

1. Governing Body Committee Structure

To ensure a manageable workload the Governing Body has delegated responsibilities to the following Committees.

1.1 Resources Committee

Timing of Meeting and Reporting Arrangements

The committee meets each half term and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:-.

Membership: - Chair – Mr D Cope
- Headteacher: - Joanne Beetham
Named Governors:- Mr J Brandi, Mr P May, Mr D Cope, Mrs M Van Den Bosch

Quorum: - 3 governors, including Headteacher.

Clerking: - Meetings will be clerked LA

TERMS OF REFERENCE:

A. Finance

Financial Management Policy

- 1.1.1 to draft the school's financial management policy (including financial responsibilities to be delegated to the Headteacher):
 - i. in accordance with the Wakefield Scheme for Financing Schools
 - ii. after considering advice from the LA, Ofsted and the DfE;
 - iii. after consulting the Headteacher
- 1.1.2 to present the draft policy to the full Governing Body for consideration and approval;
- 1.1.3 to monitor the implementation of the policy and to report to the full Governing Body;
- 1.1.4 to review the policy at least once every year to assure the Governing Body that all financial procedures are operating as required.
- 1.1.5 to authorise an Annual Governance Statement (previously known as the SIC Statement of Internal Control) on an annual basis and provide a copy to the LA.

1.1.6 to review the purchasing policy, lettings policy on an annual basis.

School Budget

1.1.7 to draft the school budget in line with the priorities set out in the School Development Plan.

1.1.8 to present the draft budget to the full Governing Body for consideration and approval in time to meet the LA's budget deadlines;

1.1.9 to consider budget monitoring reports from the headteacher each half term and report the position and any action required to the next full Governing Body meeting;

1.1.10 to give the Governing Body written explanations of any variations (over or under spent) to the original budget above 10% and action taken to address the issues involved.

1.1.11 reporting to the next available Governing Body meeting on any matter, which may have an adverse effect on the school budget e.g. significant change in pupil number trends.

1.1.12 to consider and to advise the Governing Body on the financial implications of adopting any policy or other matter that may have significant budget implications

1.1.13 to undertake an annual review to ensure that Value for Money (vfm) is being achieved i.e. a review of all existing contracts (including LA services) and regular suppliers to the school.

1.1.14 to undertake an annual review of all income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs. Regularly monitor income received against the budget estimate. Review any charging policy such as that for school lettings.

Pupil Premium

1.1.15 to draft proposals for use of these resources for consideration and approval by Governing Body in line with school budget. To be included in the School Development Plan.

Other Government Grants bid for (for example Big Lottery Fund)

1.1.16 to submit details of grants applied/bid for to the LA and to ensure that the grant funds received are paid straight into the school budget via the LA bank account.

- 1.1.17 to draft proposals for use of these resources for consideration and approval by Governing Body in line with school budget. To be included in the School Development Plan.

School fund (and other funds held by the Governing Body)

- 1.1.18 to monitor the balance and expenditure of the school fund (and other funds held by the Governing Body) and to report on these at least annually to the full Governing Body;
- 1.1.19 to ensure that there is an independent annual audit of the school fund and of other funds held by the Governing Body in accordance with the School Fund Policy issued by the LA in November 2013.
- 1.1.20 the results of the audit are reported to the full Governing Body and a copy audit certificate, audit checklist and summary statement of accounts are sent to the LA by the 31st October for the previous financial or academic year.
- 1.1.21 To submit annually to the LA the School Bank Account Notification Form which provides details of all bank accounts operated by the school as at 31st March.

Compliance with Wakefield Scheme for Financing Schools

- 1.1.22 to consider the report from the headteacher confirming that the financial controls required to meet the requirements of the scheme are still in place and operating as intended. Advise the Governing Body accordingly and ensure the Annual Governance Statement is sent to the LA.

Register of Business Interests

- 1.1.23 to ensure the school's register of business interests is kept up to date.

Whistle Blowing Policy

- 1.1.24 Draft/Review a Whistle Blowing policy for approval by the Governing Body. Agree arrangements with headteacher for ensuring all staff in school are informed.

Fraud

- 1.1.25 Draft/Review an Anti-fraud & Bribery Policy for approval by the Governing Body. Agree arrangements with headteacher for ensuring all staff in school are informed of the policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls.

School Financial Value Standard (SFVS)

- 1.1.26 Complete the SFVS self-assessment questionnaire on an annual basis and ensure that any required actions have been implemented within the timescales set. The consideration of the self-assessment questions may be delegated to the Finance Committee but the completed SFVS form should still be presented to the full governing body prior to submission to the Local Authority.

B. Premises

Repairs and maintenance

- 1.1.27 to monitor the condition of the school premises;
- 1.1.28 to draw up and implement a repairs and maintenance programme within the budget set by the Governing Body and in accordance with the priorities of the School Development Plan
- 1.1.29 to make recommendations to the full Governing Body on the requirements for the annual repairs and maintenance programme
- 1.1.30 to monitor the repairs and maintenance budget

Improvements and new developments

- 1.1.31 to consider options for building improvements and/or new developments within the needs and priorities identified in the Premises Development Plan.
- 1.1.32 to make recommendations to the Governing Body for spending the school's annual devolved capital funding.

Lettings and use of premises outside school hours

Responsibilities delegated to the headteacher to control the use of premises outside school hours.

- 1.1.33 Draft the school's policy on lettings for consideration and approval by the full Governing Body;
- 1.1.34 to review the school's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and report its conclusions to the full Governing Body;
- 1.1.35 to approve applications for use of the school premises in accordance with the policy of the Governing Body (delegated to the Headteacher)

1.2 Personnel and Complaints Committee (including Pupil Behaviour and Discipline (Pastoral) Committee, Personnel Committee, Complaints Panel and Selection Panels

Timing of Meeting and Reporting Arrangements

The committee meets each half term and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:-.

- Membership:**
- Chair – Mr J Brandi
 - Headteacher: - Miss J Beetham
 - Named Governors:- Mr J Brandi, Mr D Cope, Mr P May, Mrs M Davies, Mrs J Moyser
- Quorum:**
- 3 governors, but if this is not reasonably practicable, 2(subject to the agreement of all parties to the complaint)
- Clerking:**
- LA Clerk Officer

Personnel & Complaints Committee Appeals Panel

- Membership:**
- A minimum of 3 governors rotated alphabetically, excluding any governors who are members of staff.
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- Quorum:**
- 3 governors, but if this is not reasonably practicable, 2(subject to the agreement of all parties to the complaint)
- Clerking:**
- LA Clerk Officer

TERMS OF REFERENCE:

Complaints

- 1.2.1 to consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body

Personnel

- 1.2.2 together with the headteacher determine the staffing structure (teaching and non- teaching) based on the School Development Plan and affordability within the school's delegated budget allocation for subsequent approval by the Governing Body
- 1.2.3 to advise the full Governing Body on such policies and procedures

- 1.2.4 to draft such policies and procedures (or adapt models/samples provided by the LA or Diocese) and to present them to the full Governing Body for consideration and approval;
- 1.2.5 to review the Governing Body's pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the school's development plan; to consult the Resources Committee as part of this process; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and approval
- 1.2.6 to review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Governing Body.

1.3 Implementation of personnel policies and procedures

Rather than establishing a separate Personnel Implementation Committee, the Governing Body allocates the responsibilities of a Personnel Implementation Committee to the Personnel Committee.

However, as decisions on these matters are subject to appeal by staff, only 3 or at most 4 governors should be involved in making them, so that there are sufficient "untainted" governors to consider any appeal.

TERMS OF REFERENCE:

- 1.3.1 to carry out the Governing Body's responsibilities in implementing its policies and procedures for determining staff pay (including the annual review of teachers' salaries each September), considering cases of staff discipline or grievance and determining that staff should cease to work at the school.

1.4 Personnel Appeals Committee

The LA expects all governing bodies to set up a Personnel Appeals Committee.

- Membership:**
- 3 governors (plus one reserve) who are not members of the Personnel Implementation Committee
 - The Headteacher is entitled to attend all committee meetings as a non-member and should normally be invited to provide advice
 - The Headteacher cannot be a member of the Committee, by law, when it is considering whether to determine that staff should cease to work at the school (Education [School Government] Regulations, Regulation 47 (4)), although he/she should be invited to attend the meeting as a non-member to provide advice

- Quorum:** - at least equal in size to the committee which made the decision against which the appeal is being made
- Clerking:** - If the Committee is considering whether a member of staff should cease to work at the school, no member of the governing body or the headteacher may act as clerk.
- If Human Resources (HR) are advising the Committee, an LA HR Officer normally acts as clerk.

TERMS OF REFERENCE:

- 1.4.1 to hear appeals from members of staff against decisions made by the Personnel Implementation Committee.

1.5 Performance Management Committee

All governing bodies must appoint a Performance Management Committee (also referred to as “the Appointed Governors”) to carry out the performance review of the Headteacher.

- Membership:** - Mr P May, Mr D Cope
- Review Officer:** - Mrs J Moyser
- Quorum:** - 2 governors and an observer
- Clerking:** - Meetings may be clerked by any person nominated by the full Governing Body or by the Committee who is not employed at the school or who has a personal interest in the matters to be considered. Normally a DfE accredited adviser acts as clerk.

TERMS OF REFERENCE:

- 2.5.1 to carry out the performance review of the Headteacher, including agreeing objectives and monitoring progress towards them, in accordance with legal requirements and the performance management policy of the school.
- 2.5.2 to appoint a DfE accredited adviser to assist members in carrying out their responsibilities effectively, within the budget set for this purpose by the Governing Body.
- 2.5.3 to make the result of the performance review available to the Chair of the Governing Body and, on request, to the Governors’ Committee responsible for determining the Headteacher’s pay.

In addition to the Performance Committee, all governing bodies must appoint a Review Officer to deal with any complaints made by the Headteacher about his/her performance review.

The Review Officer must not be a member of the Performance Management Committee.

1.6 Policies and Standards Committee

Membership: - Mr P May

Headteacher: Miss J Beetham

Governors: Mr J Brandi, Mrs J Moyers, Mrs M Davies, Mr D Cope

Quorum: - 3 *(The LA recommends that the quorum should normally specify that at least one of the Governors present should not be employed at the school.)*

Clerking: - LA Clerk

TERMS OF REFERENCE:

- 1.6.1 To monitor pupil standards against the five key outcomes of Every Child Matters. Outcomes relating to “Enjoy and Achieve” will be considered at least once a term; outcomes relating to “Be Healthy”, “Stay Safe”, “Make a Positive Contribution” and “Achieve Economic Well-being” will be considered at least once a year.
- 1.6.2 To include in the monitoring of standards, the achievement of pupils in particular groups, including boys/girls, children with learning difficulties and disabilities, gifted and talented children, children from minority ethnic groups and children looked after by the local authority.
- 1.6.3 To take into account all relevant advice from the School Improvement Partner, the local authority, Ofsted and other external bodies.
- 1.6.4 To ensure that the school development plan addresses the priorities for raising standards, including appropriate targets/success criteria.
- 1.6.5 To monitor the effectiveness of the relevant sections of the school development plan each term.