

HORNSEA BURTON AND SKIPSEA FEDERATION GOVERNING BODY AUTUMN 2017

CS-Mrs Shiels (Head)

CMM-Cheryl Morgan Muir (Chair and co-opted)

AD-Andrew Dolman (Vice-Chair and LA)

HH-Hilary Himsworth (co-opted)

KH-Karen Hylton (co-opted)

IB-Ian Banks (co-opted)

TW-Tracy Warkup (staff)

MW-Michelle Wardill (co-opted)

EF-Emma Foster (parent)

KJ-Kellie Jones (parent)

STRATEGIC OVERVIEW COMMITTEE

Quorum:3

Membership: CS, CMM, KH, AD, HH.

Terms of Reference

To oversee the Governing Body responsibilities and ensure they are fulfilled by the governors.

To receive reports from the Chairs of each sub-committee and also records of visits from governors in order to have a deep, accurate understanding of the school's overall effectiveness in relation to all areas of the SEF and use this to ensure continuing improvement that has a positive impact on all outcomes for all pupils.

To make recommendations for sub-committee agenda items and for focused priorities for governors re their specific roles and responsibilities linked to future monitoring and evaluation work.

To check appropriate agreed action has been taken and review its impact.

To review and update the governor action plan.

LEADERSHIP AND MANAGEMENT AND OUTCOMES FOR PUPILS COMMITTEE

Quorum:3

Membership: CS, CMM, AD, EF.

Terms of Reference

To review and monitor progress and evaluate the effectiveness of the priorities within the school improvement plan.

To consider reports, help prepare action plans and monitor progress in meeting the key issues identified by any external monitoring e.g. IP, Ofsted, HMI or LA.

To review, adopt and monitor the implementation and impact of school policies and procedures.

To request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders.

To ascertain the views of pupils, parents and staff in order to have a deep, accurate understanding of the school's effectiveness and strengths and weaknesses and use this to keep the school improving by focusing on the impact of their actions in key areas.

To ensure that incisive performance management leads to professional development that encourages, challenges and supports teachers' improvement in order to secure highly effective teaching.

To elect a committee of governors to annually review the Performance Management of the Head teacher-At Full GB.

To elect a governor to be moderator for the Performance Management of staff other than the Head-At Full GB.

To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee-At Full GB.

To monitor and evaluate the deployment of staff and resources, including the pupil premium, sports funding and SEN funding to ensure they secure at least good outcomes for pupils.

To receive and critically review school performance data including any provided by the Local Authority, Data Dash Board, Fischer Family Trust and RAISE online.

To ensure all governors have a good understanding of the pupil achievement in relation to national standards and all schools nationally.

To monitor pupil progress in relation to the targets set and with specific reference to significant groups.

To monitor and evaluate the impact of the school's provision for vulnerable groups e.g. special educational needs, cared for pupils, pupils in receipt of support through pupil premium funding.

To ensure all stakeholders focus on consistently improving outcomes for all pupils, especially disadvantaged pupils.

To ensure that all children's needs are identified and they are given the support they need, including through effective partnerships with external agencies and other providers.

To ensure accountability to all stakeholders for the quality of provision and pupil outcomes.

PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE COMMITTEE

Quorum:3

Membership: CS, KJ, CMM, MW, TW.

Terms of Reference

To monitor and evaluate the school's open culture and curriculum to ensure it promotes equality of opportunity and diversity regarding all aspects of pupils' welfare so that all pupils are safe and feel safe.

To monitor, review and evaluate attendance and punctuality of pupils.

To monitor, review and evaluate the effectiveness of policies and procedures re anti-bullying, behaviour and attitudes of all pupils to ensure all aspects of pupils' learning are consistently positive and have a good impact on the progress they make.

To provide support and guidance for the Governing Body and the Head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

To make recommendations to the Governing Body re safeguarding requirements.

To monitor the effectiveness of safeguarding and ensure the school takes appropriate action to identify, report and support pupils who may be at risk of neglect, abuse or sexual exploitation and ensure pupils are protected from radicalisation and extremism.

QUALITY OF TEACHING, LEARNING AND ASSESSMENT COMMITTEE

Quorum:3

Membership: CS, KJ, HH, CMM, IB, KH

Terms of Reference

To receive regular reports from the Headteacher on the monitoring of the quality of teaching and learning and how teaching and learning is impacting on School Improvement Priorities.

To ensure that all adults have high expectations of children based on accurate assessment of children's skills, knowledge and understanding.

To ensure Practitioners use regular and precise assessments of children's learning and development (including statutory assessments) to plan activities that are suitably challenging for all children.

To monitor, evaluate and make recommendations to the Governing Body re the school curriculum to ensure that it meets statutory requirements and that it is broad and balanced and inspires pupils to learn and helps pupils acquire knowledge, understanding and skills in all aspects of their education, including linguistic, mathematical, scientific, technical, human and social, physical and artistic learning.

To monitor and evaluate pupils' spiritual, moral, social and cultural development and check that the promotion of fundamental British values are at the heart of the school's work.

To monitor and review the school's homework policy and practice to ensure that it consolidates learning and prepares pupils well for the next steps in their education.

To monitor and evaluate the promotion of equality of opportunity and diversity in teaching and learning.

FINANCE COMMITTEE

Quorum:3

Membership: CS, HH, CMM, EF

Terms of Reference

To agree and approve the budget and 5 year plan for reporting to the full governing body.

That the Headteacher be given the responsibility to monitor spending during the year (virements) and (against the budget) to decide upon the corrective action where necessary.

That the Headteacher be given the power to incur expenditure up to £5000 and to authorise virements or journals to the same amount.

That the Headteacher and Chair be given the power to incur expenditure up to £10,000 and to authorise virements or journals to the same amount.

That the Headteacher, Chair and Finance Committee be given the power to incur expenditure between £10,000 and £20,000 and to authorise virements or journals to the same amount.

That expenditure, virements or journals over £20,000 gain approval from the full governing body.

That audit accounts be produced and provided for the full governing body as/when necessary.

To prepare the draft budget and monitor for the financial year ending, the school budget and the standards fund.

The consider the financial implications of the School Development Plan.

To review expenditure for the year with the Headteacher.

To indicate budget agreement or otherwise for approval by the full governing body.

PERFORMANCE MANAGEMENT

Quorum:3

Membership: AD, HH, CMM Appeals Officer KH

Terms of reference

To annually review the performance of the Headteacher.

APPEALS/COMPLAINTS/DISCIPLINE COMMITTEE Quorum:3

Membership

That the committee be convened by the Chair, consisting of any 3 governors (ensuring 1 a parent governor), not previously involved.

To act as Appeals, Discipline or Dismissal Committee.

The membership must not overlap with the membership of the Pupil Exclusions or Appeals Committee.

REVIEW OF ALL COMMITTEES WILL BE DONE AUTUMN 2018 or earlier if the need arises.