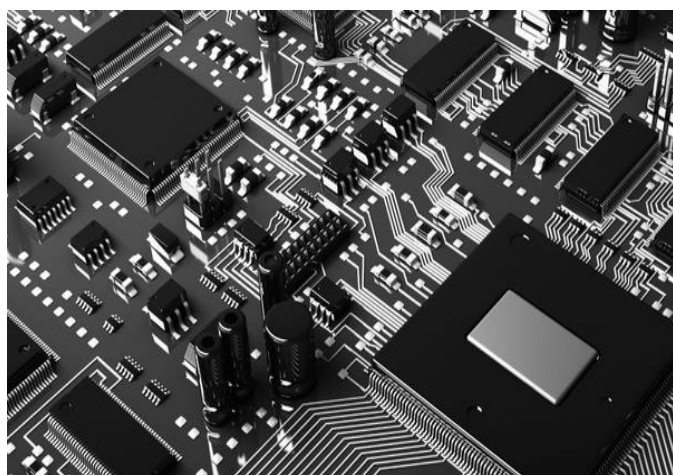


SHANKLEA PRIMARY SCHOOL

GOVERNING BODY PLAN 2017/18

VERSION 2.0



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Objectives

September 2017

For 2017/18 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 2017/18 academic year and ensure that a report of the visit is provided to the full governing body within 2 weeks of the visit.
- Review the previous work undertaken on conversion to Academy status, update the assessment and present an update to the Summer term governing body meeting for consideration.
- Enhance the capability of the Governing Body to deliver the safeguarding duties on the governing body, the action to include ensuring that the number of governors who are Safer Recruitment accredited is increased and safeguarding tasks are delivered effectively and on time.
- Use the September 2017 skills matrix to identify and recruit two new co-opted governors who will complement the work of the governing body.
- Undertake a training session in the summer term – the topic to be identified in the spring term to reflect needs at that time.
- Establish a working group to identify and implement a solution for the school infrastructure.

For 2017/18 the school has set itself the following objectives in the School Improvement Plan:

- Promote and embed British Values in everything the school does.
- Rise 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, governance 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
May 2018

Committee	Governors	Date Confirmed
Resource Management	Gareth Pearson (Chair) Andrew Hodson Kay Laughton Dawn Nicholson Sarah Brown	14 November 2017
Premises	Sarah Brown (Chair) Dawn Nicholson Tracey Swithenbank Gayle Earle Vacant	07 May 2018
Performance Improvement	Esther Hall(Chair) Deb Allen-Coope Gayle Earle Joanna Glanville Gavin Mather	14 November 2017
Performance Management Reports to Resources Management Committee	Gareth Pearson (Chair) Esther Hall Vacant Andrew Hodson	07 May 2018
Appeals and Grievance	Gareth Pearson to appoint three governors who were-not involved in the original decision	11 September 2017
Pupil Discipline	Gareth Pearson to appoint three Governors	11 September 2017
<i>The Headteacher attends all meetings and may be required at Appeals</i>		

Meeting Planner 2017/18
September 2017

Meeting	Date and Time	Time	Comment
Autumn Term			
Full Governing Body	Monday 11 th September 2017	6pm – 8pm	Planning Meeting
Performance Improvement	Monday 25 th September 2017	6pm – 7pm	
Premises	Tuesday 26 th September 2017	6pm – 7pm	
Performance Management	Monday 2 nd October 2017	6pm – 7pm	With SIP
Resources Management	Tuesday 17 th October 2017	6pm – 7pm	
Full Governing Body	Monday 6 th November 2017	5:30pm – 8pm	Termly Meeting
Spring Term			
Premises	Monday 15 th January 2018	6pm – 7pm	
Performance Improvement	Monday 22 nd January 2018	6pm – 7pm	
Resources Management	Monday 29 th January 2018	6pm – 7pm	
Performance Management	Monday 5 th February 2018	6pm – 7pm	
Full Governing Body	Monday 26 th February 2018	5:30pm – 8pm	Termly Meeting
Resources Management	To be confirmed		Annual Budget
Summer Term			
Premises	Tuesday 17 th April 2018	6pm – 7pm	
Resources Management	Monday 23 rd April 2018	6pm – 7pm	
Performance Improvement	Tuesday 1 st May 2018	6pm – 7pm	
Performance Management	Tuesday 8 th May 2018	6pm – 7pm	
Full Governing Body	Monday 4 th June 2018	5:30pm – 8pm	Termly Meeting
Full Governing Body	Monday 9 th July 2018	6pm – 8pm	Training Event

Committee Activity Planner 2017/18

Full Governing Body

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Review the pay of teachers and staff • Monitor performance against current year budget

Premises Committee

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> • Agree annual programme of repairs, maintenance and decoration • Review health and safety policy • Review school charging policy 	<ul style="list-style-type: none"> • Monitor annual programme of repairs, maintenance and decoration • Recommend to Resources Management funding for maintenance and repair of school 	<ul style="list-style-type: none"> • Monitor annual programme of repairs, maintenance and decoration

Performance Improvement Committee

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none">• Approve School Improvement plan• Agree Self Evaluation Form• Review the Curriculum Policy• Set pupil performance targets	<ul style="list-style-type: none">• Agree school prospectus• Review School Improvement Plan• Review Special Educational Needs policy• Recommend to Resources Management funding for school improvement plans	<ul style="list-style-type: none">• Review School Improvement Plan progress

Performance Management Committee

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none">• Review headteacher performance	<ul style="list-style-type: none">• Review headteacher performance	<ul style="list-style-type: none">• Review headteacher performance• Set headteacher's targets for the next academic year

Governor Visit Plan
2017 / 18

Subject Area	Comments	Governor	Teacher	Date	Status
Statutory Obligations - Annual					
Health & Safety	Annual site inspection incl. Fire Safety	Gareth Pearson	Sarah Brown	November 2017	Complete
Safeguarding	Include Child protection, tackling extremism, anti-bullying, inclusion, single central record and introduction of CPOM	Andrew Hodson	Helen Brown	November 2017	Complete
				February 2018	To be scheduled
				May 2018	To be scheduled
Religious Education	Promotion of pupils spiritual, moral, social and cultural development.	Gavin Mather	Helen Brown	March 2018	To be scheduled
Equalities	Improve equalities, inclusion and diversity in school.	Tracey Swithenbank	Deb Allen Coope / Helen Brown	December 2017	Complete
Web-site compliance	Assess web-site with current standards	Gareth Pearson	Helen Brown / Dan Winter	November 2017	To be scheduled
School Priorities - Annual					
Outcomes for children and learners					
Pupil Premium	Utilisation and effectiveness of Pupil Premium Funding incl attendance	Jo Glanville	Kay Laughton	October 2017	Complete
Gifted and Talented pupils	Review of challenge, pace and mastery for G&T pupils in all year groups (especially Year 6)	Jo Glanville	Deb Allen-Coope	October 2017	Complete
Maths	Review to focus on how the school makes sufficient progress, impact of interventions and vulnerable groups; and conversion from expected to exceeding	Gareth Pearson	Laura Greenwood	March 2018	To be scheduled
English (incl Writing, Reading, and Phonics)	Comparison with national norms and assessing impact of strategies	Dawn Nicholson	Maxine Short / Sara Baxter	January 2018	To be scheduled
Modern Foreign Languages	Review on how teachers embed a fluent model of foreign language for learners to emulate, and English is only used where	Gayle Earle	Fiona Gaultier	January 2018	To be scheduled

	appropriate.				
Science	Review on how pupils are engaged and challenged by their work in science.	To be confirmed	Andrew King	February 2018	To be scheduled
Arts	Review on how creativity is used across the curriculum. Review Arts Mark Platinum submission.	Jo Glanville	Josh Rutherford	February 2018	To be scheduled
Quality of teaching, learning and assessment					
Early Years	Review of provision, variety in provision, curriculum, progression from entry to exit incl 30 hours provision	Esther Hall	Kay Laughton	November 2017	To be scheduled
Effectiveness of Leadership and Management					
E-Safety	Review of the effectiveness of e-safety training and IT security arrangements	Gayle Earle	Andrew King / Laura Greenwood / Bev Downs	January 2018	To be scheduled
Out of School Club (incl B'fast club)	Review of provision, variety in provision, curriculum, progression from entry to exit	Esther Hall	Sarah Brown	March 2018	To be scheduled
Induction	Induction visit for newly appointed governors	Gavin Mather & Tracey Swithenbank	Helen Brown	February 2018	To be scheduled
Personal development, behaviour and welfare					
British Values	Focus on how the school is meeting obligations	To be confirmed	Kay Laughton	March 2018	To be scheduled
Special Educational Needs & disabilities	Review meeting Ofsted requirements and web-site compliance	Jo Glanville	Deb Allen-Coope	May 2017	Complete
Behaviour	Focus on boys behaviour and engagement	To be confirmed	Helen Brown	March 2018	To be scheduled
Sport Premium	Utilisation and effectiveness of Sport Premium Funding	Andrew Hodson	Emily Rigg Stacey McBride	February 2018	To be scheduled

Governor Lead Responsibilities
May 2018

Area of responsibility	Governor	Teacher	Date appointed	Reviewed
Early Years	Esther Hall	Kay Laughton	September 2016	September 2017
Health and Safety	Gareth Pearson	Sarah Brown	June 2009	September 2017
Child Protection / Safeguarding / Anti- Bullying / Single Central Record	Andrew Hodson	Helen Brown	September 2015	September 2017
Maths	Gareth Pearson	Laura Greenwood	September 2017	September 2017
Special Educational Needs / Looked After Children / Pupil Premium / Inclusion / Gifted & Talented	Gavin Mather	Deb Allen-Coope Helen Brown Claire Crowther S Harris	September 2016	September 2017
Technology / Science / ICT	To be confirmed	Andy King Beverley Downs David Winter	September 2016	September 2017
English including Reading / Writing / SPAG / Phonics	Dawn Nicholson	Sara Baxter	September 2015	September 2017
Social Moral Spiritual and Cultural – Community Cohesion, Collective Worship, Diversity, Anti- Racism, British Values, Behaviour and Rewards	Tracey Swithenbank	Sharon Hagan	September 2017	September 2017
Arts – Art, dance, PE, Extra-Curricular, History, Geography, Humanities and Music	Jo Glanville	Josh Rutherford Sara Baxter Clare Crowther Emily Rigg Sean McGregor David Cartner	September 2015	September 2017
Attendance	Andrew Hodson	Deb Allen Coope	September 2017	September 2017

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:

- a. to meet with the subject/curriculum area leader to consider performance and progress issues;
- b. to understand performance data from RAISE On-line or other sources in relation to the subject / curriculum area (where appropriate);
- c. to attend appropriate staff training sessions devoted to the subject/curriculum area;
- d. 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;
- e. to understand the School Improvement Plan (SIP) and the allocation of resources to the subject/curriculum area;
- f. to help to support and promote the involvement of parents in their children's learning in the subject/curriculum area;
- g. to attend appropriate governor training;
- h. 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:

- a. to develop an understanding of SEN needs and provision in the school;
- b. to understand the responsibilities of the governing body in relation to the SEN Code of Practice;
- c. to be familiar with the SEN policy;
- d. to ensure that the SEN Policy is reviewed on a regular basis;
- e. to meet with the SEN Co-ordinator on a regular basis to discuss the SEN needs and provision in the school;
- f. to report to the governing body on relevant issues relating to SEN;
- g. to attend governor training on SEN;
- h. in accordance with the School Visits Policy to visit the school and view appropriate lessons reporting back according to the policy procedure;
- i. 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:

- a. to be conversant with the Child Protection policies of the school;
- b. to be conversant with section 175 of the Education Act 2002;
- c. to contribute to the formulation and review of the Child Protection policies and ensure that the policies are reviewed on a regular basis;
- d. to ensure that an annual report on Child Protection is submitted to and considered by the governing body;
- e. to undertake governor Child Protection training;
- f. to monitor the promotion of child protection through the delivery of the National Curriculum in the school;
- g. 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;
- h. to advocate to the governing body on behalf of child protection.

Governor Register of Interests Schedule
May 2018

Name & Category	Appointing Body	Terms of Office	Committees	Official responsibility	Financial Interest & Business Interest	Non-Financial Interest incl Governor roles in other schools
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 Chair of Performance Improvement	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	01/10/2016 to 30/09/2020	Resource Management Performance Management		None	None
Dawn Nicholson Co-opted Governor	Governing Body	06/11/2017 to 05/11/2020	Resource Management Premises		None	None
Tracey Swithenbank Co-opted Governor	Governing Body	06/11/2017 to 05/11/2020	Premises		None	None
Kay Laughton Co-opted Governor	Governing Body	01/01/2015 to 13/12/2018	Resource Management		None	Member of school teaching staff
Sarah Brown Co-opted Governor	Governing Body	01/09/2016 to 30/08/2020	Resource Management Premises	Chair of Premises	None	Member of school staff
Gavin Mather Co-opted Governor	Governing Body	06/11/2017 to 05/11/2020	Performance Improvement		None	Member of St Cuthberts teaching staff
Joanna Glanville Authority Governor	Local Authority	14/10/2017 to 13/10/2020	Performance Improvement		None	Member of Cramlington Learning Village teaching staff
Vacant Parent Governor	Parents	xxx to xxx				
Gayle Earle Parent Governor	Parents	22/02/2016 to 21/02/2020	Premises Performance Improvement		None	Member of school staff
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 2017

MEMBERSHIP

The Committee shall consist of 13 members.

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 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.

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

10. To establish and keep under review a protocol for the Governing Body.
11. 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.
12. To monitor the progress of work being undertaken by committees and individuals.
13. To recruit new members as vacancies arise and to appoint new governors where appropriate.
14. To establish and keep under review arrangements for Governors' visits to school.
15. To approve the first formal budget plan of the financial year.
16. To keep the Health and Safety policy and its practice under review and to make revisions where appropriate.
17. To establish and keep under review Critical Incident policy and procedures.
18. To oversee arrangements for Governor involvement in monitoring the School Improvement Plan.
19. 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 2017

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 2017

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

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

8. In consultation with the Headteacher, to draft the first formal budget plan of the financial year.

9. To ensure appropriate advice is sought before entering into contracts, in line with the L.E.A's financial regulations.
10. To authorise the virement of funds between budgets and inform the L.E.A.
11. To approve arrangements for the audit of funds received other than from the L.E.A.
12. To advise the governing body on any matters arising from the audit of the school's accounts.
13. To monitor the budget and to report to the Governing Body as necessary on financial matters.
14. To agree with the Headteacher expenditure on capital projects.
15. To authorise signatories for the school bank account.
16. 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.
17. To make recommendations annually to the Governing Body on a three year financial strategy, having particular regard to the School Improvement Plan.
18. To advise the governing body on any issues arising from financial matters.
19. To make decisions on expenditure following recommendations from other committees.

Premises Committee

Terms of reference

September 2017

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

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 2017

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

9. To prepare the School Improvement Plan.

10. To work with the School Improvement Partner to review the school's performance against targets and the school's development during the previous year.
11. To annually review the School Improvement Plan and to advise the Governing Body on priorities for the key areas of school improvement.
12. Liaise with the Resources Management Committee on the funding requirements of the School Improvement Plan.
13. 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 2017

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:-
 - a. Deputy Head
 - b. Threshold
 - c. 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 2017

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 2017

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.