

MEMBERSHIP OF GOVERNING BODY COMMITTEES

as at September 2009

ADMISSIONS	Chair:	Peter Kelly
	Secretary:	Janet Woodburn
	Members:	Andy Yeoman, Sally-Anne Hunt, Jean Downer
FINANCE & BUILDINGS (includes responsibility for Salary reviews and recommendations)	Chair:	Bob Smith
	Secretary:	Cherry Benton
	Members:	Andy Yeoman, Peter Kelly, Ian Green, Mike Turnbull, Sue Collins
PERSONNEL	Chair:	Sally-Anne Hunt
	Secretary:	Ian Green
	Members:	Andy Yeoman, Ian Green, Penny Eliot
CURRICULUM	Chair:	Rowley Bucknill
	Members:	Fleur Duckett, Kirsty Williams, Penny Eliot, Marion Loveday
HEALTH & SAFETY	Chair:	Sallyann Smith
	Members:	Andy Yeoman, John Branson, Andy Haslar (Site Manager)

Ad hoc committees:

(only meet if required - membership excludes members of staff and governors who are parents of children currently attending the school).

STAFF DISMISSAL	Chair:	Sally-Anne Hunt
	Members:	Peter Kelly, Marion Loveday
STAFF DISMISSAL APPEAL	Chair:	Bob Smith
	Members:	John Branson, Penny Eliot
PUPIL EXCLUSION:	Chair:	Ian Green
	Members:	(2 others drawn from Peter Kelly, Sally-Anne Hunt, Bob Smith, Penny Eliot, Marion Loveday)

SPECIFIC RESPONSIBILITIES

GOVERNOR TRAINING:	John Branson
SPECIAL NEEDS:	Penny Eliot
ABLE CHILD:	Ian Green
OFF-SITE VISITS:	Sally-Anne Hunt
CHILD PROTECTION:	Ian Green
HISTORY & ARCHIVE:	Bob Smith

GUIDELINES FOR COMMITTEES AND WORKING GROUPS

- ◆ Every governor to be a member of at least one committee/group.
- ◆ Meetings times chosen so as to maximise attendance.
- ◆ Each committee/group to get on with its business and review policies referring back to the full Governing Body only for major items.
- ◆ All committees/groups to give a list of meeting dates to the Clerk for notifying to the Governing Body.
- ◆ Notes from meetings to be given to Clerk for distribution with next Governing Body papers.
- ◆ Notes to be no longer than one side of A4 and just bullet points.
- ◆ The Chairman/Convenor of each group to report to the Governing Body at least termly.
- ◆ Any governor who is not a member of a committee/group may attend a meeting if they wish but must contact the Committee Chairman beforehand.
- ◆ The membership and Term of Reference of all committees/groups to be reviewed annually at the first Governing Body meeting of the school year.

Dated: September 2009

Review: September 2010

Objectives

To ensure that all applications for admission are handled in accordance with the agreed Admissions Policy.

Decisions

Full powers to decide on admissions.

Recommendations to full *Governing Body* regarding possible changes to policy.

Tasks

1. To ensure application forms are correctly distributed, received and verified as necessary and passed on to HCC by the due date.
2. As and when applications are received the Admissions Policy is correctly followed and any admissions during the year are reported to the *Governing Body*.
3. To review the Admissions Policy annually and recommend changes to *Governing Body* as necessary.
4. To submit Admissions Policy annually for *Governing Body* approval at the late spring term meeting

Chair

Peter Kelly

Minutes Secretary

Janet Woodburn

Members

Andy Yeoman

Sally-Anne Hunt

Jean Downer

Quorum

3 Members

Meetings Guideline

The main meeting must be held as soon as practical after receipt of list of first and second choices for Year R from HCC. Other meetings as required.

Minutes/Reports

Meetings are to be routinely minuted. Actions taken are to be reported at the next full *Governors'* meeting.

FINANCE

Objectives

To ensure that the school is financially sound

Tasks

1. To monitor regularly the school's expenditure against budget.
2. To predict financial expenditure for typically 12 months ahead, and to highlight to the Governing Body potential problems and possible solutions
3. To recommend annual revenue and capital budgets to the full Governing Body.
4. To seek out additional income.

BUILDINGS & GROUNDS

Objectives

To ensure that the school buildings and grounds are well maintained in the interests of safety, fitness for purpose, economy and image.

Tasks

1. To monitor regularly the condition of the school buildings and grounds, to identify any work that needs to be done, and to determine priorities. To receive all survey reports for the school as prepared by the Diocese or the County Council.
2. To take action as necessary to rectify urgent problems with the buildings.
3. To review at least every five years the school's Asset Management Plan and to advise the full Governing Body of any major issues which arise.
4. To oversee building and grounds developments.

SALARIES

Objectives

To ensure that salaries of all staff are appropriate for their responsibilities, within the DCSF and the County's systems.

Tasks

1. To review salaries of all staff so as to advise the Headteacher and Pay Committee.
2. To review the Salaries Policy each year.

Members: Chair: Bob Smith (Treasurer) **Secretary:** Cherry Benton
Ian Green (GB Chair), Andy Yeoman (Head), Sue Collins, Peter Kelly and Mike Turnbull

Quorum: Three members

Frequency of Meetings Guidelines

Four meetings per year: one in May (finance); one in late June/early July (Salaries).

Reports/Minutes

A financial report is a standing item on the Head's report at full Governors' meetings. Buildings and grounds matters are reported at full Governors' meetings as necessary.

Objectives

To make decisions on the pay of individual members of staff behalf of the governing body.

Tasks

1. Making recommendations to the full Governing Body on the Headteacher's and Deputy Headteacher's pay.
2. Agreeing the members of staff to receive Teaching and Learning Responsibility (TLR) payments.
3. Considering any special cases referred to it by the Headteacher.

Members:

Chair: Ian Green (GB Chair)

Sally-Anne Hunt (Chair of Personnel);

Bob Smith (Chair of Finance & Buildings).

The Headteacher has a right to attend in an advisory capacity but must withdraw during consideration of his/her pay. It may also be appropriate for him/her to withdraw whilst the pay of the Deputy Headteacher is discussed if, for example, a pecuniary interest arises from consideration of the salary differential between the Deputy's and his/her own salary.

Quorum

2 members

Frequency of Meetings Guideline

At least once a year to consider the pay of the Headteacher and of his Deputy.

Reports

To the next full governing body meeting (staff governors to withdraw).

Objectives

To support the Headteacher in the selection, employment, appraisal and development of the school's staff.

Terms of Reference

1. To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation.
2. To ensure the Performance Management Policy is in place and monitored regularly.
3. To check arrangements for staff appraisal are in place and being developed.
4. To monitor progress of staff development and training and ensure that it is meeting the needs of the school and its staff.
5. To receive reports from the Headteacher on job descriptions and staff changes.
6. To ensure the policy folder on the RM staff drive on the network is in place and all staff are informed of the grievance and disciplinary procedures of the school.
7. The Chairman to attend the Finance Committee Meeting for annual salary reviews.

Members

Chair: Sally-Anne Hunt

Secretary: Ian Green

Members: Ian Green
Andy Yeoman
Penny Eliot

Quorum: 3 members

Frequency of Meetings Guidelines

Twice a year.

Reports/Minutes

Important matters relating to personnel issues are reported at the Governors' meetings.

Objectives

To advise the Governing Body on all matters relating to the National Curriculum and review the school's curriculum statement as required in the light of the LEA curriculum statement and statutory obligations.

Tasks

1. With assistance of the staff, to provide information on how the curriculum is taught, evaluated and resourced.
2. To support the Special Needs Governor in ensuring that the governing body is fulfilling its responsibilities for children with special needs. Monitor and evaluate the Special Needs provision and implementation in the school.
3. To review the curriculum policies and make recommendations for revision to the governing body where necessary.
4. To inform the governing body regarding equal opportunities, more able pupils, disabilities.

Members

Rowley Bucknill **(Chair)**
Fleur Duckett
Kirsty Williams
Penny Eliot
Marion Loveday

Meeting Guideline

Once per term.

Minutes/Reports

Meetings to be routinely minuted.

The sub-group will report to a full Governors' meeting once per term.

Objectives

To ensure that the school is a healthy and safe environment for children staff and visitors.

Tasks

1. To ensure that the school's Health and Safety Policy is adhered to.
2. To monitor Health and Safety aspects of school life, taking part with the Headteacher and/or Site Manager in regular inspections (ideally once per term).
3. To participate in detailed investigation following a serious accident or dangerous incident and, with the Headteacher, to make fully considered recommendations to the Governing Body on future prevention.
4. To be available for consultation with the Headteacher and staff on Health and Safety matters.

Chair

Sallyann Smith

Members

Andy Yeoman

John Branson

Andy Haslar (Site Manager)

Frequency of Meetings Guideline

Once every term.

Reports/Minutes

Minutes are taken, and key points are reported at the next *Governors' Meeting*.

Objectives

To act on behalf of the governing body having regard to the governors' statutory employment responsibility and the school's personnel policy and practices.

Tasks

To receive representations on the possible dismissal of staff and to decide an appropriate outcome.

Range of Responsibility

All staff employment issues where the possibility of dismissal needs to be formally considered.

Chair

Sally Anne Hunt

Members

Peter Kelly

Marion Loveday

(From whom three would be chosen in alphabetical order)

Quorum

3 Members

Meetings Guideline

As required.

Minutes/Reports

To report the decision to the next full meeting of the governing body after either the period for appeal has elapsed or an appeal has been heard. (Should be confidentially minuted as a member of staff may be named.)

Objectives

To act on behalf of the governing body having regard to the governors' statutory employment responsibility and the school's personnel policy and practices.

Tasks

To hear any appeal against formal warnings given by the Headteacher or decisions made by the Staff Dismissal Committee.

Range of Responsibility

To hear all formal appeals against employment warnings given by the Headteacher and employment decisions taken by the Staff Dismissal Committee.

Chair

Bob Smith

Members

Penny Eliot
John Branson
ANO

(From whom three would be chosen in alphabetical order)

Quorum

3 Members (no fewer than served on Staff Dismissal Committee)

Meetings Guideline

As required.

Minutes/Reports

To the next full governing body meeting (should be confidentially minuted as a member of staff may be named).

Objectives

To take whatever actions are necessary (ref DfEE Circular 10/99, Annexe D, Section 11-16).

Chairman of the Committee may make a decision as per the Education (School Government) Regulations, Reg 48(3) (a) and (b) where exclusion would result in the loss of an opportunity to take a public examination and a quorate meeting of the committee is not possible before the time when the pupil would be due to take that examination.

Tasks

To consider:

- reinstatement of an excluded pupil;
- representations made by parents/guardians of a pupil and/or by the LEA.

To review:

- any exclusion of 6 or more school days in a term (whether by a single exclusion or an aggregate of shorter exclusions);
- any permanent exclusion;
- any exclusion which may result in a pupil losing the opportunity to take a public examination.

For exclusions of fewer than 5 days the Discipline Committee is not obliged to meet and cannot direct reinstatement but should meet to consider any statement from the parent(s).

Chair:

Ian Green

Members

Peter Kelly

Bob Smith

Sally Anne Hunt

Penny Eliot

Marion Loveday

(From whom three or five would be chosen in alphabetical order)

Quorum

3 Members

Meetings Guideline

As required (within the statutory timescale ref. Circular 10/99, Annexe D, Section 9).

Minutes/Reports

To the next full governing body meeting