early retirements, voluntary redundancy, that the Headteacher feels are necessary to refer to the Governing Body.
5. To hear cases that are referred to the governing body under the school’s disciplinary, capability, disability and grievance procedures.
6. To review and agree a pay policy on an annual basis for implementation by the Headteacher.
7. To review and agree any recommendations made on staff related expenditure .

***Financial***

1. In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
2. To ensure appropriate advice is sought before entering into contracts, in line with the L.E.A’s financial regulations.
3. To authorise the virement of funds between budgets and inform the L.E.A.
4. To approve arrangements for the audit of funds received other than from the L.E.A.
5. To advise the governing body on any matters arising from the audit of the school’s accounts.
6. To monitor the budget and to report to the Governing Body as necessary on financial matters.
7. To agree with the Headteacher expenditure on capital projects.
8. To authorise signatories for the school bank account.
9. To determine the levels of charges for lettings, liaising as required with the Premises committee to ensure that charges are consistent with the lettings and charges policy.
10. To make recommendations annually to the Governing Body on a three year financial strategy, having particular regard to the School Improvement Plan.
11. To advise the governing body on any issues arising from financial matters.
12. To make decisions on expenditure following recommendations from other committees.

|  |
| --- |
| **Premises Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of six Governors including Headteacher.

The School Business Manager will be an Associate member.

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.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

To meet as required but at a minimum frequency of once per term

**TERMS OF REFERENCE**

1. To make recommendations to the Governing Body on priorities for the maintenance and development of the school’s premises.
2. To agree and monitor an annual programme of repairs, maintenance and decoration.
3. To keep under review a policy for health and safety, including monitoring of procedures and safe working practices including access arrangements to school.
4. To agree a lettings and charges policy for the use of school premises.
5. To be responsible for the security of school premises, fire safety measures including alarm systems and fire drills.
6. To oversee arrangements for grounds maintenance and the requirements of the Environmental Protection Act 1990 concerning litter and refuse.
7. To make recommendations to the Resources Management Committee on premises-related expenditure.

|  |
| --- |
| **Performance Improvement Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of six Governors including Headteacher.

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.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

To meet as required but at a minimum frequency of once per term

**TERMS OF REFERENCE**

***Curriculum***

1. To annually review the Curriculum Policy for approval by the Governing Body.
2. To annually review the School Improvement Plan and to advise the Governing Body on priorities for the key areas of the curriculum.
3. To analyse data relating to the school’s performance and to agree targets for pupil achievement.
4. To monitor and evaluate pupil progress, in all subjects and to review regularly subject policies.
5. To make recommendations to the Governing Body on the arrangements for collective worship and the provision of religious education.
6. To make recommendations to the Governing Body on the policy for the provision of sex education and the delivery of PSHE in school.
7. To advise the Governing Body on arrangements required for pupils with special educational needs.
8. To consider complaints relating to the curriculum and to advise the Governing Body.

***School Improvement***

1. To prepare the School Improvement Plan.
2. To work with the School Improvement Partner to review the school’s performance against targets and the school’s development during the previous year.
3. To annually review the School Improvement Plan and to advise the Governing Body on priorities for the key areas of school improvement.
4. Liaise with the Resources Management Committee on the funding requirements of the School Improvement Plan.
5. To annually review the Self Evaluation Form and make the necessary changes to reflect the outcome of the review.

|  |
| --- |
| **Performance Management Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of four Governors.

**QUORUM**

The Quorum must be three Governors.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

To meet as required but at a minimum frequency of once per term

**TERMS OF REFERENCE**

1. To conduct the annual performance review of the Headteacher with the support of the School Improvement Partner.
2. To work with the School Improvement Partner to review the Headteacher’s targets and the school’s development during the previous year.
3. To set the Headteacher’s targets for the academic year, taking advice on these from the School Improvement Partner.
4. Following the annual performance review to advise the Resources Management Committee on the pay progression of the Headteacher.
5. To consider based on reports from the Headteacher, the performance of teachers who are eligible for pay progression:-
   1. Deputy Head
   2. Threshold
   3. Upper pay scales
6. To monitor the application of and the effectiveness of the Performance Management scheme.

|  |
| --- |
| **Appeals and Grievance Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of three Governors appointed by the Chair, none of whom should have taken part in the original decision or who have any vested interest in the grievance.

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 number of Governors hearing any appeal will consist of three or five members which will be equal to or greater than that of the committee taking the original decision. The Headteacher will attend in an advisory capacity if appropriate.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

As required

**TERMS OF REFERENCE**

1. Hearing appeals against a decision made by another committee of the Governing Body. These will include appeals over capability or disciplinary action, dismissal and staff salaries.
2. Confirm decision of appeal in writing to all relevant parties.

|  |
| --- |
| **Pupil Discipline Committee**  **Terms of reference**  **September 2015** |

**MEMBERSHIP**

The Committee shall consist of three Governors appointed by the Chair. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

**QUORUM**

The Quorum must be three Governors.

**CHAIR**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focussing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

**CLERK**

1. To convene meetings of the Committee.
2. To attend the meetings of the Committee and ensure minutes are taken.

**FREQUENCY OF MEETINGS**

As required

**TERMS OF REFERENCE**

1. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not reinstate*).
2. To consider representations from parents in the case of exclusions totalling more than 5 days but not more than 15 school days in one term (*meeting to be held between 6th and 50th school day after receiving notice of the exclusion*).
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6th and 15th school day after receiving notice of the exclusion*).
4. To ensure that the guidance contained in the ‘Improving Attendance and Behaviour’ document is practised in the school, with the specific reference to the role assigned to the Governing Body.
5. To review the School Behaviour and Discipline Policy and make recommendations on changes to the Governing Body.