

Longhoughton C of E First School **Governing Body Committee Structure**

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| Role of the Chair of the Governing Body |
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- ❖ To make sure that the governing body's affairs are conducted in accordance with the law and represent the governing body views.
- ❖ To report any urgent action taken on behalf of the governing body, making sure it is fully explained.
- ❖ To ensure meetings are run effectively, focusing 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.
- ❖ 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.
- ❖ To carry out any duties delegated by the governing body, be seen in school regularly, attend school functions or make sure another governor represents them, work with the LA, be accessible to other governors, staff and parents and meet governors from other schools.
- ❖ To use time effectively, their own and other people's – plan the year's cycle of meetings and a timetable for action.
- ❖ To make it clear that all governors must accept collective responsibility for decisions taken at governor's meetings.

Disqualification: Headteacher, staff governors, pupils and staff members.

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| The Role of the Clerk to The Governing Body |
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- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body.
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers.
- ❖ To convene meetings of the Governing Body.
- ❖ To attend meetings of the Governing Body and ensure minutes are taken.
- ❖ To maintain a register of members and attendance of the Governing Body and report vacancies to the Governing Body.
- ❖ To give and receive notices in accordance with the relevant regulations.
- ❖ To perform such other functions as may be determined by the Governing Body from time to time.

Disqualification – Governors, Associate Members the Headteacher

The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- ❖ To ensure meetings are run effectively, focusing 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.

Disqualification – none

The Role of the Clerk to Committees

- ❖ To advise the committee on procedural and legal matters, where appropriate.
- ❖ To convene meetings of the committee.
- ❖ To attend meetings of the committee and ensure minutes are taken.
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time.

Disqualification – the Headteacher

Full Governing body

- To determine the strategic direction of the school.
- To monitor and evaluate the performance of the school by receiving reports from the Headteacher.
- To agree constitutional matters, including procedures where the governing body has discretion.
- To delegate items to the appropriate committee.
- To receive reports and consider ratifying recommendations from committees or from individual governors.
- To consider business provided by the LA.
- To investigate financial irregularities.
- To agree selection panel for Headteacher
- To suspend or end suspension of Headteacher.
- To draw up the instrument of government and any amendments thereafter.
- To appoint or remove the chair and vice-chair.
- To appoint or dismiss the clerk (LA responsibility)
- To hold at least 3 governing body meetings a year.
- To set up a register of Governors Business interests.
- To consider whether or not to exercise delegation of functions to individuals or committees.
- To recruit new members as vacancies arise and to appoint new governors where appropriate.
- To establish the committees of the governing body and their terms of reference.
- To manage/delegate the school budget, consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan.
- Decide whether to delegate their powers to spend the delegated budget to the Headteacher if so establish financial limits of delegated authority.

- To approve/delegate the first formal budget plan of the financial year.
- To ensure a policy review cycle is in place.
- To consider any items which are of special concern to the governing body.
- To attend training where appropriate.
- To abide by Governors Code of Conduct.
- Headteacher Appointments
- To establish a panel to shortlist, interview and recommend to the full governing body for appointment, one of the applicants interviewed.
- Ratification is by Governing Body, and Governing Body minutes prepared and agreed at next full Governing Body meeting after interviews have taken place.

Committee One **Policies and Resources**

AREAS COVERED: Staffing, Finance, Behaviour & Safeguarding, Pupil Welfare

MEMBERSHIP:

Tracey Critchlow
Sian Atkinson
Karen Sayer
Revd. Alison Hardy
Charlotte Best
Lynn Collins
Andrew Stewart
Chad Crossman

QUORUM: 3 Governors

CHAIR: Lynn Collins

CLERK: Sian Atkinson

Minutes to be prepared and received at the next full Governing Body meeting after committee convened.

NB: Support non/teaching staff appointments by Headteacher may be referred to in Headteacher's termly report to governors.

NB: Headteacher Performance Review may be referred to (but note the confidential aspects).

FREQUENCY OF MEETINGS: Minimum one per term.

TERMS OF REFERENCE ATTACHED:

Staffing

- To determine staff complement.
- To review staffing structures.
- To establish and review annually the performance management policy ensuring all staff have been consulted.
- To ensure safeguarding procedures are in place and one governor has completed the safeguarding training with the Headteacher.
- To draft Headteacher job description.
- To review pay policy.
- To consider pay discretion's (the head should not advise on his/her own pay).
- To conduct agreed procedures for capability, discipline, grievance attendance and welfare issues.
- To consider relevant SLA's with other appropriate committees.
- To conduct dismissal procedures (dismissal of staff delegated to Headteacher + one or more governors; dismissal of Headteacher by full governing body).
- To suspend staff (except Headteacher).
- To end suspension (except Headteacher).
- To consider, adopt or adapt LA advice on procedures, practice and policy
- To approve leave of absence (where not delegated to the Headteacher).
- To receive reports and monitor status of any staffing issues.
- To select staff for removal from the complement of the school and to oversee the process leading to staff reductions.
- To determine how budget reductions are to be achieved from staffing.
- To consult with teacher associations and trade unions as appropriate.
- To review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To attend training where appropriate.
- To monitor and evaluate the work of the committees – self review

Finance

- To manage and decide how to spend the delegated budget depending on conditions set out in the LA scheme within the financial year.
- To draft the first formal budget plan of the financial year.
- To determine lettings charges for other users of the school buildings and grounds.
- To manage tendering processes and the awarding of contracts.
- To implement pay policies.
- To consider early retirement requests
- To consider requests for secondment.
- To consider requests for disposal of items of obsolete stock.
- To annually review staff salaries.
- To establish and review a Governor Allowance Policy.
- To establish and maintain an up to date three year financial plan.
- To consider termly budget position statements including virement (the transfer of a surplus from one account to cover a deficit in

- another) decisions and to report anomalies to the governing body.
- To ensure that the school operates within the Financial Regulations of Northumberland County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the governing body.
- To make decisions on expenditure following recommendations from other committees.
- To receive information on any trigger or claw back adjustments.
- To review delegated spending limits.
- To investigate suspected financial irregularities.
- To publish financial implications proposals to change category of school.
- To annually review SFVS
- To consider SLA's and contracts for services.
- To monitor effectiveness of services provided through these SLA's and contracts.
- To forecast likely future pupil rolls and income levels.
- To attend training where appropriate.
- To monitor and evaluate the work of the committees – self review

Safeguarding and Behaviour, Health & Safety

- To comply with all current Safeguarding Guidance including Single Central Record, including the monitoring and review of procedures with their school.
- To ensure that adequate resources are available to fulfil the aims and objectives of the Policy.
- To ensure that actions are taken in respect of relevant health and safety legislation.
- To advise the governing body on priorities, including Health and Safety and maintenance and development of the premises.
- To oversee arrangements for repairs and maintenance of the premises.
- To consider recommendations on premises-related expenditure.
- In consultation with the Headteacher, to oversee premises-related funding bids.
- To oversee arrangements including Health and Safety, for the use of premises by outside users, subject to governing body policy.
- To establish and review an Asset Management Plan.
- To establish and review an Accessibility Plan
- To monitor the effectiveness of services provided through these SLA's and contracts.
- To receive health and safety reports.
- To ensure a termly health and safety tour is conducted.
- To ensure health and safety issues are prioritised.
- To receive reports on the condition of buildings and school environment.
- To approve high risk educational visits.
- To examine the accident report book.
- To receive termly reports on the fire evacuation procedures.
- To consider tenders for work.
- To attend training as appropriate.
- To establish, review and monitor behaviour and discipline policy.
- To monitor areas in relation to Healthy Schools.

- To establish, monitor and review policies and statutory requirements in relation to PE, PSHE and Sex education.
- To consider, monitor and review areas relating to the school environment.
- To consider, monitor and review all moral and spiritual areas within school including RE and collective worship policy and legislation.
- To establish, monitor and review Child Protection Policy. To attend training as required
- To ensure Every Child Matters is taken account of.
- Ensure Safeguarding Governor undertakes the appropriate training
- To monitor and evaluate the work of the committees – self review

Committee Two **(Strategic)**

AREAS COVERED: Curriculum (SEF/SIP/School Review) & Governing Body Development.

MEMBERSHIP:

Tracey Critchlow
Nicola Threlfall
Sharon Crosby
Emily McDonaugh
Revd. Nathanael Hayler
Joanna Walker-Maxey

QUORUM: 3 Governors

CHAIR: Emily McDonaugh

CLERK: Nicola Threlfall

FREQUENCY OF MEETINGS: Minimum one per term.

TERMS OF REFERENCE ATTACHED:

Curriculum & Pupils (including pupil discipline)

- To set the times of school sessions (in consultation).
- To provide information to be published by the governing body (eg approval of the school prospectus).
- To ensure provision of free school meals to those pupils meeting criteria.
- To review home-school agreements.
- To discharge duties in respect of pupils with special needs by appointing a responsible person”
- To ensure the National Curriculum is taught to all pupils and to consider any disapplications.
- To draft a curriculum policy.
- To consider and approve admission arrangements.
- To consider relevant SLA’s and contracts.
- To assist in the development of, monitor and review the School Improvement Plan (SIP) and Self Evaluation Form (SEF).

- To monitor and review pupil and school performance including school target and data analysis.
- To participate in school self-evaluation.
- To consider and review policy and practice in relation to homework, curriculum matters, equal opportunities, special educational needs, gifted and talented pupils (G&T), Looked After Children (LAC) and English as a Second Language (EAL).
- To receive and monitor any monitoring and inspection reports from the LA, HMI or OfSTED.
- To consider curriculum complaints.
- To consider educational visit approval (where not delegated to the Headteacher and Educational Visits Co-ordinator).
- To consider Nursery admissions.
- To produce the School Profile.
- To ensure the Safeguarding of Children.
- To ensure Every Child Matters is taken account of.
- To attend training as appropriate.
- To consider data collected from pupil and parent questionnaires.
- To monitor and evaluate the work of the committees – self review.

Governing Body Development/Training

- To carry out annual self evaluation.
- To monitor and review governing body impact
- To ensure new Governor Induction Training
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Committee Three

AREAS COVERED: Appeals, Complaints. Pupil Exclusions.

MEMBERSHIP: Any governors not involved in the initial decision making.

QUORUM: 3 Governors

CHAIR: be appointed when the committee meets.

CLERK: To be appointed when the committee meets.

FREQUENCY OF MEETINGS: As required.

Confidential minutes to be prepared and agreed by committee and retained in school.

NB: It is important to ensure that all governors on this committee are aware of exclusion procedures.

Membership for All Appeals:

No fewer members than the original committee who made the decision being appealed against.

NB: it is important to ensure that all governors on this committee are aware of the school complaints procedure.

TERMS OF REFERENCE ATTACHED:

Appeals

- To consider appeals against the decision of the Headteacher, or any committee.
(No fewer members than the original committee who made the decision being appealed against.)

Complaints

- To consider any complaints against the school in accordance with the agreed Complaints Procedure.
- To decide and review the Complaints Policy.
- To attend training as appropriate.

Pupil Discipline / Exclusions

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate).
- To consider representation from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion).
- 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 days after receiving notice of the exclusion).

Headteacher's Performance Review

- To meet with the SIP to discuss the Headteacher's performance targets.
- To decide, with the support of the SIP, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Committee in respect of awards for the successful meeting of targets set.
- To attend training where appropriate.