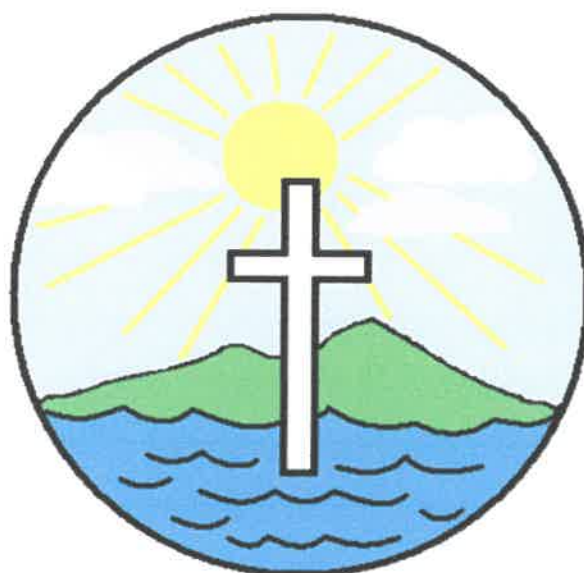


Maryport Church of England Junior School



Governing Body
Committee Structure
And
Terms of Reference
2017-18

J. B. A. T. G. W. A. L. 22/11/17

The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with Cumbria County Council delegation 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
- 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

Disqualification – The Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- 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 of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with 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 Committee Chair

- 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
- 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

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
 - To recruit new members as vacancies arise and to appoint new governors* where appropriate
 - To hold at least three Governing Body meetings a year*
 - To appoint or remove the Chair and Vice Chair*
 - To appoint or remove a Clerk to the Governing Body*
 - To establish the committees of the Governing Body and their terms of reference*
 - To appoint or remove a Clerk to each committee*
 - To suspend a governor*
 - To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
 - 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*
 - To approve the first formal budget plan of the financial year.
 - To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
 - To review the delegation arrangements annually*
 - To ensure that all required information pertaining to governors is included on the website
 - Actively contribute to the development, evaluation and review of the School Development Plan.
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- Agree a schedule of reporting and then receive and consider reports from the head teacher on the outcome of assessments of the national curriculum
 - Make arrangements for the Governing Body to be represented at School Improvement discussions with the LA, or other provider.

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

| <i>Name of governor</i> | <i>Governor Category</i> | <i>End of term of office (Term: 4 years excl. Head)</i> | Pecuniary & business Interests and/or relationships with staff members |
|----------------------------|--------------------------|---|---|
| <i>Mrs Julie Batsford</i> | <i>LA</i> | <i>21.05.19</i> | <i>None</i> |
| <i>Mrs Helen Timney</i> | <i>Parent</i> | <i>19.06.19</i> | <i>None</i> |
| <i>Mr Philip Routledge</i> | <i>Parent</i> | <i>07.02.21</i> | <i>PW Routledge Plumbing</i> |
| <i>Rev Susan McKendrey</i> | <i>Foundation</i> | <i>02.02.20</i> | <i>Governor at Flimby Primary School</i> |
| <i>Mrs Teresa Johnson</i> | <i>Co-Opted</i> | <i>07.02.21</i> | <i>None</i> |
| <i>Linda Radcliffe</i> | <i>Foundation</i> | <i>15.09.19</i> | <i>None</i> |
| <i>Mrs Joanne Ormond</i> | <i>Headteacher</i> | <i>n/a</i> | <i>None</i> |
| <i>Miss Siobhan Dover</i> | <i>Staff</i> | <i>06.06.21</i> | <i>None</i> |
| <i>1 Vacancy</i> | <i>Co-Opted</i> | | |

Policies for which the Full Governing Body is Responsible:

| | | |
|------------------------------|-------------------------------|-----------------------------------|
| Inclusion | Looked-After Children | Volunteer Helpers in School |
| Admissions | Safeguarding/Child Protection | Pecuniary Interest Forms (annual) |
| Attendance | Restraint | More Able Students |
| Managing Medicines in School | School Uniform | British Values |

Management Committee

Terms of reference:

The Committee shall advise the Governing Body in relation to its statutory obligations for the premises and finance and shall meet once a term or more if appropriate.

In respect of buildings the Committee shall:

1. Exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. Inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
3. Advise the Governing Body on major projects deemed to be necessary or appropriate.
4. Work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body, are progressed, and where appropriate that the payments are made.
5. Act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.
6. Monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the Governing Body, to make recommendations to the Governing Body on the appointment of consultants or the providers of premises related services.
8. Determine the use of the school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
9. Provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
10. Ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
11. Review the school's Health and Safety policy as and when required and to advise along with the Headteacher, the Governing Body with regard to its compliance with Health and Safety Regulations.
12. Monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. Ensure the school complies with Health and Safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. Promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. Examine safety inspection reports and to make recommendations where remedial action is required.

In respect of finance the Committee shall:

1. Contribute to school development planning and regularly to review and monitor spending on priorities in the School Development Plan and, where necessary, make recommendations to the Governing Body;
2. To provide guidance and assistance to the Governing Body and Headteacher on all financial matters concerning the school;
4. When notification is received of the annual allocation of delegated funds, to prepare a final budget for the approval of the Governing Body and the submission to the LA each year.
5. To monitor income and expenditure of all delegated funds and make regular reports to the Governing body.

In respect of staffing the committee shall:

To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.

- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

- To establish and review the policies for which the committee is responsible (see below).
- *Additional items which individual Governing Bodies may wish to include*

* The Headteacher Performance Review Group could be formed from this committee

Delegated Powers:

- Ensure that the Financial Regulations for the school approved by the Governing both are implemented incl completion and submission of SFVS
 - Prepare for the approval of the Governing Body and submission to the LA by the required date the final budget for each financial year.
 - Exercise virement between budget headings for amounts more than those permitted to the Headteacher (i.e. amounts exceeding £5,000) by the school's Financial Regulations. Such amounts shall not exceed £8,000 of the budget heading concerned without the prior approval of the Governing Body.
 - Prepare a Lettings (including charges) Policy for the approval of the Governing Body and then to implement it, ensuring that the appropriate repayments from lettings are credited to the school budget.
 - Prevent spending exceeding the grand total of the annual budget and report to the Governing Body if there is a possibility of overspend.
 - Receive and, where appropriate, respond to periodic audits of delegated funds.
 - Ensure the annual audit of any other funds (e.g., the School Fund" operated by the school.
 - To establish and review the policies for which the committee is responsible (see below).
- Where necessary to call a special meeting of the Governing Body.

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

| Name of Governor | Date appointed to the committee |
|---|--|
| Mrs Joanne Ormond | 27/09/2017 |
| Mr Philip Routledge | 27/09/2017 |
| Mrs Helen Timney | 27/09/2017 |
| Mrs Julie Batsford | 27/09/2017 |
| Chair of the committee | Mrs H Timney |
| Clerk to the committee | Mrs Gillian Humes |
| Quorum (minimum of 3, committee can determine higher number) | 3 |

Policies for which the Management Committee is Responsible:

- | | |
|--|---|
| Health & Safety and Welfare | Charging & Lettings School Access Plan |
| Teacher's Pay | Complaints |
| Appraisal | Capability |
| Collective Disputes | CPD |
| Introduction of new staff | Abuse against staff |
| Staff Discipline – Conduct & Grievance | Staffing Structure |
| Whistle Blowing | Equalities |
| Sickness Absence | Single Central Record of Recruitment, Vetting & Barring |
| Code of Conduct | |

Whole Child Committee

Terms of reference

The WC Committee shall advise and support the Governing Body in relation to its statutory obligations for:

- The National curriculum and its assessment
- Standards and improvement
- Safeguarding
- Special Educational Needs and Disability
- The interface of the school with parents, carers and the community

The WC Committee also has responsibility in overseeing arrangements for individual governors to take a leading role in specific areas of provision

The WC Committee has the responsibility to see that the policies listed below are reviewed appropriately and implemented effectively.

In respect of the National Curriculum and its assessment the committee shall:

- Receive reports from the head teacher relating to any changes in the National Curriculum and details of how the School proposes to implement them.
- Receive reports from the head teacher concerning any pupil from whom any aspect of the National curriculum is disapplied.
- Consider school policy on matters relating to the school curriculum, to recommend for approval new policy and any amendments to existing policy.

In respect of Standards and improvement the committee shall:

- Agree a schedule of reporting and then receive and consider reports from the head teacher relating to attainment, attendance and behaviour.
- Establish and implement arrangements to monitor the standards and quality of education

In respect of Safeguarding the committee shall;

- Ensure that there is a robust and effective policy for safeguarding and that it is effectively implemented
- Require that Safeguarding is a standard agenda item and that it is reported on at every meeting.
- Agree and establish arrangements for the appropriate training of all staff in safeguarding matters and receive an annual report on this
- Provide support to the named governor responsible for safeguarding

In respect of Special Educational Needs and Disability the committee shall:

- Ensure that the school meets its statutory responsibilities for children with special educational needs and/or disabilities through having a robust policy that is regularly reviewed, monitored and reported on
- Provide support to the named Governor responsible for special educational needs
- Ensure that there is appropriate policy and good practice in supporting children who are more able and that their success is recognised and celebrated.

In respect of attendance the committee shall:

consider whether any persistent non-attenders require support from the School.

liaise with the relevant class teacher.

meet with parents or carers to discuss non-attendance.

In respect of the interface of the school with parents, carers and the community the committee shall:

- Ensure that the school meets its statutory requirements in publishing the school prospectus in a timely and accessible manner.
- Monitoring the school's communication with parents, including newsletters and home school agreements, to ensure it meets statutory requirements
- Provide support to those responsible for the School's Website.

In respect of those policies that the committee is responsible for the committee shall:

- Establish a timetable for their review which reflects statutory requirements whilst spacing the policies considered over the cycle of the meetings.

| Name of Governor | Date appointed to the committee |
|--|--|
| Mrs Joanne Ormond | 27/09/2017 |
| Rev Susan McKendrey | 27/09/2017 |
| Mrs Linda Radcliffe | 27/09/2017 |
| Mrs Teresa Johnson | 27/09/2017 |
| Miss Siobhan Dover | 27/09/2017 |
| Chair of the committee | Rev Susan McKendrey |
| Clerk to the committee | Mrs Gillian Humes |
| Quorum (minimum of 3, committee can determine higher number) | 3 |

Policies for which the Whole Child Committee is Responsible:

| | |
|-------------------------------|---|
| Behaviour | Individual policies for each subject area |
| Sex Education | Community Cohesion |
| Home-School Agreement | Educational Visits |
| Homework | Collective Worship |
| ICT – Acceptable Use/E-Safety | Drugs |
| Marking / AFL | Anti-Bullying Monitoring & Evaluation |
| EAL | Teaching & Learning |
| Assessment | |

JBaibud 22/11/17