



Sedgefield Primary School

Learning Together for Life

Composition and Duties of the Governing Body Committees

COMMITTEE STRUCTURE

- Committee Structures will be reviewed annually
- Quorum for meetings will be three
- Committees appoint their own Chair, Vice Chair and Clerk
- Where possible meetings should be arranged so that minutes are available no later than TWO WEEKS before a GBM or the next committee meeting, whichever is soonest, and circulated to all Governors
- Apologies for absence MUST be submitted in advance of meetings
- All Governors are welcome as non-voting observers at any Committee meeting (except Appeals Committee)
- Meetings to be held in accordance with agreed schedule
- Interested parties may view Governing Body meeting minutes only after they have been approved by the full Governing Body.

ALL MEETINGS ARE CONFIDENTIAL UNLESS OTHERWISE AGREED

GOVERNING BODY MEETINGS

All Committee Meeting Minutes should be in school two weeks before the Governing Body meeting so that they can be sent to all Governors along with the Governing Body papers, prior to the meeting.

Tabled papers will be avoided where possible.

Any Governor failing to attend Full Governing Body Meetings for a period of six months, without the consent of the Governing Body, will be automatically disqualified from membership.

LEARNING TOGETHER FOR LIFE COMMITTEE

meets termly

Terms of Reference/Areas of Responsibility

- Ensure the school promotes high standards of achievement.
- Make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding National Curriculum.
- Ensure that all policies, targets and review mechanisms are in place with dates for future reviews. Ensure each child is able to reach their potential through monitoring of differentiation, and that every child receives full statutory curriculum.
- Monitor teaching and learning and the progress of all pupils, especially the achievement of disadvantaged groups (SEN, FSM, PP, CLA, EAL, etc.).
- Promote the positive ethos of the school and ensure that policies and decisions are consistent with this. Promote inclusivity and adhere to anti-discrimination laws. Monitor impact of policies on all members of the school community.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Ensure school is fulfilling child protection responsibilities.
- Monitor implementation of behaviour and anti-bullying policies. Monitor development of pupils' attitudes, values and other personal qualities.
- Ensure the school works well with its community, parents and other schools, and ensure that adequate provision is made for transition between nurseries and Reception, and KS2 and KS3.
- Review the policy and provision for collective worship and RE and to make recommendations where necessary.
- Review curriculum and school performance including target setting and monitoring mechanisms.
- Contribute to and evaluate the School Improvement Plan and school self evaluation.
- In collaboration with the staff, monitor how the curriculum is taught, evaluated, resourced and communicated. Ensure regular pupil reports are made to parents.
- Set attendance targets and monitor performance.
- Monitor provision of extra-curricular activities and out-of-hours provision.
- Consider Healthy Schools provision including PE, competitive sports provision, nutritional standards, drugs, sex and relationships education.
- Consider views of School Council.
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.
- Listen, investigate and respond to general complaints about provision.

Committee Membership

Chair Mrs A Manning
 Mrs A Barron
 Mrs A Cox
 Dr W Gill
 Mr J Hampson
 Mr K Lowe
 Mrs J Lowes
 Mr R Morrison
 Mrs J Nuttall
 Mrs D Taylor
 Mrs A Thompson
 Mr D Waters

PERSONNEL COMMITTEE

meets termly

Terms of Reference/Areas of Responsibility

- Review and determine staffing levels and responsibilities annually.
- Determine staffing level requirements and appointments (in accordance with agreed delegation).
- Headteacher/Deputy Headteacher appointments will be subject to consideration by the full Governing Body. (If the appointment is delegated to the Committee the decision will need to be endorsed by the full Governing Body.)
- Supply Cover (delegated to the Headteacher).
- Non-teaching staff appointments and grades (in accordance with agreed delegation).
- Ensure that arrangements for performance management are in place and reviews conducted.
- To hear staff grievance at the appropriate stage in the Grievance Procedure when necessary.
- Consideration of staff leave of absence (only if necessary after delegation to Headteacher).
- Consider unresolved parental complaints.
- Keep under review work/life balance, working conditions and well-being, including the monitoring of absence.

Committee Membership

Chair	Dr W Gill
	Mrs A Barron
	Mrs A Cox
	Mrs V Holloway
	Mr K Lowe
	Mrs J Lowes
	Mrs J Nuttall
	Mr D Waters

DELEGATION FOR APPOINTMENTS – when necessary

Terms of Reference/Areas of Responsibility

- Local Authority C&AS to have advisory rights.
- Where possible an even number to be avoided.
- Ideally short-listing and interviewing to be conducted by the same people – this does not however preclude involvement in one or the other.
- Headteacher/Deputy Headteacher appointment needs ratification by the full Governing Body on the same day as the interview (if appointment delegated to a panel).
- Personnel Committee to select interviewing panel if full Governing Body not required.

Suggested Interviewing Panel

Headteacher	Full Governing Body and LA
Deputy Headteacher	Headteacher, at least four Governors and LA
Senior Leadership Team	Headteacher, Deputy Headteacher, three Governors
Permanent Teacher	Headteacher, Deputy Headteacher, at least one Governor
Temporary Teacher (1 term +)	Headteacher, Deputy Headteacher, one Governor
Supply Teacher (- 1 term)	Headteacher
Caretaker	Headteacher, two or more Governors
Admin Staff	Headteacher, two or more Governors
Support Staff	Headteacher

PAY REVIEW COMMITTEE

meets Autumn Term

Terms of Reference/Areas of Responsibility

- Review annually whole school pay policy.
- Undertake annual review of staff salaries to include matters relating to TLRs(teaching and learning responsibility payments), SEN (special educational needs allowances), recruitment and retention payments, points for previous experience, bursaries and re-gradings.
- Report to the Finance and General Purposes Committee on pay review related expenditure.
- The Pay Review and Appeals Panel are established in accordance with LA procedures.

NB No member of staff shall be involved in the determination of pay or performance appraisal for individuals on the school establishment except the Headteacher, who shall act in an advisory capacity only regarding the pay appraisal of other members of staff but shall not be involved in consideration of his/her own pay or performance appraisal.

Committee Membership

Chair	Mr D Waters
	Mrs A Barron
	Dr W Gill
	Mrs A Manning

FIRST COMMITTEE

meets when necessary

Terms of Reference/Areas of Responsibility

- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, capability, ill health etc. where the Headteacher is the subject of the action.
- To make any decisions relating to a member of staff (other than the Headteacher) under the personnel procedures adopted by the Governing Body.
- Reduce staffing establishment.

Committee Membership

Chair Mr D Waters
 Mrs A Barron
 Dr W Gill
 Mrs A Manning

APPEALS PANEL

meets when necessary

Terms of Reference/Areas of Responsibility

- To consider any appeal against a decision to dismiss a member of staff made by the First Committee.
- To consider any appeal against a decision under the Personnel procedures adopted by the Governing Body, e.g. disciplinary, pay review etc.
- To consider any appeal against selection for redundancy.

Panel Membership NB—Must have no fewer members than or any members of the First Committee.

Chair Mrs J Lowes
 Mr J Hampson
 Mr K Lowe
 Mr R Morrison
 Mrs D Taylor

FINANCE AND GENERAL PURPOSES COMMITTEE

meets termly

Terms of Reference/Areas of Responsibility

- Consider all information received from the LA relating to the financing of schools.
- Receive actual share (budget from the LA) and agree a budget for ratification by the Governing Body.
- Monitor and determine spending patterns and consider spending proposals and delegation of funds to other committees.
- Ensure the school operates within the financial regulations of the LA and Financial Management Standards for Schools.
- Decide virement and expenditure limits.
- Consider and promote income generation.
- Receive and consider budget proposals (from other committees where necessary).
- Ensure the annual accounts of all funds held by the school are independently audited.
- Monitor the finances of the School Fund and provide an annual audited account for the Governors in the Summer Term.
- Maintain inspection and reporting of repair and maintenance to Buildings and Grounds.
- Keep under review asset management, building development, environment and accessibility plans.
- Oversee the use of premises by outside users.
- Review and maintain a five year rolling programme of improvements and repair.
- Follow LA tendering procedures.
- Purchase and disposal of furniture and equipment (where not delegated to other committees).
- Expenditure proposals (for submission to the committee, only where above agreed delegated limits).
- Adopt LA guidelines and monitor contracts and Service Level Agreements.
- Health and Safety issues, inspection report and action (including completion of annual risk assessment).
- Monitor adherence to Health and Safety requirements, and that the buildings and learning environment are maintained and fit for purpose.
- Maintain Health and Safety Policy and ensure that changes in regulations are noted and applied.
- Carry out annual risk assessment.

Committee Membership

Chair Mr D Waters
 Mrs A Cox
 Dr W Gill
 Mr J Hampson
 Mr R Morrison
 Mrs A Thompson

HEADTEACHER'S PERFORMANCE REVIEW COMMITTEE

meets termly

Terms of Reference/Areas of Responsibility

- To arrange to meet with School Improvement Partners (SIP) to discuss Headteacher's performance targets.
- To decide with support from SIP whether targets have been met and to set new targets annually.
- To monitor throughout the year the performance of the Headteacher against the targets.
- To make recommendations to the Pay Review Committee in respect of awards for the successful meeting of set targets.
- Chair of Governors to be the Review Officer.

Membership

Chair	Dr W Gill
	Mrs A Manning
	Mrs J Lowes

Review Officer

Mr D Waters

GOVERNORS' LINKED MONITORING ROLE

Terms of Reference/Areas of Responsibility

- Visit the school by appointment and liaise with the teacher responsible for the subject or attend team self-evaluation/monitoring meetings.
- Monitor and check that documentation is in order and that systems are in place for ensuring effective delivery.
- Discuss plans for further development of the subject/issue.
- Report findings to the LTfL Committee and to the full Governing Body meeting.

Area of Interest/Responsibility	Governor	Member of Staff
Chair	Mr D Waters	
Vice Chair	Dr W Gill	
Link Governor	Mrs A Barron	
SUBJECT AREAS		
English	Mrs A Manning	Mrs S Smith
Modern Foreign Languages	Mr R Morrison	Mrs S Smith
Music	Mrs A Manning	Mr S Eltringham
Art/ Design and Technology	Vacancy	Mrs T Dodd
Maths	Mr D Waters	Mrs E Smith
Science	Dr W Gill	Mrs L Gibson
Computing	Mrs J Lowes	Mrs A Thompson
History/Geography	Mrs J Lowes	Mrs A Wearmouth
Religious Education	Vacancy	Mrs K Leck
Physical Education	Mr J Hampson	Mr S Eltringham
PSHCE	Mrs V Holloway	Mrs T Dodd

WHOLE SCHOOL ISSUES

Assessment	Mr D Waters	Mrs A Thompson
Children who are Looked After	Mrs J Lowes	Mrs A Cox
Early Years	Dr W Gill	Mrs E Smith
Eco-Schools	Mrs D Taylor	Mrs T Dodd
Equality and Diversity/British Values	Vacancy	Mrs T Dodd/Mrs A Thompson
Health and Safety	Mr R Morrison	Mrs A Cox
More Able & Talented	Mr J Hampson	Mrs A Thompson
Personal Development, Behaviour	Mr D Waters	Mrs E Smith
Safeguarding	Mrs A Manning	Mrs A Cox/Mrs E Smith
School Council & Pupil Voice	Mrs A Barron	Mrs A Cox
School Self-evaluation	Dr W Gill	Mrs A Cox
Special Educational Needs	Mrs D Taylor	Mrs E Smith
Spiritual, moral, social and cultural development	Mrs D Taylor	Mrs A Cox
Travel Plan	Mrs V Holloway	Mrs S Smith

GOVERNING BODY – ANNUAL SCHEDULE

AUTUMN TERM

Governing Body	Appoint Chair and Vice Chair Minutes of Committee Meetings Headteacher's Report
Finance and Gen. Purp.	Consider LA Budget Projection Furniture and Equipment Audit Monitor Premises 3 Year Plan Check Financial Update Monitor Budget Review Service Level Agreements Financial implications of Performance Management
Pay Review	Consider recommendations from Performance Management
Personnel	Monitor Staffing Review Performance Management procedures
Headteacher's Performance Review	Review previous targets Agree new targets
Learning Together for Life	Discuss preliminary data analysis Discuss outcomes of questionnaires Monitor School Improvement Plan Review SEN/AG&T provision in line with requirements of new intake and monitor achievement of disadvantaged groups Monitor school ethos and pupils' attitudes, values and how other personal qualities are developed Review implementation and impact of Anti-bullying and Behaviour Policies Agree targets for EYFS, KS1 SATs & KS2 SATs Agree attendance targets Policy Review

SPRING TERM

Governing Body

Minutes of Committee Meetings
Headteacher's Report

Finance and Gen. Purp.

Check Financial Update
Consider End of Year Financial Position
Draft new budget
Health and Safety checks

Personnel

Review staffing levels
Review work/life balance and well-being
Review PPA

Headteacher's Performance Review

Review progress towards targets

Learning Together for Life

Review Health and Safety of pupils
Review Safeguarding procedures
Monitor SEF
Monitor teaching and learning
Monitor PSHCE provision
Monitor effectiveness of pupil voice
Ensure effective transition arrangements in place
Policy Review

SUMMER TERM

Governing Body	Approve Budget Minutes of Committee Meetings Headteacher's Report Review Committee Structures
Finance and Gen. Purp.	Set Budget for approval by Governing Body Monitor Premises 5-Year Plan Premises inspection Monitor voluntary funds Monitor accessibility plan Consider environmental issues
Personnel	Review class and subject responsibilities
Headteacher's Performance Review	Review progress towards targets
Learning Together for Life	Review provision for PE and extra-curricular sport Monitor curriculum provision for all Policy review Monitor extra-curricular and out-of-hours provision Discuss issues for inclusion in next SIP Review equality policies and practice Plan ways of promoting school within the community Monitor effectiveness of Governors' Visits