

### **ROLE OF THE COMMITTEE**

- ❖ Sharing the load.
- ❖ Using the expertise of Governors to deal with specific subject areas.
- ❖ Releasing the full Governing Board for policy making.
- ❖ Making it easier for all Governors to make a contribution.

### **What Decisions can be made?**

Committees are given delegated powers to undertake work and make decisions on the behalf of the Governing Board. The Governing Board still has the final responsibility for any decision taken by its Committees. Those decisions must be reported to the Governing Board at its next meeting. This would normally be done by the way of presenting minutes, which set out the points discussed and the Committees decisions/recommendations.

The Chair of the Committee has no power to make decisions without reference to the Committee itself. Only the Chair of the Governing Board, acting with the authority of the Board, can act in an emergency when it is not practical to convene a meeting.

### **Review of Performance**

Governing Bodies must review the working of their Committees on an annual basis, under normal circumstances this will be at the termly meeting in the Autumn Term.

### **NO GO AREAS**

The Governing Board cannot delegate the following functions:

- constitution of the governing board (unless otherwise allowed by the Constitution Regulations)
- appointment or removal of the chair and vice chair.
- appointment of the clerk to the governing board.
- suspension of governors.
- delegation of governing board functions.
- establishment of governing board committees.

The Governing Board cannot delegate the following functions to an individual:

- alteration or closure or change of category of schools
- exclusion of pupils (unless in an emergency)
- approval of the school budget
- discipline policies and
- admissions.

Committee meetings must be carried out according to rules similar to those which apply to Governing Board meetings. For example, Committee members are entitled to seven days written notice of a meeting and its agenda. Minutes of all Committee meetings must be kept, including the names of those present and then forwarded to the next meeting of the Governing Board.

The Committee, their terms of reference and details of their membership, etc. are attached.

## **WOODLAWN SCHOOL**

### **Common Conventions for All Committees**

#### **How and when to report back to Governing Board**

Minutes to be presented to the next appropriate meeting of the full Governing Board. The Committee Chairman will report to the Governing Board.

Where confidential minutes are to be presented to the board, the minutes will only be sent out to the Head teacher, Chair of the Governing Board and Chair of the relevant Committee. The Chair of the Committee or Chair of the Board will summarise their contents.

#### **Meetings to be called, agenda prepared, minutes taken**

Meetings to be convened by the Head Teacher in consultation with the Chairman of the Committee and the Clerk to the Governors.

Agenda to be prepared by the Clerk to the Governors and distributed together with any supporting papers.

Minutes to be taken by the Clerk to the Governors.

#### **Chair appointment**

The Chair is to be elected by the members of the Governing Board during the annual review of committees.

#### **Quorum**

3 voting members unless otherwise stated.

#### **Frequency of meeting**

As necessary unless otherwise stated.

## 1. **FINANCE, STAFFING, PAY REVIEW AND FACILITIES COMMITTEE**

(includes Finance, Buildings, Staffing)

### **Terms of Reference**

#### **Areas of responsibility**

##### **Finance:**

- To be responsible for matters relevant to the financial management of the school, including budgetary control and development planning.
- To approve the school budget for the financial year based upon Education Authority funding, historical spending information and other funding provided (e.g. grants).
- To make recommendations regarding the financial Scheme of Delegation, Balance Survey and to receive the Consistent Financial Reporting (CFR) Return.
- To monitor and review on a regular basis the requirements necessary to meet/maintain the School Financial Value Standard (SFVS).
- To carry out a Benchmarking exercise and take action or make recommendations regarding any anomalies found.
- To monitor and report to the Governing Board the use of the Pupil Premium funding.

##### **Buildings:**

- To consider and be responsible for, the maintenance of, and improvements and developments to, on-site and off-site premises, including grounds, subject to financial constraints imposed by the school budget and external funding received e.g. Devolved Capital allocation formula.
- To establish and keep under review a Building Development plan including the Accessibility plan and take corrective action.
- To prioritise and authorise major repairs, maintenance and improvement works to on-site and off-site premises (i.e. costing £500 or more unless the subject of an emergency, delegated to Head Teacher) subject to financial constraints imposed by the school budget.
- In consultation with the head teacher, to oversee premises-related funding bids and applications for outside sponsorship or other sources for school premises improvement schemes.
- To implement, monitor and periodically review the security policy for the school and make recommendations to the Governing Board, as appropriate.
- To advise the Governing Board on priorities, including health and safety, for the maintenance and development of the school's premises and take action if required.

## **Staffing:**

### Appointments

- To consider and take action, if requested, on all matters relating to the appointment of staff especially in relation to shortlisting and interviewing of candidates for teaching and support staff positions at the school as shown below.

Head Teacher and  
Deputy Head Teacher  
Assistant Head teacher



Agree specification/procedures by Governing Board  
Shortlist by Governing Board  
Appointment by Governing Board

All staff including  
temporary contracts



Agree specification/procedures by Head teacher and senior leadership team  
Shortlist by Head teacher and senior leadership team  
Appointment by Head teacher and senior leadership team

- To consider all matters relating to the staffing structure of the school and to make recommendations to the Governing Board when required.
- To consider and take action, within the agreed procedure, on reductions to school staffing if required.

### Grievance Procedure

- To hear staff grievances at Stage 3 of Grievance Procedure of the school.

### Staff Discipline

- Head Teacher may consider and take disciplinary action up to but not including a final written warning.
- That where the disciplinary action is against the Head Teacher the Chairman of the School Governors shall take action up to but not including a final written warning.
- Disciplinary Panel of the Finance and Human Resource Committee has delegated powers to consider cases which may result in:-
  - ❖ Issue of a final written warning
  - ❖ Cease to work at the school
  - ❖ Demotion
  - ❖ To lift the suspension against a member of staff.

### Pay Review

- To have delegated powers to exercise those discretions afforded to the Governing Board within the school pay policy.

- To keep abreast of relevant developments in the field and to advise the Governing Board on revisions to the school's pay policy.

#### Policies and documents

- To consider and monitor the impact of the relevant statutory and non-statutory policies and documents, agree or recommend to the Governing Board as appropriate.

#### Frequency

At least termly.

#### Composition of Committee

Chair of Governing Board, Head Teacher and four other Governors.

#### Membership of Committee

Mrs H Harrison, Mrs G Wilson, Rev P Dobson, Prof M Dunning, Mr J Joynson and vacancy.

#### Chair of the Committee

Rev P Dobson

**NB.** When the committee is considering a staff grievance or discipline the membership of the committee shall be 3 governors made up from the non-staff governors on an alphabetical rota basis.

Those governors employed by the school shall not be a member of the committee where reductions in staffing are under consideration.

The Head teacher will be in attendance when the committee consider staff salaries, staff grievance, discipline and staffing reductions.

## **2. TEACHING, LEADERSHIP, ACHIEVEMENT, AND SAFEGUARDING COMMITTEE**

#### Terms of Reference

#### Areas of responsibility

##### **Curriculum and Standards:**

- To agree pupil performance targets, in consultation with the Head teacher.
- To hold the Head teacher to account for the educational performance of the school and its pupils and the educational performance of staff .
- To receive reports from designated Governors and curriculum co-ordinators for the purpose of monitoring the school curriculum and forward any recommendations to the Governing Board for approval.

- To monitor and review the following areas:
  - ❖ Early Years
  - ❖ Key Stage 1
  - ❖ Key Stage 2
  - ❖ Key Stage 3
  - ❖ Key Stage 4
  - ❖ Post 16
  - ❖ Pupil groups
- To review, contribute to and monitor the School Development Plan
- To contribute towards and to monitor the School Self Evaluation document.
- To consider Assessing Schools Performance (ASP) and Inspection Data Dashboard analysis.
- To review information on school data and performance.
- To consider and advise the Board of Governors on standards and other matters relating to the school's curriculum, including statutory requirements and the school's policies.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committee or the Board of Governors

### **Safeguarding:**

- To ensure that the school complies with all health and safety matters in relation to the safeguarding arrangements for children and young people.
- To ensure that appropriate staff have been designated by the Head teacher with responsibility for Child Protection.
- To monitor that all staff have completed relevant child protection training in accordance with the guidance.
- To review the Staff Code of Conduct.
- To review the Child Protection policy on an annual basis and ensure any new guidance is incorporated into the policy.
- To review the incidents log
- To undertake a section 11 audit (for safeguarding)
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Ensure that the school fulfils its statutory responsibilities in terms of discrimination.

### **Communication:**

- To ensure communication with stakeholders is robust and consistent.

### Policies and documents

- To consider and monitor the impact of the relevant statutory and non-statutory policies and documents, agree or recommend to the Governing Board as appropriate.

### **Frequency**

As and when required/termly.

### **Composition of Membership**

Head teacher and six governors.

### **Membership of Committee**

Mrs H Harrison, Mrs G Wilson, Mr S Bailey, Mr P Gannon, Prof M Dunning, Mrs H Samuel and Ms S Thompson.

### **Chair of the Committee**

Prof M Dunning

## **3. PUPIL DISCIPLINARY**

### **Terms of Reference**

- To review the decision of the Head Teacher in excluding a pupil(s) from the school and to include the consideration of any parental representation.

### **Composition of Membership**

Pool of governors from which 3 will be selected at any one time on an alphabetical rota basis.

### **Quorum**

3 governors.

### **Membership of Committee**

From the full Governing Board. (Not including the Head Teacher)

### **Disqualification:**

- (i) The Head Teacher
- (ii) Any Governor with prior knowledge of the pupil or the incident.

### **N.B.**

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. If, through non-attendance of a governor, two members consider exclusion, the chair has a casting vote.

#### **4. COMPLAINTS AND APPEALS COMMITTEE**

##### **Terms of Reference**

##### **Areas of responsibility**

##### **Complaints:**

- To consider complaints, in accordance with the agreed Complaints Procedure and to either
  - ❖ dismiss the complaint in whole or in part
  - ❖ uphold the complaint in whole or in part
  - ❖ decide on appropriate action to be taken to resolve the complaint
  - ❖ recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

##### **Appeals:**

- To consider appeals for any reason and make the appropriate decision based on the evidence presented to the meeting.

##### **Policies and documents**

- To consider and monitor the impact of the relevant statutory and non-statutory policies and documents, agree or recommend to the Governing Board as appropriate:
  - Complaints Policy and Procedure

##### **Frequency**

As and when required.

##### **Composition and Membership**

All Governors not included in the original decision or employed to work at the school. Appeals to include no fewer members than that of the first Committee, the decision of which is subject to appeal.

#### **5. COMMITTEE CHAIRS AND HEAD TEACHER STRATEGIC BOARD**

##### **Terms of reference:**

- To review and make recommendations with regard to the agendas and timings of the committees.
- To receive reports from the Chair of each of the Core Committees with regard to the work of their respective committee (verbally/written)
- Consider the effectiveness of the committee and its membership
- To receive feedback from governors who have Chaired the Complaints and Appeal Committee or Pupil Disciplinary Committee on the practice and matters raised at these committees which may have an impact on the school reputation or procedures.



**Frequency**

Once a month

**Composition and Membership**

Chair of the Governing Board, Head Teacher, Chair of the Teaching Leadership Achievement and Safeguarding Committee, Chair of the Finance Staffing Pay Review and Facilities Committee.

**Quorum**

To be considered.

**6. HEAD TEACHER'S PERFORMANCE MANAGEMENT GROUP**

**Terms of reference:**

- To arrange to meet with the School Improvement Adviser to discuss the Head Teacher's performance targets
- To monitor through the year the performance of the Head Teacher against the targets
- To decide, with the support of the School Improvement Adviser, whether the targets have been met and to set new targets annually
- *Additional items which individual Governing Bodies may wish to include*

**Frequency:**

Twice a year, first before 31 December of each year.

**Disqualification:**

The Head Teacher and Staff governors

**Composition of the Group**

Chair and two governors.

**Quorum**

At least two of the three named governors

**Membership of the Group**

Mrs H Harrison, Rev P Dobson, Mr S Bailey

**LINK GOVERNORS – 2018-2019**

Area	Responsible Governor	Member of staff contact	Term of Visit/ Report to GB
Health and Safety	Vacancy	Nichola Aldcroft Justine Little	Autumn – A Annual Audit – Summer term
Child Protection	Peter Gannon	Gill Wilson Glen Whalley Claire Harrison Hoggarth	Autumn – A
Pupil Premium	Hilary Harrison	Tracey Ives Claire Harrison Hoggarth Glen Whalley (Data)	Autumn – A
Communication & Interaction Parent Engagement	John Joynson Stuart Bailey	Chloe Dent Justine Little	Autumn – B
Literacy	Hilary Harrison Susan Thompson	Nichola Aldcroft Cara MacDonald Andy Bell	Autumn – B
Numeracy	Peter Gannon	Gill Wilson Keely Crowther	Autumn – A
Science	Stuart Bailey	Claire James	Spring – A
Computing	Stuart Bailey	Kimberly Graham	Spring – A
Humanities	Peter Dobson	Gill Wilson	Spring – A
PSHE & Wellbeing (SPSMC)	Peter Dobson	Claire James Gillian ??	Spring – B
Early Years	Helen Samuels	Claire Harrison Hoggarth Lucy Sprawling	Summer – A
Post 16 & Careers	Mary Dunning Helen Samuel	Nichola Aldcroft	Termly
Therapy	Mary Dunning	Claire Harrison-Hoggarth Katy Cleathero Chloe Dent Pam Mitcheson	Termly
Equality & Diversity	Vacancy	Gill Wilson	Spring – A
Governor Mark	John Joynson	Christine Henderson (STC)	Spring
Physical Education	Vacancy	Glen Whalley	Summer – A
Creative Arts	Emily Ward	Mark Foster (Music)	Summer – A

Reviewed: 19/9/18

**Record of Delegated Financial Authority by the Governing Board**

Reference to School Governors Financial Regulations & Contract Standing Orders	Description of Delegated Authority	Persons/bodies to whom delegated power extended	Expiry of Delegation
Virement	Virement of budget provisions:-  Amounts up to £10,000  Amounts over £10,000 up to £50,000  Amounts over £50,000	Head Teacher in consultation with appropriate Chair Person and/or Vice Chair  Finance Committee or Governing Board  Governing Board	Annually
Banking Arrangements	Signatories to Local Imprest Bank Account  (NB Must be employees and are subject to agreement with the Chief Finance Officer)	Head Teacher Deputy Head Teacher Business Manager	Annually
Orders for Work, Goods and Services	Signatories to official order forms	Head Teacher Deputy Head Teacher Business Manager	Annually
Orders for Work, Goods and Services  <i>(any individual transaction exceeding £10,000 in full contract value will be reported at the next appropriate Governing Board meeting)</i>  Service areas complete all procurement exercises below £10,000 and the Procurement Team will undertake all exercises over £10,000	All orders for all goods and services shall be procured:-  Contract value up to £5,000 1 quote invited and 1 returned  Contract value £5,000 to £20,000 after 3 quotes invited and 1 returned  Contract value £20,000 to £50,000 5 quotes invited and 3 returned  Contract value £50,000 - Tender exercise	Head Teacher  Head Teacher in consultation with appropriate Chair Person and or Vice Chair  Governing Board  Governing Board	Annually
Payment of Accounts	Certification of accounts for payment	Head Teacher Deputy Head Teacher	Annually

Reference to School Governors Financial Regulations & Contract Standing Orders	Description of Delegated Authority	Persons/bodies to whom delegated power extended	Expiry of Delegation
Salaries, Wages Pensions and Other Emoluments	Certification of time records and other pay documents	Head Teacher Deputy Head Teacher	Annually
Stores & Stores' Accounts	Acceptance of offers received in response to disposal of stores or other property from delegated budget  Acceptance of highest Offer received in Response to open tender for disposal of stores or other property not purchased from delegated budget	Head Teacher Deputy Head Teacher  Governing Board	Annually
Insurances	Notification of changes to risks, losses, liabilities, damage		Annually