

Spennithorne CE Primary School



GOVERNOR INFORMATION PACK

Contents

Introduction and Information

Annex A Instrument of Government

Annex B Composition of Governing Body

Annex C Meeting Dates for the Governing Body

Annex D Standing Orders for Procedural Workings of the Governing
Body

Annex E Code of Practice

Annex F Terms of Reference

Annex G Scheme of Delegation

1. Introduction

This Information Pack has been prepared to provide you with a helpful and comprehensive guide on the role of the School Governor and the Governing Body.

The role of the Governing Body is:

- Strategic:** To set the broad strategy for the school's development. This involves:
- Shaping the vision and direction of the school by agreeing its aims and values;
 - Understanding the strengths and weaknesses and setting targets for improvement;
 - Approving policies and plans to achieve the aims and targets and to promote the values;
 - Monitoring and evaluating how well the policies and plans are working;
 - Accounting for the school's and governing body's performance.
- Executive:** To carry out the governing body's statutory duties.
- Challenging/ Supportive:** To be a "critical friend" to the school, by challenging and supporting the senior management team and by taking opportunities to show interest in and appreciation of the work of staff and pupils.
- Sustaining:** To maintain the efficiency and effectiveness of the governing body and ensuring that its members are well inducted, receive training as necessary and are given opportunities to gain experience of leadership within the governing body.

2. Instrument of Government – Annex A

The Instrument of Government sets out the legal name, composition, number and categories of governors.

3. Composition of Governing Body – Annex B

A quorum for a Governing Body meeting is one half (50%) of governors in post (rounded up to a whole number).

4. DfE Governors' Handbook

The DfE Governors' Handbook contains full details of all statutory procedures and requirements. Further information and a copy of this document can be found on the website: www.gov.uk/government/publications.

Review: September 2014

5. Meeting Dates – Annex C

The full list of Governing Body and Sub-committee meeting dates is attached at Annex C.

6. Non-attendance at meetings of the Governing Body

Apologies for non-attendance of any Governor who is unable to attend a meeting of the Governing Body must be recorded in the minutes. The Governing Body must also consider whether or not to give its consent to the absence and this usually depends upon the circumstances of the absence. In any event the minutes must record whether consent to the absence has been given. Any Governor who fails to attend a meeting of the Governing Body for a continuous period of 6 months beginning with the date of the first meeting they fail to attend, without the consent of the Governing Body, is automatically disqualified from being a governor.

It is therefore essential that governors submit their apologies and reasons to the Clerk prior to any meeting of the governing body that they are unable to attend.

7. Standing Orders for Procedural Workings of the Governing Body – Annex D

8. Code of Practice – Annex E

9. Committees of the Governing Body

Much of the business of the Governing Body is conducted through committees. Their nature, composition and terms of reference are determined annually by the Governing Body. The Sub-Committees of the Governing Body are:

- Finance & Personnel Committee;
- Curriculum Committee;
- Staff Dismissal Committee;
- Staff Dismissal Appeals Committee;
- Pupil Discipline Committee;
- General Complaints Committee.

Membership of the Sub-Committees can be found at **Annex B**. The Terms of Reference for each committee can be found at **Annex F**.

Minutes of all committee meetings must be taken. A report of proceedings should be given at the next full Governing Body meeting and a copy of the minutes signed by the Chair of the committee passed to the Clerk for filing with the minutes of the Governing Body meeting. Any confidential items will be the subject of a separate minute, marked as confidential and printed on red paper, for filing by the Clerk separately.

Review: September 2014

10. Scheme of Delegation – Annex G

The Governing Body has adopted a Scheme of Delegation for committees and individuals which clearly set out levels of responsibility and is reviewed annually.

11. Link Governors

The Governing Body appoints individual governors to be 'Link Governors' for areas of the curriculum and designated governors for Inclusion, Safeguarding Children, Complaints and Health and Safety. The Link Governor is a governor appointed by the governing body to act as the link or liaison between the governing body and a specific subject, curriculum area or aspect of the work of the school. (See **Annex B** for current appointments).

12. Self Declaration 1 Form/Enhanced DBS Check

Once elected (or re-elected or appointed or re-appointed), a governor must undergo an Enhanced CRB check and forms will be provided for this purpose. With effect from November 2010 it will be an offence for governors to undertake their duties without having a clear enhanced CRB Disclosure.

All governors must complete a Self Declaration 1 Form which is then held in the School.

13. Register of Business Interests

The Governing Body has established and maintains a register that lists, for each member of the Governing Body and the Head Teacher, any business interests that they or any member of their immediate family have. The Register includes all business interests such as directorships, share holdings and other appointments of influence within business or organisations that may have dealings with the school. The Clerk to the Governing Body is responsible for ensuring that the Register is up to date and complete and accordingly each member of the governing body is required to complete a new Register form at the beginning of each autumn term.

14. Register of Gifts and Hospitality

The Governing Body has established and maintains a Register of Gifts and Hospitality. The register records any gifts or hospitality offered to and accepted by any member of the Governing Body. It is the responsibility of individual Governors to ensure that any appropriate gift or hospitality is recorded in the register. For further information please contact the School Secretary.

15. Declarations of Interest

In general terms, a governor is required to declare his/her interest in a matter and to withdraw from the meeting of the governing body or committee and not vote on the matter in question:

- Where there may be a conflict between the interests of the governor and those of the Governing body; or
- Where a fair hearing is required and there is any reasonable doubt as to whether the governor may be able to act impartially; or
- Where a governor or a member of his/her family may benefit directly or indirectly from any matter under consideration.

If any Governor is uncertain about the need to declare an interest then advice should be sought from the Clerk to the Governing Body.

16. Governing Body Work Planner

The Governing Body has set out its programme of work for the current school year in a Work Planner. The Work Planner is not intended to be exhaustive but provides guidance to the Governing Body about those matters that the governing body wishes to deal with during the school year. (The Work Planner will be forwarded by email to all Governors – paper version available by request from Clerk.)

17. Governor Training

The Governing Body encourages all Governors to participate in training relevant to their needs as a governor. The Children and Young People's Service provides an annual programme of training and details are available from the Clerk to the Governing Body. Permission to attend training, where there is a cost to the School, must be obtained from the Governing Body (or if there is insufficient time, from the Chair of the Governing Body or Head Teacher). All necessary arrangements for training must be made via the School Secretary.

18. Governors' Allowances

Governors cannot claim expenses for attending Governing Body meetings. They are entitled to claim reasonable travel and subsistence expenses for attending other meetings or courses as part of their duties as governors. The Governing Body has established and adopted a scheme for the payment of expenses to governors for any expenditure necessarily incurred by individual governors to enable them to carry out their duties as a governor. The School Secretary is responsible for administering the scheme and further details are available from her.

19. School Policies

The Governing Body is statutorily required to have policies covering a range of matters. In addition the Governing Body is able to consider and adopt such other policies as it considers necessary for the efficient operation of the school and for good governance. Full details and copies of the policies are available on request from the School.

20. Staff

The current staffing structure of the school is as follows:

Headteacher: Mrs Evans – Badgers class (am)

Class teachers: Mrs Whitbread – Rabbits class; Mrs Kirkpatrick – Foxes class; Mrs Mountain – Foxes & Badgers - also PPA cover;

PPA Cover: Mrs Postlewaite (PE);

GTA: Mrs Handley; Mrs Horsfield; Mrs Forth – also lunchtime staff

Office Manager: Mrs Ramsay

Caretaker: Mr McPhail

Cook: Mrs Edwards

Kitchen Assistant: Mrs McPhail – also lunchtime staff

IT Technician: Mr Haymer

21. Useful Websites

School Website: www.spennithorneschool.ik.org/

OFSTED Report: www.ofsted.gov.uk

SIAS Report: www.natsoc.org.uk

GOVERNOR COMPOSITION AND CONTACT DETAILS

ANNEX B

Name and Address	Telephone	Email	Category	Term of Office
Mrs Rosalyn Handley 14 Annas Garth Harmby Leyburn DL8 5PJ	01969 622476	roshandley47@btinternet.com	Foundation	12.06.14 to 11.06.18
Vacancy			Community	
Mrs Ann Clarke 28 The Springs Middleham Leyburn DL8 4RB	01969 624904	ann.c.709@googlemail.com	Foundation	01.09.12 to 31.8.16
Vacancy			Community	
Mrs Sue Lee Harmby Manor Lodge Harmby Leyburn DL8 5PD	01969 368157	susan.lee0@hotmail.com	LA	01.09.13 to 31.08.17
Mrs Shona Eyre Low Lane House Middleham Road Leyburn DL8 5HD	01969 625594	eyreshona@gmail.com	LA Chair: GB	01.09.13 to 31.08.17
Mr Garry Webster Thorney Barn Spennithorne Leyburn DL8 5PR	(h) 01969 625004	garryanthonywebster@cemex.com	Parent	19.11.10 to 18.11.14
Mr Stuart Hall 2 Ashfield Close Constable Burton Leyburn DL8 5RS	(h)01677 450950 (m)07736 224769	stuarthall04@aol.com	Parent	06.02.14 to 05.02.18
Vacancy			Parent	
Vacancy			Parent	
Vacancy			Staff	

Review: September 2014

Mrs Lindsay Evans Spennithorne C of E Primary Spennithorne Leyburn DL8 5PR	01969 623474	headteacher@spennithorne.n-yorks.sch.uk	Staff Head teacher	01.09.12 Ex officio
Mrs Fiona Fenn-Smith Ingleby Sleegill Richmond DL10 4RH	01748 823277	fiona.fenn-smith@northyorks.gov.uk	Clerk	Review annually

MEETING DATES FOR 2014-2015

Winter 2014	Date
Curriculum	6.15 pm Monday, 20 th October
Finance & Personnel	6 pm Monday, 3 rd November
Governing Body I	6.30 pm Monday, 15 th September
Governing Body II	6.30 pm Monday, 11 th November
Spring 2015	Date
Curriculum	6 pm Monday, 23 rd February
Finance & Personnel	6 pm Tuesday, 24 th February
Governing Body	6.30 pm, Monday, 2 nd March
Summer 2015	Date
Curriculum	6 pm, Monday, 11 th May
Finance & Personnel	6 pm, Tuesday, 12 th May
Governing Body	6.30 pm Monday, 18 th May

STANDING ORDERS FOR PROCEDURAL WORKINGS OF THE GOVERNING BODY OF SPENNITHRONE CE PRIMARY SCHOOL

1. Meetings of the Governing Body

The governing body shall hold 4 meetings during each school year.

2. Chair and Vice-chair – Term of Office

The chair and vice-chair shall have a term of office of one year. The term shall begin at the first governing body meeting of the autumn term at which the chair and vice-chair are normally elected. In the event of the chair and/or vice-chair ceasing to occupy their post(s) part way through their respective term(s) of office then their successor(s) shall serve out the remainder of their predecessor's term.

3. Election of Chair and Vice-chair

The clerk shall take the chair for the item dealing with the election of the chair and, in the event of a failure to elect a chair, for the item dealing with the election of the vice-chair. In the event of the governing body failing to elect a chair or a vice-chair the governing body shall elect a chair for the meeting. In the event of the governing body failing to elect a chair for the meeting then the meeting shall stand adjourned and the clerk, acting in consultation with the immediate past chair and the Head Teacher, shall convene a further meeting within 28 days of the adjournment.

4. Election of Chair and Vice-chair – Procedure

The following procedure shall apply to the election of the chair and vice-chair:

- The clerk shall invite nominations from the meeting. A governor may nominate him/herself;
- If only one candidate is nominated that candidate must withdraw from the meeting whilst the remaining governors vote by secret ballot on whether to accept or reject the nominated candidate. In the event of an equality of votes the clerk **does not** have a casting vote and a "no decision" shall be recorded in the minutes;
- The clerk shall then invite further nominations from the meeting. If a further candidate is nominated but the result is the same, or the candidate is rejected, the clerk shall move on to the election of the vice-chair. The election of the chair shall then be placed as an item on the agenda for the next meeting of the governing body;
- If two candidates are nominated then both nominated candidates shall withdraw from the meeting whilst a secret ballot takes place. The chair shall be elected by a simple majority of the votes cast. In the event of each candidate polling the same number of votes then the successful candidate shall be decided by the toss of a coin;

- If 3 or more candidates are nominated and none of the candidates achieves a simple majority of the votes cast (e.g. 5.3.3.) then there shall be a second secret ballot to try to achieve a candidate with a simple majority (e.g. 6.3.2.) or, failing that, the candidate with the fewest votes (e.g. 5.4.2.) shall be eliminated;
- The unsuccessful candidate may then return to the meeting and a further secret ballot takes place between the two remaining candidates;
- Following his/her election the chair shall take over the meeting immediately and conduct the election of the vice-chair using the same procedure;
- If the governing body fails to elect a chair or a vice-chair it shall elect a chair for the meeting;
- If the meeting fails to elect a chair for the meeting then the meeting shall stand adjourned and shall be re-convened within 28 days.

5. Governing Body Work Planner

At the first meeting of the autumn term the governing body shall approve a Work Planner of governing body and committee meetings and of planned business for the ensuing year and the clerk shall, within 14 days, of the meeting provide a copy of the calendar to all members of the governing body.

6. Notice of Meetings and Agenda

Every member of the governing body shall receive where possible the following ***at least seven clear days in advance of a meeting:***

- ***written notice of the meeting;***
- ***a copy of the agenda for the meeting;***
- ***a copy of any reports or papers to be considered at the meeting.***

This standing order shall not apply where the chair of the governing body so determines on the ground that there are matters demanding urgent consideration. In that case the written notice of the meeting shall state that fact and the agenda, reports and other papers to be considered at the meeting are received within such shorter period, as the chair shall direct.

7. Agenda Items

With the agreement of the chair of the governing body or of the relevant committee any member of the governing body shall be entitled to include, on the agenda for any governing body or committee meeting, an item(s) on any particular issue provided that written notice thereof is given, as appropriate, to the chair of the governing body, or of the relevant committee and to the clerk at least 14 days prior to the meeting taking place.

8. Quorum

- ***The quorum for a meeting of the governing body shall be not less than 50% of the number of governors in post at the time of the meeting*** or such other number as may be determined from time to time by regulations issued by the Department for Education and Skills;
- ***The quorum for a meeting of any committee of the governing body shall be at least three (3) governors who are members of that committee.***

9. Voting

- Every proposition shall be seconded prior to the vote being taken;
- Every proposition shall be determined by a show of hands or, at the discretion of the chair of the meeting, by general consensus;
- Only those governors at the meeting and present in the room at the time of the proposition being put by the chair shall be entitled to vote;
- In the event of a tied vote the chair shall have a second or casting vote;
- After a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting be recorded in the minutes of the meeting to show whether each governor present gave his/her vote for or against the proposition or abstained from voting;
- After a proposition is put from the chair, but before the vote is taken, any two governors by show of hands may require that the voting shall be by secret ballot;
- In the event of requisitions for both a secret ballot and a recorded vote then the requisition for the secret ballot shall take precedence and no action shall be taken on the requisition for a recorded vote.

10. Confidential Matters

Prior to the consideration of or discussion on any matter on any agenda for a meeting of the governing body or of any committee, consideration shall be given as to whether the matter includes confidential information and the governing body or committee shall determine whether the public or any other person, not being a member of the governing body, should be excluded from the meeting during the consideration of the matter. In the event of any matter being deemed to be confidential then the minutes of the discussion and decision ***shall be excluded*** from the minutes of the meeting to be made available for public inspection. This standing order is additional to the requirement for governors to withdraw from a meeting and take no part in the consideration or voting on any item in which they have a declarable interest as required by standing order 18.

11. Minutes of Meetings

The draft minutes of all governing body and committee meetings shall be approved by the Head Teacher and chair of the meeting within 14 days of the meeting having taken place. Thereafter the approved draft governing body minutes shall be circulated to all

members of the governing body with the agenda for the next meeting of the governing body/committee. The minutes of committee meetings shall be circulated with the agenda for the next succeeding governing body meeting.

All non-confidential minutes shall be made available for public inspection only after they have been submitted for approval to the next succeeding meeting of the governing body or committee, as appropriate.

12. Record of Attendance

Every governor attending a meeting of the governing body or of any of its committees of which s/he is a member shall sign her/his name in the attendance book or sheet which is provided for that purpose.

13. Apologies for Non-attendance at Meetings of the Governing Body

All apologies together with the reason(s) for non-attendance at a meeting of the governing body shall be submitted to the clerk or to the chair not later than the commencement of the meeting. ***The governing body shall then determine whether such absence(s) should be treated as a 'consented' or 'non-consented' absence(s) and recorded as such in the minutes of the meeting.*** The failure to submit an apology shall be deemed to be a 'non-consented' absence and recorded as such in the minutes of the meeting.

14. Disqualification for Non-attendance

Any governor, with the exception of the Head Teacher, who fails to attend any meeting of the governing body for a consecutive period of 6 months without the approval of the governing body, and such approval being recorded in the minutes, shall be automatically disqualified from serving as a governor. The period of 6 months shall begin from the date of the first meeting missed by the governor. Any governor, other than an ex-officio foundation governor, so disqualified shall not be eligible for re-appointment as a governor of any category for a period of 12 months immediately following his/her disqualification.

15. Records of the Governing Body

The clerk to the governing body shall be responsible for maintaining and keeping up to date the records of the governing body which for the purpose of this standing order shall comprise the following:

- the minutes of the meetings of the governing body and its committees;
- the record of attendance;
- the register of business interests;
- the record of hospitality/gifts;
- copies of self-declaration forms to confirm that governors are not disqualified for any of the criteria listed;

Review: September 2014

- any such other records as may be determined from time to time by formal resolution of the governing body.

The records of the governing body shall be kept in a secure place provided at the school and shall be available for inspection by the public, members of the governing body, parents of pupils at the school and the Local Education Authority. Confidential items and confidential minutes shall not be made available for public inspection.

16. Register of Business Interests

Every governor shall complete the register of business interests within one month of their election/appointment as a governor. Entries in the register shall be updated as and when necessary and in any event annually. In the event of any governor having no business interests to register then a NIL return shall be recorded for that governor(s).

17. Conduct

All members of the governing body shall abide by The Nolan Principles on Public Life as follows:

- **Selflessness** - holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves their family, or their friends;
- **Integrity** - holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties;
- **Objectivity** - in carrying out public business; including making public appointments, awarding contracts, or recommending individuals for rewards and benefits; holders of public office should make choices on merit;
- **Accountability** - holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- **Openness** - holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands;
- **Honesty** - holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest;
- **Leadership** -holders of public office should promote and support these principles by leadership and example.

18. Declarations of Interest

If any member of the governing body has any interest, whether pecuniary or otherwise, in any item on the agenda for any meeting at which they are present, they shall declare such interest prior to the consideration of that item and shall immediately leave the room and take no part in the consideration of or voting on that item.

19. Urgent Action by the Chair/Vice-chair of the Governing Body

Where it is not reasonably practical to hold a meeting of the governing body (or of the relevant committee that has the delegated authority to deal with any matter) or where the relevant 7 days notice of the meeting cannot be given and there will be a delay that would be seriously harmful to the school or to any pupil or member of staff if the matter is not dealt with then the chair (or in his absence the vice-chair) shall have authority to take such action as is deemed appropriate in the circumstances to deal with the matter. Such action must be reported to the next available meeting of the governing body or committee.

20. Financial and Other Guidance

The governing body and any committee(s) established by it shall, at all times, abide by the North Yorkshire County Council Financial Standing Orders and any directions that may be issued by the North Yorkshire Education Authority (LA) under The Code of Practice on Local Education Authority – School Relations, Ref: DfEE 0027/2001 and any subsequent amendment thereto. The governing body shall also have regard to and take account of any advice or guidance that may be issued by the LA from time to time.

21. Variation and Revocation of Standing Orders

Any motion to add to, vary or revoke these standing orders unless appearing in full on the agenda for the meeting shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the governing body. Any decision to add to, vary or revoke standing orders shall take effect when specified in the resolution or immediately in default of a time and date being specified.

22. Interpretation of Standing Orders

The ruling of the chair as to the construction or application of any of these standing orders, or as to any proceedings of the governing body, shall be final and shall not be challenged at any meeting of the governing body or committee.

SPENNITHORNE CE PRIMARY SCHOOL GOVERNING BODY CODE OF PRACTICE

At a meeting of Spennithorne CE Primary School Governing the principles and procedures embodied within this Code of Practice were formally adopted.

General

- We have corporate responsibility for determining, monitoring and keeping under review the strategic policies, plans and procedures within which the school operates;
- We recognise that the Head Teacher is responsible for the implementation of policy, day-to-day management of the school and the implementation of the curriculum;
- We accept that all governors have equal status, and although appointed by different groups (e.g. parents, staff, LA, Diocese) our overriding concern will be the welfare of the school as a whole;
- We have no legal authority to act individually, except when the governing body has given us delegated authority to do so;
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for the employment of staff, we will fulfil all that is reasonably expected of a good employer;
- We will encourage open government and should be seen to be doing so;
- We will consider carefully how our decisions may affect other schools and the community served by our school.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
- We will each involve ourselves actively in the work of the governing body, attend regularly, and accept our fair share of responsibilities, including service on committees or working groups;
- We will get to know the school well and respond to opportunities to involve ourselves in school activities;
- We will consider seriously our individual and collective needs for training and development.

Relationships

- We will strive to work as a team;
- We will seek to develop effective working relationships with the head, staff, parents, the LA, the Diocesan Authorities, other relevant agencies and the community.

Review: September 2014

Confidentiality

We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or pupils;

As a matter of trust we will not discuss the views of fellow governors with members of the public outside our meetings;

We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

Conduct

- We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents;
- We will not speak or act on behalf of the governing body unless we have been specially authorised by it to do so;
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body;
- Our visits to the school will be undertaken within the framework established by the governing body and agreed with the Head Teacher;
- In discharging our duties we will always be mindful of our responsibility to maintain and develop the aims, values, ethos and reputation of our school;
- We will abide by The Nolan Principles of Public Life.

TERMS OF REFERENCE

Finance & Personnel Committee

Membership: No fewer than four Governors plus the Head Teacher.

Quorum: Three Governors

Meetings: Once per term and more frequently if required.

Terms of Reference:

Finance:

- To prepare, adopt and implement a Charging Policy for the school;
- To cost the priorities of the School Development/Improvement Plan (or post-OFSTED Inspection Action Plan) and to prepare an annual budget plan;
- To ensure that the school has a Budget Management Policy and that it is periodically reviewed;
- To undertake financial benchmarking on an annual basis using the nationally and locally available comparative statistics;
- To monitor all income and expenditure and to prepare and submit financial reports and/or recommendations to the Governing Body;
- To prepare, adopt and review financial policy statements, including long term planning and resourcing;
- To determine the amount that can be vired between budget headings by the Head Teacher and other committees, without the prior agreement of the Resources Committee;
- To keep under review the limits of expenditure permitted to the Head Teacher under the Scheme of Delegation and make recommendations to the Governing Body;
- To receive and consider the report of the LA's Auditors and implement any recommendations arising there from;
- To prepare appropriate information regarding the school budget for the School Profile;
- To determine the annual insurance requirements of the school;
- To evaluate the standard, cost and impact of services purchased from all outside providers, including North Yorkshire County Council, to ensure full compliance with the principles of 'Best Value';

Review: September 2014

- To prepare, adopt and review the financial procedures of the school;
- To arrange audits of non-public funds for presentation to the Governing Body including compliance with the Charity Commission's requirements where the Governing Body are Trustees of the School Fund Charity and implement any recommendations arising there from;
- To prepare, adopt and review the policy of the school on its level of balances;

Staffing:

- To set appropriate performance objectives for the Performance Management Group, in accordance with statutory requirements;
- To prepare, adopt and monitor the implementation of staff performance management policy;
- To review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from;
- To establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development;
- To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions;
- To review the staffing structure, at least annually, in relation to priorities for school improvement;
- To undertake any formal consultations on staffing matters;
- To prepare and adopt a general complaints policy, procedure and information leaflet for parents. (It is appreciated that this is not strictly a personnel function, but a Governing Body is required to have a complaints procedure. As complaints generally involve the alleged actions of school staff, it is felt that it is appropriate to include this in the remit of the Resources Committee);
- To liaise closely with the LA's relevant officer on all personnel issues required by statute and good practice;
- To prepare and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003;
- To prepare, adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance; dismissal and similar employment related matters;

Premises

- To provide support and guidance for the Head Teacher on all matters relating to the school premises;

Review: September 2014

- To prepare and maintain, in conjunction with the Head Teacher, an Asset Management Plan for the school;
- To inspect the school premises annually and prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development;
- To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts;
- To formulate and implement proposals for the use of the Devolved Formula Capital;
- To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001;
- To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Body about delegation to the Head Teacher for taking appropriate action on behalf of the Governing Body in the event of an emergency;
- To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary;
- To report the findings of inspections and audits to the Head Teacher and liaise with him/her to ensure that appropriate remedial action is taken;
- To regularly monitor the school's security measures and implement appropriate action when necessary;
- To liaise and consult with the NYCC's Building, Design and Management Business Unit, as appropriate;
- To discharge the responsibilities of the Governing Body regarding litter and refuse under the Environmental Protection Act 1990;
- To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste;
- To prepare and adopt a lettings policy and to oversee the implementation of the policy;
- To assist the Governing Body and the Head Teacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the LA;
- To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Body;
- To ensure that the necessary school safety management system is in place to implement the health & safety policy;
- To ensure that risk assessments are carried out and implemented;

Review: September 2014

- To monitor the effectiveness of the school's health and safety arrangements and performance;
- To review any health and safety reports from the Head Teacher;
- To make periodic recorded inspections of buildings, plant, materials and equipment, and report to the Premises Committee at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises;
- To ensure that they have access to competent persons to assist the school with their health & safety measures;
- To attend or commission appropriate training for Governors.

Curriculum Committee

Membership: No fewer than four Governors plus the Head Teacher.

Quorum: Three Governors

Meetings: Once per term and more frequently if required.

Terms of Reference:

- To advise the Governing Body on its statutory obligations relating to the curriculum;
- To keep under review the school's curriculum policy and make recommendations to the Governing Body as and when appropriate;
- To monitor, evaluate and review the implementation of the curriculum policy;
- To prepare, adopt and review the policy and provision for religious education and collective worship and where necessary make recommendations to the Governing Body;
- To prepare, adopt and review the policy and provision for sex education and where necessary make recommendations to the Governing Body;
- To prepare, adopt and review the policy and provision for careers education and work related learning and where necessary make recommendations to the governing body;
- To ensure that the requirements of pupils with special educational needs are met so far as is reasonably practicable;
- To monitor, review and publish the assessment and public examination information required for publication under statutory requirements;
- To support curriculum development and associated staff continuous professional development, within the financial limitations set by the Finance Committee;
- To contribute to the school improvement plan and planning process as required;
- To consider and determine complaints relating to the curriculum;
- To monitor the review of policies identified in the overview of the School Development Plan;
- To attend or commission appropriate training for governors.

Staff Dismissal Committee

Membership: Any three Governors as available but excluding Staff Governors.

Quorum: Three Governors

Delegation: The Committee has full delegated powers.

Meetings: As and when necessary.

Terms of Reference:

- To consider matters relating to staff discipline;
- To determine whether an employee should cease to work at the school;
- Should the need arise, and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body and to establish criteria for selection;
- To apply the agreed criteria in the selection of staff for redundancy or other terminations.

Staff Dismissal Appeals Committee

Membership: Any three Governors as available but excluding Staff Governors and governors involved in the issue through the Staff Discipline Committee.

Quorum: Three Governors

Delegation: The Committee has full delegated powers.

Meetings: As and when necessary.

Terms of Reference:

- To hear appeals against initial decisions of the Staff Dismissal Committee or the Head Teacher about matters relating to the discipline of staff, dismissal of staff, other terminations or staff redundancy in accordance with the adopted policies;
- To uphold or dismiss an appeal.

Pupil Discipline Committee

Membership: Any three Governors as available but excluding Staff Governors.
Note: The Head Teacher shall not be a member of the committee.

Quorum: Three Governors

Delegation: The Committee has full delegated powers.

Meetings: As and when necessary.

(a) For any exclusion, either fixed term or permanent, of more than five days or 10 lunchtimes in any one term or permanent or where an exclusion would result in the loss of an opportunity to take any public examination:

1. To consider the actions of the Head Teacher in excluding the pupil;
2. To consider representations made by parents;
3. To make a decision to uphold; not to uphold; or otherwise to vary the Head Teacher's decision to exclude the pupil.

(b) In the case of a fixed-period exclusion which would result in the pupil being excluded from the school for a total of 5 days or less in any one term to consider representations made by the parent.

General Complaints Committee

Membership: Any three Governors as available excluding Staff Governors and the Chair of the Governing Body.

Quorum: Three Governors.

Delegation: The Committee has full-delegated powers.

Meetings: As and when necessary.

1. To determine an appeal of any formal complaint made pursuant to the schools' formal complaints procedure;
2. To consider and review the schools' formal complaints procedure and make recommendations to the Governing Body.

Review: September 2014

Other Governing Body Groups

The Governing Body or committees may establish other groups such as a working party or a task group, to look at a specific matter. These are less formal than committees and do not have delegated authority. Any such group must report back to the Governing Body or originating committee on its work and is usually disbanded once its work has been completed.

Head Teacher Performance Management Group

Each Governing Body must appoint either two or three Governors to be the "appointed Governors" to performance manage the Head Teacher. The Education Development Adviser (EDA) will be included in the group.

Name	Role
Shona Eyre	Chair of Governing Body
Sue Lee	LA Governor
Bridget Watts	EDA

Link Governor Appointments

Area	Governor
Safeguarding Children Governor	Shona Eyre
Inclusion Governor (SEN and Gifted & Talented)	Sue Lee
Health and Safety Governor	Garry Webster
Complaints Governor	Shona Eyre
Numeracy Governor	Ann Clarke