

Woodlands Governors' Committee Responsibilities



Full Governing Body Committee

Intent The aim of this meeting is to set the strategic direction of the school, to receive all business for consideration and direct items to the appropriate committee for wider discussion and management.

FUNCTIONS

- To ensure the school development plan sets and delivers the strategic direction to continuous improvement in the attainment and personal development of all pupils.
- To receive and note all minutes of all meetings held (except the Pay Review which remains confidential to that committee) and approve any recommendations it is requested to do so
- To ensure that the governing body are fulfilling their statutory requirements.
- To manage the policy review cycle (Statutory and School)
- To consider matters of pastoral care and behavior.
- To promote and support positive home-school relationships to the benefit of pupils, parents and staff, including the adoption and periodic review of the Home-School Agreement.
- To ensure that the governing body's statutory responsibilities in relation to safeguarding children are fulfilled.
- To approve school visits and adopt and review the policy and practice periodically, in line with LA guidance.
- To ensure that the governing body fulfils its statutory responsibilities in relation to the required food based standards and promotes and supports a healthy school environment.
- To ensure that the governing body fulfils its statutory responsibilities in relation to its policy on racial equality and the monitoring of racial incidents.
- To promote the school within the wider community.
- To recruit new members as vacancies, arise and to appoint new governors* where appropriate
- 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 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 ratify the first formal budget plan of the financial year
- To review the delegation arrangements annually*
- To promote strong engagement with key stakeholders including parents and carers

*these matters cannot be delegated to either a committee or an individual

Teaching and Learning Committee

Intent The aim of this meeting is to ensure that the full governing body are involved in the overall school improvement agenda, and future curriculum developments. To hold the school to account for the educational performance of its pupils through the following: To deliver the strategic intent of the governing body and ensure that a broad and balance curriculum is delivered.

FUNCTIONS

- To consider and advise the governing body on educational standards and other matters relating to the school's curriculum.
- To ensure the governing body monitors the school's curriculum policy and their statutory obligations regarding the National Curriculum.
- To monitor school improvement with reference to the SEF, Local Authority, Raise-online, Ofsted data dashboard, School based reports and reports from governors.
- To review and approve the school's policies on curriculum, accessibility, collective worship and religious education, sex education and special educational needs.
- To review curriculum policy documents regularly and approve any amended policies.
- To contribute towards the preparation, and implementation of the school development/improvement plan and monitor progress of the plan.
- To monitor and evaluate the school's SATs /results and progress reports as appropriate
- To receive information to the governing body about how the curriculum is taught, evaluated and resourced.
- In conjunction with other committees, to ensure that the governing body's statutory duties with regard to children with special needs and the Equality Act 2010 are met.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision.
- To receive regular reports from link governors and report to the governing body.
- To undertake any other school Improvement Tasks as required by the governing body.

Personnel Committee

FUNCTIONS

- To ensure that the governing body works within its adopted personnel policies, such as discipline, capability, grievance and redundancy.
- To contribute towards the preparation of the school development/improvement plan and monitor progress on the implementation of the plan
- To determine grading and salaries of teaching staff and review those of the head teacher annually, as required by the Teachers' Pay and Conditions Document, and the school's pay policy and to take decisions relating to changes in salary.
- To ensure the salaries of support staff are reviewed periodically and, where appropriate, approve alterations to salaries.
- To adopt and review annually the Performance Management Policy and Pay Policy. The Pay policy will be referred to the Pay committee to implementation as referenced to that committee
- To determine and review annually, or as required, the staffing structure for the school
- To review job descriptions regularly, considering recommendations by the head teacher
- To establish procedures for the selection and recruitment of staff (except head teacher and deputy head teacher appointments) in accordance with the governing body's schedule of delegation.
- To participate, as appropriate, in the selection and recruitment of staff and to decide upon the appropriate salary of the appointee.
- To consider and adopt any new or revised personnel policies and procedures.
- To undertake, with the head teacher, a review of the school's personnel management each term to inform the school's self-evaluation.
- To champion staff wellbeing, morale and motivation
- To undertake any other personnel tasks as required by the governing body.
- The committee will receive a sample of the process undertaken by the school in regard to the performance management of the staff to ensure that the policy is implemented effectively and to quality assure the process.

Finance and Premises Committee

FUNCTIONS

- To draw up, and recommend the approval of the annual budget plan for the school to the full governing body and thereafter the committee will approve any subsequent revisions.
- To establish and maintain an up to date three year financial plan, taking account of projected pupil numbers.
- To monitor the school's income and expenditure throughout the year and report the financial situation to the governing body each term.
- To contribute towards the preparation and implementation of the school development/improvement plan and monitor progress.
- To review any tenders for products and services.
- To make recommendations to the governing body on levels of financial delegation.
- To ensure that the school operates within the Council's Financial Regulations for schools.
- To receive and, where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.
- To consider and adopt any new or revised finance-related policies and procedures.
- To comply with the requirements of the Schools Financial Value Standard (SFVS) and provide a detailed annual report to the governing body for signature by the Chair of governors.
- To ensure the principles of Best Value are followed when making decisions.
- To monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated and to publish the information on the school's website as required by the School Information Regulations.

Premises

- To ensure the buildings and grounds are inspected annually, including Health and Safety elements and prepare an annual statement of priorities for maintenance and development.
- To monitor and ensure satisfactory arrangements are in place for the maintenance, repairs and redecoration.
- In consultation with the head teacher to oversee premises related funding bids.
- To ensure satisfactory arrangements are in place for Health and Safety and the use of school premises by the community & outside users, which are subject to governing body policy
- To establish and keep under review a Building Development & Refurbishment Plan
- To complete a minimum of one Health & Safety inspection annually and to ensure actions required to meet H&S requirements are managed in a timely and effective manner.
- To ensure an Environmental Policy is in place and check it is being adhered to.
- To ensure appropriate security measures are in place for both the premises and safety of staff and pupils
- To assist the governing body and the head teacher to discharge their responsibilities under the Health and Safety at Work etc. Act 1974 in collaboration with the Local Authority.
- To consider the Local Authority's policies on health and safety and adopt a health and safety policy for the school.
- To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of the building's plant and equipment and report at least once a year to the governing body.
- In conjunction with the School Improvement/Curriculum Committee, to ensure that the governing body's statutory duties with regard to the children with special needs and the Equality Act 2010 legislation are met.
- To undertake any other tasks related to premises and health and safety, as required by the governing body