

## Governors Information

LA (1)	<b>End of office</b>
Mr Paul Hall	8 <sup>th</sup> August 2013 – 7 <sup>th</sup> August 2017
Parent (3)	<b>End of office</b>
Ms Elaine Dorsett	3 <sup>rd</sup> November 2016 – 2 <sup>nd</sup> November 2020
Ms Melanie Hill	3 <sup>rd</sup> November 2016 – 2 <sup>nd</sup> November 2020
Mr Edward Williams	3 <sup>rd</sup> November 2016 – 2 <sup>nd</sup> November 2020
Head Teacher (1)	<b>End of office</b>
Jayne Gray	HT – Ex-Officio
Staff Governor (1)	<b>End of office</b>
David Kelly	17 <sup>th</sup> November 2016 – 16 <sup>th</sup> November 2020
Foundation (8)	<b>End of office</b>
Mrs Emma Brown	20 <sup>th</sup> December 2016 – 19 <sup>th</sup> December 2020
Mr Rob Lloyd [non-teaching representative]	1 <sup>st</sup> April 2016 – 31 <sup>st</sup> May 2017
Mrs Julie Bodin	1 <sup>st</sup> April 2016 – 31 <sup>st</sup> March 2020
Mr Clive Priest	1 <sup>st</sup> April 2016 – 31 <sup>st</sup> March 2020
Rev. Ian Shelton	Ex-Officio
Mr Colin Nicholls (Chair)	15 <sup>th</sup> October 2013 - 14 <sup>th</sup> October 2017
Mr Ken Hadley	11 <sup>th</sup> July 2013 – 10 <sup>th</sup> July 2021
Mrs Kerry Thornton	3 <sup>rd</sup> November 2016 – 2 <sup>nd</sup> November 2020

## Finance Committee

### The committee has responsibility delegated by the governing board for:

- Review/approve all policies relevant to finance and roles of the committee.
- Approve the annual budget and present it to the full governing board for ratification.
- Review the actual expenditure and monitoring statements at least once a term.
- Receive and review financial projections.
- Approve expenditure and virements of sums over £5,000, sums below that amount are delegated to the Head Teacher/Principal.
- Complete the Schools Financial Value Standards in Schools to be presented to the full board to ratify.
- Assess the financial progress towards achieving the objectives in the School Improvement Plan.
- Review of leases & contracts – including traded services.
- Ensure Best Value principles apply.
- Review the financial implications on the budget of the Pay & Conditions document.
- Receive the annual accounts and certificate of audit of the school fund account and other voluntary funds held within school.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks.
- Review and approve the petty cash to be held by the school.
- Ensure LA financial procedures are complied with – review the Fair Funding document annually.
- Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification.

*Any item referred by the full governing board*

### Membership

1. Clive Priest
2. Elaine Dorsett
3. Colin Nicholls
4. Ken Hadley
5. Jayne Gray
6. Kerry Thornton
7. Business Manager - Finance

### Chair of Committee

Kerry Thornton

### Clerk

Kerry Round

## Curriculum Committee

### The committee has responsibility delegated by the governing board for:

- Review/approve all policies relevant to the curriculum and roles of the committee.

#### Achievement:

- Monitor and review information on school performance to include Raise Online & Data Dashboard.
- Monitor and review school targets.
- Monitor and review in year progress for all year groups and all groups of pupils.
- Compare school performance against national data – see gov.uk for annual performance tables.
- Reporting to parents according to statutory requirements.
- Monitor achievement for all groups of pupils (inc. pupil premium).
- Monitor pupils work and carry out pupil conversations.
- Monitor school target setting systems and how this is reported to parents.

#### Teaching & Learning:

- Review data published by DfE ensuring the school is meeting standards.
- Ensure targeted support and action plans are in place for all teachers who are not at least good.
- Monitor and review quality of teaching across the school.
- Monitor teaching for groups of pupils (inc. pupil premium).
- Monitor intervention groups for all groups of pupils.
- Monitor homework arrangements.

#### Curriculum:

- Ensuring the school is meeting national curriculum requirements and to review the Curriculum Policy statement ensuring it meets pupils needs.
- Monitor and review the curriculum with a focus on basic skills.
- Monitor skills coverage of curriculum in all subjects.
- Parental engagement.
- Review and update SEF (Self Evaluation Form).
- Monitor and review School Improvement Plan.
- Monitor how school are developing pupils' spiritual, moral, social and cultural development.

***Any item referred by the full governing board***

### Membership

1. David Kelly
2. Julie Bodin
3. Jayne Gray
4. Melanie Hill
5. Ken Hadley

### Chair of Committee

Julie Bodin

### Clerk

Kerry Round

## Facilities Management & Health & Safety Committee

The committee has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Monitor Facilities Management provider [Interserve] to ensure the school receives value for money, including cleaning and the subcontracted companies providing catering [Eden] and ICT [Agilisys].</li> <li>➤ Monitor Risk Assessment Procedures.</li> <li>➤ Review the letting policy and conditions of use for the school premises.</li> <li>➤ Inspect the school site and buildings to report maintenance and improvement, including security.</li> <li>➤ Agree Offsite Educational visits.</li> <li>➤ Review and ensure the school complies with the Health &amp; Safety Policy and consider training needs.</li> <li>➤ Comply with current fire safety legislation &amp; regulations.</li> <li>➤ Receive reports/audits from Health &amp; Safety representatives.</li> <li>➤ Refer items to the Central School Safety Committee as necessary &amp; receive minutes.</li> <li>➤ Maintain the accident statistics and trends so that reports can be made to the governing board &amp; LA.</li> <li>➤ Review the Accessibility Plan.</li> <li>➤ Consider &amp; make arrangements on risk management issues.</li> <li>➤ Ensure staff, Governors &amp; pupils undertake the online 'In the line of Fire' Training.</li> <li>➤ Any item referred by the full governing board.</li> <li>➤ To review the Health and Safety policy annually and to address any health and safety issues.</li> </ul>	
Membership	
<ol style="list-style-type: none"> <li>1. Colin Nicholls</li> <li>2. Clive Priest</li> <li>3. Jayne Gray</li> <li>4. Ken Hadley</li> <li>5. Edward Williams</li> <li>6. Strategic Operations Director</li> </ol>	
Chair of Committee	Paul Hall
Clerk	Kerry Round

## Personnel Committee

<b>The committee has responsibility delegated by the governing board for:</b>	
<ul style="list-style-type: none"> <li>➤ Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, job share etc.)</li> <li>➤ Review/approve all policies relevant to staffing and roles of the committee</li> <li>➤ Ensure all personnel records are held securely</li> <li>➤ Review annually the staffing of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement/Raising Attainment Plan</li> <li>➤ Review the pay of staff, in accordance with the governing board Pay Policy</li> <li>➤ Review staff work/life balance, working conditions and well-being, including the monitoring of absence</li> <li>➤ Implement the Performance Management/Appraisal Policy</li> <li>➤ To monitor and review staff development in line with the School Improvement/Raising Attainment Plan</li> <li>➤ To monitor and review the school's Equal Opportunities policy</li> <li>➤ Ensure a rolling programme for Criminal Background Checks (DBS) for all employees</li> <li>➤ Staff training and CPD</li> </ul>	
<b>Any item referred by the full governing board</b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Rev. Ian Shelton</li> <li>2. Julie Bodin</li> <li>3. Paul Hall</li> <li>4. Clive Priest</li> <li>5. Kerry Thornton</li> <li>6. David Kelly</li> <li>7. Jayne Gray</li> </ol>	
<b>Chair of Committee</b>	Rev. Ian Shelton
<b>Clerk</b>	Kerry Round

## Staffing Committee

The committee has responsibility delegated by the governing board for hearing:	
<ul style="list-style-type: none"> <li>➤ Staff grievance and discipline (in line with school policies)</li> <li>➤ Staff dismissal, redundancy and redeployment</li> <li>➤ Staff capability/management of absence</li> </ul>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>➤ To be made up of members who have no awareness of the original incident and are not known personally to the member of staff</li> </ul>	
<i>Minimum of three members required</i>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kerry Round

## Pupil Discipline & Complaints Committee

The committee has responsibility delegated by the governing board for:	
<ul style="list-style-type: none"> <li>➤ Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam.</li> <li>➤ Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently.</li> <li>➤ Comply with exclusion procedures in accordance with the LA &amp; DfE Guidance.</li> <li>➤ At the relevant stage hear any complaint made under the school Complaints Procedure.</li> </ul>	
<i>Any item referred by the full governing board</i>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Any three members of the governing board who have no awareness of the original incident and are not known personally to the pupil or parents/cares. The members shown below to be contacted in the first instance.</li> <li>2. A representative from the Local Authority Exclusion Unit will attend these meetings</li> <li>3. Julie Bodin</li> <li>4. Paul Hall</li> <li>5. Colin Nicholls</li> <li>6. Rev. Ian Shelton</li> <li>7. Kerry Thornton</li> </ol>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kerry Round

## Appeals Committee

<b>The committee has responsibility delegated by the governing board for hearing appeals with regard to:</b>	
<ul style="list-style-type: none"> <li>➤ Pay</li> <li>➤ Redundancy</li> <li>➤ Staff grievance</li> <li>➤ Leave of absence – if appropriate</li> <li>➤ Staff dismissal</li> <li>➤ Any Item referred by the full governing board</li> </ul>	
<b><i>When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.</i></b>	
<b>Membership</b>	
1. To be made up of members who have no awareness of the original incident and are not known personally to the appellant.	
<b><i>Minimum of three members required</i></b>	
<b>Chair of Committee</b>	To be appointed at the meeting
<b>Clerk</b>	Kerry Round

## Pay Committee (Can be delegated to Staffing and Finance/Resources Committee)

<b>The Committee has responsibility delegated by the governing board for:</b>	
<ul style="list-style-type: none"> <li>➤ Review staff pay progression in accordance with the pay policy and annual appraisal cycle.</li> </ul>	
<b><i>Committee to meet once per year in the autumn term</i></b>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Julie Bodin</li> <li>2. Colin Nicholls</li> <li>3. Paul Hall or Kerry Thornton</li> </ol>	
<b>Chair of Committee</b>	Colin Nicholls
<b>Clerk</b>	Kerry Round

## Head Teacher/Principal Appraisal

<b>The committee has responsibility delegated by the governing board for:</b>	
<ul style="list-style-type: none"> <li>➤ Set and review the head teacher's/principal's appraisal targets, review annually and recommend pay progression to the staffing and finance committee.</li> </ul> <p><b><i>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</i></b></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Julie Bodin</li> <li>2. Colin Nicholls</li> <li>3. Paul Hall or Kerry Thornton</li> </ol>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	Kerry Round

## Selection Panel

<b>The panel has responsibility delegated by the governing board for:</b>	
<ul style="list-style-type: none"> <li>➤ Selection of the head teacher/principal and deputy head teacher/vice principal</li> </ul> <p>Guidance on this process will be provided by your School Improvement Partner.</p> <p><b>The appointment must always be ratified by the full governing board.</b></p>	
<b>Membership</b>	
<b><i>All members must be available at all stages of the process.</i></b>	
<b>Chair of Committee</b>	To be elected at the start of the process
<b>Clerk</b>	Kerry Round



## Admissions Committee

<ul style="list-style-type: none"> <li>➤ Determine offers of places for the annual admissions round in the light of the governors' admissions policy</li> <li>➤ Determine offers of places to 'mid-term' applicants in the light of the governors' admissions policy</li> <li>➤ Review the governing board's admissions rules and make any recommendations for change to the whole governing board</li> <li>➤ Ensure publication of the school's admissions arrangements in the school prospectus</li> </ul> <p><i>Taken from Schools Admissions Code – statutory guidance 2014:</i></p> <p><i>Admission authorities <b>must</b> allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission <b>must not</b> be made by one individual in an admission authority. Where the school is its own admission authority the whole governing board, or an admissions committee established by the governing board, <b>must</b> make such decisions.</i></p>	
<b>Membership</b>	
<ol style="list-style-type: none"> <li>1. Colin Nicholls</li> <li>2. Julie Bodin</li> <li>3. Clive Priest</li> <li>4. Kerry Thornton</li> <li>5. Jayne Gray</li> </ol>	
<b>Chair</b>	Julie Bodin
<b>Clerk</b>	Kerry Round

## Special Responsibility Governors

Safeguarding/ Child Protection Governor *	Colin Nicholls
SEND Governor	Ken Hadley
Health & Safety Governor	Paul Hall
Safer Recruitment Governor	Kerry Thornton

*\*The DfE's statutory guidance on Keeping Children Safe in Education requires governing boards to:*

*'ensure a member of the governing body, usually the chair, is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school.'*

## Items Delegated to an Individual(s)

- **Delegation of expenditure and virements**  
That sums below £5,000 be delegated to the head teacher/principal.
- **Disposal of surplus stock**  
Delegated to Head Teacher/Principal with the approval of the chair of the governing board.
- **Delegation of Suspension**  
That suspension be delegated to the chair in instances where the head teacher/principal is the person in question or involved in the case. That the chair be given delegated powers to lift the suspension after taking advice from LA Human Resources or any other organisation providing the service to the school.
- **Approval for Expenditure**  
The chair of governors or chair of finance committee be given approval for expenditure above the set limit prior to the finance committee meeting – **only in cases of emergency**
- **Appointment of Staff** (ensure no appointment is carried out by one person alone)

Lunchtime/Administration Support Staff	◆ Head Teacher/Senior Leadership Team ◆ Post Line Manager
Educational Support Staff	◆ Head Teacher/Senior Leadership Team ◆ 1 Governor
Business Manager	◆ Head Teacher ◆ 2 Governors
Teaching Staff	◆ Head Teacher ◆ 1 Governor
Senior Management Team	◆ Head Teacher ◆ 2 Governors