



# **CASTLETOWN PRIMARY SCHOOL**

## **Governors' Committee Structure and Terms of Reference. 2015-16**

## The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Sunderland 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 advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ 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 Chair of a Committee

- ❖ 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 the Chair of any committee (*if not delegated to the committee itself*)
- 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\*

\*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

Name of Governor	End of term of Office
Mrs J Lumsdon	Appointed 01/09/2009
Mr K Bartley Chair	24.06.2017
Mrs K Steel Vice Chair	24.06.2017
Mrs L Palmer	27.03.2017
Mrs D Cressey	24.03.2018
Mrs C Rodgerson	25.03.2018
Mrs J Smith	24.11.2018
Mrs L Fannon	24.06.2017
Mrs J Shotton	27.09.2017
Mrs J Stevens	24.06.2017
Mr G Phillips	23.06.2018
Mr M Lawson	22.06.2019
Mr K Cooper	14.09.2019
Mrs L Campbell	15.09.2019
Mr S Beck	
Mr L Hayton	

<b>Chair of the Governing Body</b>	Mr K Bartley
------------------------------------	--------------

<b>Vice-Chair of the Governing Body</b>	Mrs K Steel
---	-------------

<b>Clerk (s) to the Governing Body</b>	Ms L Hutchinson/ Ms S Hoggett
--	-------------------------------

<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
----------------	--

# Personnel Committee

## Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- 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

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

## 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/Associate Member
Mr R Morgan
Mrs K Steel
Mrs C Rodgerson
Mrs J Smith
Mrs L Palmer

<b>Chair of the Committee</b>	Mr R Morgan
-------------------------------	-------------

<b>Clerk to the Committee</b>	Ms Lisa Hutchinson / Ms S Hoggett
-------------------------------	-----------------------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

<b>Date of review:</b>	Annually
------------------------	----------

# Appeals Committee

**Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*

\*cannot be delegated to an individual

**Membership** – no fewer members than the Personnel Committee

**Disqualification** – The Headteacher  
Any members of the Personnel Committee

Name of Governor
Mr K Bartley
Mrs D Cressey
Mr G Phillips

<b>Chair of the Committee</b>	Mr K Bartley
-------------------------------	--------------

<b>Clerk to the Committee</b>	Ms L Hutchinson / Ms S Hoggett
-------------------------------	--------------------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

<b>Date of review:</b>	Annually
------------------------	----------

# Pupil Discipline Committee

**Terms of reference:**

- To consider representations from parents in the case of exclusions of 5 days or less
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

**Membership – 3 or 5**

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. 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, four members consider an exclusion, the chair has the casting vote.

**Disqualification – The Headteacher**

Any Governor with prior knowledge of the pupil or the incident.

Name of Governor
Mrs L Palmer
Mr K Bartley
Mrs K Steel

<b>Chair of the Committee</b>	Mrs L Palmer
-------------------------------	--------------

<b>Clerk to the Committee *</b>	Ms L Hutchinson / Ms S Hoggett
---------------------------------	--------------------------------

\*May be provided by the LA's Pupil Discipline Clerking Service if purchased

<b>Quorum:</b>	<b>3</b>
----------------	----------

# Finance Committee

**Terms of reference:**

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

**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

<b>Name of Governor/Associate Member</b>
Mr K Bartley
Mrs L Finnon
Mr R Morgan
Mrs L Palmer
Mrs J Lumsdon
Mr M Lawson

<b>Chair of the Committee</b>	Mr K Bartley
-------------------------------	--------------

<b>Clerk to the Committee</b>	Ms L Hutchinson / Ms S Hoggett
-------------------------------	--------------------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

<b>Date of review:</b>	Annually
------------------------	----------

# Challenge Committee

## Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's performance.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To provide challenge to the Headteacher and staff on matters relating to pupil progress and standards within school

<b>Name of Governor/Associate Member</b>
Mrs K Steel
Mr K Bartley
Mr G Phillips
Mr R Morgan
Mrs L Palmer

<b>Chair of the Committee</b>	Mrs K Steel
-------------------------------	-------------

<b>Clerk to the Committee</b>	Ms L Hutchinson / Ms S Hoggett
-------------------------------	--------------------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

<b>Date of review:</b>	Annually
------------------------	----------



# Premises Committee

**Terms of reference:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

<b>Name of Governor/Associate Member</b>
Mr K Bartley
Mrs L Finnon
Mr R Morgan
Mrs L Palmer
Mrs J Lumsdon
Mr M Lawson (SBM)

<b>Chair of the Committee</b>	Mr K Bartley
-------------------------------	--------------

<b>Clerk to the Committee</b>	Ms L Hutchinson / Ms S Hoggett
-------------------------------	--------------------------------

<b>Quorum (minimum of 3, committee can determine higher number)</b>	
---	--

<b>Date of review:</b>	Annually
------------------------	----------

# Headteacher's Performance Review Group

## Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

## Membership – 2 or 3 governors

**Disqualification** – The Headteacher and Staff Governors

Name of Governor
Mr K Bartley
Mrs L Palmer
Mrs J Smith – Reviewing officer

<b>Chair of the Group</b>	Mr K Bartley
---------------------------	--------------

<b>Review Officer</b>	Mrs J Smith
-----------------------	-------------

<b>Quorum (minimum of 2 suggested)</b>	
--	--

<b>Date of review:</b>	Annually
------------------------	----------

# Delegation of Responsibility to Individuals (Link Governors)

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

**Terms of reference:**

- **To liaise with the appropriate member(s) of staff**
- **To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School**
- **To regularly report to the Governing Body or the Challenge Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility**
- **To raise the profile of the area of responsibility when related matters are considered by the Governing Body**
- **To attend training as appropriate**

Area Of Responsibility	Name of Governor
Child Protection and Prevent	Mr G Phillips
ICT	Mr R Morgan
Financial Management	Mr K Bartley
Foundation Subjects	Mr G Phillips
Literacy	Mrs L Palmer
Numeracy	Mr K Bartley
Looked After Children	Mrs C Rodgerson
Assessment Standards	Mrs K Steel
Race Relations and Safer Recruitment	Mr K Bartley
Premises & Health and Safety	Mr K Bartley
Anti Bullying	Mrs L Palmer
EYFS	Mr K Cooper
Pupil Premium	Mr R Morgan

***All link Governors agree to visit school at least once a term to meet with subject leaders.***

<b>Date of review:</b>	Annually
------------------------	----------

<b>All terms of reference agreed by the Governing Body</b>	23/11/2015
--	------------

