

Elveden C of E Primary Academy

**Recommendations on Committee Structure
and Terms of Reference
2020-21**

Elveden C of E Primary Academy: Recommendations on Committee Structure and Terms of Reference

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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 Suffolk 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***
- *Any items which individual governing bodies may wish to include*

***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

These terms of reference agreed by the Governing Body | 15th June 2020

Name of Governor	End of term of Office
April Grimes	Ex Officio
Lorna Rourke	Ex Officio
Lynne Proudlock	24/02/2024
Claire Goldstone	04/11/2023
Michelle Harvey	14/09/2024
Rev. Paul Tams	17/01/2022
Lisa Bird	12/11/2020
Kelly Barton	07/01/2023
Nicola Douglas	20/02/2024
Michelle Slater	14/09/2024
Natasha Morgan	10/09/2024
Chair of the Governing Body	Rev. Paul Tams and Claire Goldstone

Vice-Chair of the Governing Body

Clerk (s) to the Governing Body | Local Authority Representative

Quorum: | **One half of the number of Governors in post**

Steering or Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such importance they should be transferred to the Governing Body.***

Terms of reference:

- To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Committee
Lorna Rourke	16/06/2014
Claire Goldstone	04/11/2019
Rev. Paul Tams	04/11/2019

Chair of the Committee	Rev. Paul Tams
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Clerk to the Committee	Claire Goldstone
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	23/09/14
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Date of review:	November 2020
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Academy Admissions Committee

Terms of reference:

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the governing body
- *Any items which individual governing bodies may wish to include*

*cannot be delegated to an individual

Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Committee
Lorna Rourke	10/09/2012
Nicola Douglas	15/06/2020
Rev. Paul Tams	25/2/2019

Chair of the Committee	Lorna Rourke
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Clerk to the Committee	Rev. Paul Tams
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	14/02/11
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Date of review:	November 2020
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Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- 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*
- Any items which individual governing bodies may wish to include

*cannot be delegated to an individual

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Committee
Nicola Douglas	15/06/2020
Lynne Proudlock	15/06/2020
Paul Tams	15/06/2020

Chair of the Committee	Paul Tams
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Clerk to the Committee	Lynne Proudlock
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	10/09/12
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Date of review:	November 2020
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Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under the Governing Body’s personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body’s personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body’s General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body’s Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body’s charging policy:
- Members of this committee may be required to sit on a hearing committee for another school in the local cluster of schools.
- *Additional items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Membership – not less than 2 members of the Governing Body
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Committee
Claire Goldstone	15/06/2020
Michelle Harvey	15/06/2020
Kelly Barton	15/06/2020
2 governors from local schools nominated to be on hearing committee	

Chair of the Committee	Claire Goldstone
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Clerk to the Committee	Kelly Barton
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Quorum (minimum of 2, committee can determine higher number)	3
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Date Committee established	1/10/01	Date of review:	November 2020
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Finance and Risk Management Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- 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 County Council
- 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
- discuss and agree that all involved are satisfied with the Chairman's list of risks;
- determine the appropriate response to each risk;
- assess existing controls and determine appropriate action;
- allocate responsibility for action; and
- agree future reporting and review procedures.
- *Additional items which individual Governing Bodies may wish to include*

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

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

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Lorna Rourke		10/09/2012
April Grimes		19/10/2015
Rev. Paul Tams		6/11/2017
Kelly Barton		25/2/2019

Chair of the Committee	Rev. Paul Tams
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Clerk to the Committee	Kelly Barton
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	10/09/2012
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Date of review:	November 2020
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Quality of Teaching and Learning and Assessment of Pupils Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- 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 make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by 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 oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
April Grimes/Lorna Rourke	G	19/10/2015
Claire Goldstone	G	04/11/2019
Lynne Proudlock	G	15/06/2020
Rev. Paul Tams	G	25/02/2019

Chair of the Committee	Lynne Proudlock
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Clerk to the Committee	Claire Goldstone
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	19/10/15
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Date of review:	November 2020
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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
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
April Grimes		19/10/2015
Lorna Rourke		19/10/2015
Michelle Harvey		15/06/2020
Rev. Paul Tams		15/06/2020

Chair of the Committee	Michelle Harvey
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Clerk to the Committee	Lorna Rourke
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	19/10/2015
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Date of review:	November 2020
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Personnel (Leadership and Management 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
- *Additional items which individual Governing Bodies may wish to include*

* 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

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
April Grimes		10/09/2012
Lorna Rourke		10/09/2012
Rev. Paul Tams		25/02/2019
Lynne Proudlock		15/06/2020

Chair of the Committee	Rev. Paul Tams
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Clerk to the Committee	Lynne Proudlock
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	10/09/2012
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Date of review:	November 2020
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Headteachers' Performance Review Group (Leadership and Management Committee)

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

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Group
Rev. Paul Tams	6/11/2017
Lynne Proudlock	15/06/2020
Mary Andrew (Forest)	6/11/2017

Chair of the Group	Rev. Paul Tams
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Review Officer	Lyn Lowery
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Quorum (minimum of 2 suggested)	2
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Date Group established	10/09/2012
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Date of review:	November 2020
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Audit Committee

Terms of reference:

- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- consider all relevant reports by the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters;
- review the effectiveness of the body's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
- ensure that the body's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service;
- consider and advise the board on the body's annual and long-term audit programme;
- consider internal audit reports, including value-for-money reports and the arrangements for their implementation;
- review the operation of the body's code of practice for board members and code of conduct for staff;
- consider any other matters where requested to do so by the board; and
- report at least once a year to the board on the discharge of the above duties.
- *Additional items which individual Governing Bodies may wish to include*

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

Membership – 3

Quorum - 3

Disqualification –

The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Group
Kelly Barton	25/2/2019
Rev. Paul Tams	25/2/2019
Claire Goldstone	4/11/2019

Chair of the Group	Rev. Paul Tams
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Review Officer	Patrick Smith
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Quorum	3
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Date Group established	02/09/12
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Date of review:	November 2020
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Ethos, Personal Development, Behaviour and Welfare Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's ethos.
- To monitor that the Christian ethos of the school is maintained and suggest ways to ensure this.
- Monitoring pupils' level of behaviour in class, between themselves, before school, during breaks and after school. This is done through the headteacher's termly report, regular visits to the school, and any other means deemed appropriate by the behaviour and safety committee
- Monitoring and reviewing reports of racist incidents and agree the termly reports to the local authority (LA)
- Monitoring attendance levels and details of fixed-term and permanent exclusions
- Ensuring that all current safeguarding and child protection legislation and associated procedures are followed

These terms of reference agreed by the Governing Body

15th June 2020

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Lorna Rourke	G	23/09/2013
April Grimes	G	19/10/2015
Lisa Bird	G	25/02/2019
Lynne Proudlock	G	15/06/2020
Rev. Paul Tams	G	6/11/2017

Chair of the Committee

Rev. Paul Tams

Clerk to the Committee

Lisa Bird

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee established

10/09/2012

Date of review:

November 2020

EYFS Committee

Terms of reference:

- To ensure that the EYFS profile assessments comply with national standards, including monitoring the school's safeguarding provisions
- To ensure that the school is meeting the statutory requirements of the EYFS framework
- To agree, and review as required, policies relating to the EYFS
- To monitor the implementation of the EYFS curriculum
- To monitor the EYFS learning goals and EYFS profile data in comparison with local and national performance data: and to evaluate achievement and progress throughout the setting
- To monitor how creatively the EYFS environment is used to successfully meet learning goals
- To monitor how the school communicates with parents and other stakeholders, and to consider how the school gathers and responds to feedback
- To consider recommendations from external reviews and moderation of the EYFS setting, such as Ofsted inspections and local authority or academy trust review
- To agree the actions needed to address any issues identified through external review; and to regularly evaluate the implementation of any plan agreed
- To monitor and evaluate the development of the relevant sections of the EYFS setting improvement plan
- To ensure that the whole governing body is aware of both the strengths and weaknesses of the EYFS setting, and the details of plans for building on strengths and addressing weaknesses

Membership – 4

Quorum - 3

These terms of reference agreed by the Governing Body	15th June 2020
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Name of Governor	Date Appointed to the Group
Lorna Rourke	19/10/2015
April Grimes	19/10/2015
Nicola Douglas	15/06/2020

Chair of the Group	Nicola Douglas
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Clerk	April Grimes
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Quorum	3
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Date Group established	19/10/2015
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Date of review:	November 2020
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Responsible Officer

Terms of Reference:

The role of the Responsible Officer (RO) is to provide the governing body (GB) with an on-going independent oversight of the academy's financial affairs. Most public sector organisations, and a growing number of private sector organisations, are required to have an internal audit service but due to the relatively small size of academies this requirement is thought to be too onerous.

In the absence of an internal audit service it falls to the RO to provide the GB with independent assurance that:

- the financial responsibilities of the GB are being properly discharged;
- resources are managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained and
- financial considerations are fully taken into account in reaching decisions.

Disqualifications:

-any relevant person employed at the school and not a member of the Finance Committee

These terms of reference agreed by the Governing Body	15th June 2020
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Name	Date Appointed to the Role
Patrick Smith	26 th July 2013

Date Role established	24/01/11
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Date of review:	November 2020
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Delegation of Responsibility to Individuals

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, the Curriculum Committee or the Steering Group, 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
- *Any items which individual governing bodies may wish to include*

Disqualification – The following functions **CANNOT be delegated to an **individual**:**

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Area Of Responsibility	Name of Governor (From either school)	Liaising with	Reporting to
Child Protection	Rev. Paul Tams	Child Protection Co-ordinator	Governing Body
SEND	Lisa Bird	SENCO/Headteacher	Steering/Curriculum/Gov .Body
Link Governor	Claire Goldstone	LA Governor Support	Governing Body
EYFS	Nicola Douglas	Zoe Huff	Governing Body
Wellbeing	Michelle Harvey	Zoe Maguire	Governing Body
English/Eiklan	Lynne Proudlock	Anna Syer	Governing Body
Maths	Kelly Barton	Lorna Rourke	Governing Body
Forest Schools	Nicola Douglas	Zoe Maguire	Governing Body
Humanities	Lisa Bird	Lorna Rourke	Governing Body
STEM-Science, computing, DT	Nicola Douglas	Sam Goody/Molly Crosby/Lorna Rourke	Governing Body
Art, Music, Drama	Michelle Harvey	Lorna Rourke/April Grimes	Governing Body
Languages	Kelly Barton	Steve Chapman	Governing Body
PE	Kelly Barton	Zoe Maguire	Governing Body
RE/Collective worship	Nicola Douglas	Sam Goody	Governing Body
Safeguarding/Online safety	Rev. Paul Tams	Headteacher	Governing Body
Risk	Mary Andrew	Headteacher	Governing Body
Ethos/SMSC	Paul Tams	Zoe Maguire	Governing Body
Responsible Officer	Patrick Smith	Finance Officer	Governing Body
HT Performance Management	Lyn Lowery	Committee	Governing Body
Pupil Premium/Achievement for All	Lisa Bird	Headteacher	Governing Body

Recommendations on Committee Structure and Terms of Reference

These terms of reference agreed by the Governing Body	15th June 2020
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Date Delegation Agreed	14 th September 2020
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Date of review:	September 2021
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Committee Meeting Minutes Template

School

Committee

Terms of Reference

Quorum	Chair
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Clerk

Date of Meeting

Attendance

Name	Governor*	Associate Member*	Present/Apologies/Absent

*tick box where appropriate

Issues discussed

❖ ❖ ❖ ❖ ❖ ❖

Decisions and recommendations made

❖ ❖ ❖ ❖ ❖

Recommendations on Committee Structure and Terms of Reference

❖

Date and Time of Next Meeting

Duration of Meeting

Meeting Dates for the Academic Year

		Forest	Elveden	Date of impact report (Tuesdays) Committee to arrange a meeting if required soon after.
Ethos, Personal Development, Behaviour and Welfare.	Pupil Discipline	Claire Goldstone Jo Wilson	April Grimes Lorna Rourke	1. 13.10.20
	Ethos	Mary Andrew	Lynne Proudlock Rev. Paul Tams Lisa Bird	2. 12.1.21 3. 20.4.21
Premises	Premises Health and safety	Lorna Rourke April Grimes Mary Andrew Naomi Brickett	April Grimes Lorna Rourke Rev. Paul Tams Michelle Harvey	1. 27.10.20 2. 23.2.21 3. 11.5.21
Leadership and Management	Personnel	April Grimes Lorna Rourke Mary Andrew Rev. Paul Tams Jo Wilson Lynne Proudlock	Lorna Rourke April Grimes Mary Andrew Rev. Paul Tams Jo Wilson Lynne Proudlock	Dates to be agreed with external advisor for HT's PM 1. Autumn Term (Target setting) 2. March (Mid year review) 3. July (End of year review)
	HT Performance Review			
	Pay Review Committee			
				(Budget Report sent week before meeting)
Finance meetings 6pm at Forest (Mondays)	Finance	Mary Andrew Lorna Rourke April Grimes Claire Goldstone	Lorna Rourke April Grimes Rev. Paul Tams Kelly Barton	1. 2.11.20 (5pm at Elveden)
	Risk Management			2. 18.1.20 3. 26.4.21 4. 11.7.21

Recommendations on Committee Structure and Terms of Reference

Quality of Teaching and Learning and Assessment of Pupils	Curriculum	Lorna Rourke April Grimes Claire Goldstone Jo Wilson Rev. Paul Tams	Lorna Rourke April Grimes Claire Goldstone Lynne Proudlock Rev. Paul Tams	1. 6.11.20 2. 10.2.21 3. 8.6.20 4. 14.7.21 (Final data)
EYFS		Lorna Rourke April Grimes Claire Goldstone	Lorna Rourke April Grimes Nicola Douglas	1. 9.11.20 2. 2.2.21 3. 8.6.21
Appeals	Hearings	Mary Andrew Paul Tams Jo Wilson 2 governors from other schools if needed.	Claire Goldstone Michelle Harvey Kelly Barton 2 governors from other schools if needed.	When called (This may also mean sitting on hearings for other schools in cluster)
	Appeals	Claire Goldstone Laura LaFond Phillip Richardson	Paul Tams Nicola Douglas Lynne Proudlock	