

## Governing Body Membership–2017/2018 Academic Year

<b>LOCAL AUTHORITY GOVERNOR (1)</b>	<b>Term of Office</b>
Dave Walker	31.12.2021
<b>PARENT GOVERNORS (2)</b>	<b>Term of Office</b>
Samantha Dawson-Smith	31.8.2019
Jade Hayward	9.12.2018
<b>STAFF GOVERNORS (1)</b>	<b>Term of Office</b>
Laura Perks	1.10.2018
<b>CO-OPTED GOVERNORS (4)</b>	<b>Term of Office</b>
Sarah Allen	21.3.2020
Chris Hughes	21.3.2020
Nicola Ryder	31.9.2020
Anna McElwee	1.9.2021
<b>HEADTEACHER (1)</b>	
Matt Hytch	End Of Co-Headship
<b>ASSOCIATE GOVERNOR (4)</b>	
Jill Rushton	26.9.2018

**Chair:** Dave Walker

**Vice Chair:** Nicola Ryder

## **Dates of 2017/2018 Meetings**

### **Full Governing Body**

Monday 25<sup>th</sup> Sept (Business Mtg)

Monday 11<sup>th</sup> December (Re scheduled to 8<sup>th</sup> Jan 2018)

Monday 26<sup>th</sup> March

Monday 9<sup>th</sup> July

### **Leadership & Management**

Thursday 30<sup>th</sup> Nov

Thursday 15<sup>th</sup> Feb

Thursday 26<sup>th</sup> April

Thursday 28<sup>th</sup> June

### **PDBW & SMSC and TLAO**

Monday 20<sup>th</sup> Nov

Monday 15<sup>th</sup> March

Monday 18<sup>th</sup> June

### **Pay Committee**

Monday 13<sup>th</sup> Nov

# Governors Statutory Responsibilities

Please refer to the Governors' Handbook published on the Department for Education website. See web link below.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395789/Governors\\_Handbook.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395789/Governors_Handbook.pdf)

## Review of committees and delegation

The governing body must review the establishment, terms of reference, constitution and membership of any committee annually. In addition, the governing body must review the delegation of functions to committees and individuals annually.

## Terms of Reference

The following committees established by the Governing Body comply with the School Governance (Procedures) (England) Regulations.

**The Head Teacher can attend all meetings of any committee established by the governing body but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Head Teacher they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.**

The legal minimum quorum for committee meetings is three voting governors.

Associate members may be appointed to a committee by the Governing Body and may be given voting rights **however**, the number of governors serving on the committee must be greater than the number of those who are not governors.

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing body.

The appointed Clerk will undertake the Clerking of the Committee.

The minutes shall be included as an Agenda item for consideration at the next meeting of the full Governing Body where appropriate.

All decisions made by Committees with delegated powers should be reported to the next full meeting of the Governing Body. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The Chair of the Committee will be appointed at the first Committee meeting of the academic year.

All Governors are encouraged to attend training regularly & review training needs annually.

Committees will have delegated powers to approve policies as relevant to that committee.

**The governing body cannot delegate** any functions relating to

- ◆ The constitution of the governing body (unless otherwise provided by the constitution regulations)
- ◆ The appointment or removal of the chair and vice chair
- ◆ The appointment or removal of governors.
- ◆ The suspension of governors

- ◆ The delegation of functions and establishment of committees
- ◆ Change of School name or status.
- ◆ Salary Range for the Head Teacher & Deputy

## Teaching, Learning & Assessment & Outcomes

The Committee has responsibility delegated by the Governing Body to include:

- Review school achievement and progress profile
- Review Raise Online
- Monitor & review information on school performance
- Monitor & review school targets
- Termly data analysis
- Reporting to parents according to statutory requirements
- Monitor and review the curriculum with a focus on English & Maths
- Monitor school target setting system and how this is reported to parents
- Teacher profile
- Review/approve related policies
- Ensuring the school is meeting National Curriculum requirements
- Ensure curriculum matches pupils needs
- Ensure targeted support and action plans are in place for all teachers who are not at least good
- Monitor skills coverage of curriculum in all subjects
- Monitor intervention groups for all groups of pupils
- Monitor homework arrangements
- Any item referred by the Full Governing Body

### Membership

- |  |  |
|--|--|
| ➤ Dave Walker                                    | SEF (T& L outcomes)                    |
| ➤ Sarah Allen                                    | Report on SEN                          |
| ➤ Matthew Hytch                                  | School Monitoring & Evaluation (MEANI) |
| ➤ Anna McElwee                                   | Monitor quality of Teaching & Learning |
| ➤ Nicola Ryder                                   |  |
| ➤ Samantha Dawson-Smith                          |  |
| ➤ Jill Rushton                                   |  |
| ➤ Additional membership - Tracey Bott, Jo Morgan |  |

Chair of Committee

Dave Walker (Chair) / Sarah Allen (Vice Chair)

Clerk

Adele Reynolds

## Leadership and Management Committee

The Committee has responsibility delegated by the Governing Body to include:

### Leadership:

- Holding all leaders and managers to account for school performance
- Holding all leaders and managers to account for Pupil Premium pupils
- Ensuring the school is meeting National Curriculum requirements and to review the Curriculum Policy Statement
- Parental engagement
- Review & update SEF (Self Evaluation Form)
- Review Raise Online/Data Dashboard Data
- Monitor & review information on school performance
- Monitor & review School Improvement Plan
- Monitor & review attendance

### Finance:

- Review Pupil Premium & Sports Premium spent
- Produce & approve the annual budget and present it to the Full Governing Body for information
- Review the actual expenditure and monitoring statements at least once a term
- Receive & Review the financial projections
- Approve expenditure and virements of sums over £10000, sums below that amount are delegated to the Head Teacher
- Conform to the Schools Financial Value Standards in Schools
- 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 to services purchased with delegated monies
- Review the financial implications on the budget of the Pay & Conditions document
- Receive Section 52 Statement
- 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
- Obtain quotations with a view to placing contracts/orders, once the relevant Committee has drawn up a specification
- Identify priority areas in April in anticipation of any under spend

### Staffing:

- Staff grievance and discipline (in line with school policies)

- Staff dismissal, redundancy and redeployment
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, job share etc.)
- Ensure all personnel records are held securely
- Review annually the staffing of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan
- Review the pay of staff, in accordance with the Governing Body Pay Policy
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Implement the Appraisal Policy and monitor teacher appraisal process
- Equal Opportunities
- Establish & maintain rolling programme for Disclosure and Barring Service Checks (DBS)
- Any item referred by the Full Governing Body
- Staff training and CPD

## Membership

- Dave Walker
- Anna McElwee
- Matt Hytch
- Chris Hughes
- Jade Hayward
- Jill Rushton
- Additional membership – Natalie Bailey

Chair of Committee

Dave Walker (Chair), Chris Hughes (Vice Chair)

Clerk

Adele Reynolds

# Personal Development, Behaviour & Welfare and SMSC

## Responsible For

- Review Health & Safety Policy on an annual basis
- Monitor Risk Assessment Procedures
- Inspect the school site and buildings to enable maintenance and improvement, including security
- Keep up to date with offsite educational visits
- Comply with the schools Health & Safety Policy and consider training needs
- Comply with current fire safety legislation & regulations
- Receive reports/audits from health & safety representatives
- Refer items to the Central School Safety Committee as necessary & receive minutes
- Maintain the accident statistics and trends so that reports can be made to the Governing Body & Council
- Establish & review an Accessibility Plan
- Consider & make arrangements on risk management issues
- Ensure staff, Governors & pupils undertake the online 'In the line of Fire' Training
- Any item referred by the Full Governing Body
- Monitor all safeguarding procedures
- Monitor school behaviour tracking
- Monitor the curriculum to ensure promotion of SMSC
- Monitor how school are developing pupils cultural awareness
- Monitor how school are developing pupils spiritual awareness
- Monitor how school are developing pupils moral values
- Monitor how school are developing pupils social awareness
- Provision for SMSC for the pupils at BPS
- Review behaviour policy & behaviour principles

## Membership

- Sam Dawson-Smith
- Nicola Ryder
- Matt Hytch
- Anna McElwee
- Dave Walker
- Laura Perks
- Jill Rushton
- Other membership - Natalie Bailey, Tracy Bott

Chair of Committee	Sam Dawson-Smith (Chair) / Nicola Ryder (Vice Chair)
Clerk	Adele Reynolds

## Appeals Committee

The Committee has responsibility delegated by the Governing Body for Hearing Appeals with regard to:

- Pay
- Redundancy
- Grievance
- Contractual variation requests
- Complaints
- Staff Dismissal
- Any Item referred by the full Governing Body

When dealing with an Appeal the Committee should be equal to or greater than the original Committee that made the decision.

### Membership

- To be made up of members who have no awareness of the original incident and are not known personally to the appellant

Minimum of three members required

### Chair of Committee

Dave Walker

### Clerk

Adele Reynolds

## Pupil Discipline & Complaints Committee

The Committee has responsibility delegated by the Governing Body for:

- Review the use of exclusions within school, including exclusions of more than 15 schools days and exclusions which would result in a pupil missing the opportunity to take a public exam
- Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently
- Comply with exclusion procedures in accordance with the LA & DfE Guidance
- Hear any Stage Two complaint made under the School Compliments and Complaints Procedure
- Any item referred by the Full Governing Body



<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 appellant</li> </ul> <p>Minimum of three members required</p>	
<b>Chair of Committee</b>	Dave Walker
<b>Clerk</b>	Adele Reynolds

## Pay Committee

The Committee has responsibility delegated by the Governing Body for:	
<ul style="list-style-type: none"> <li><b>Review staff pay progression in accordance with the Governing Body Pay Policy and Annual Performance Management Cycle</b></li> <li>Set and review the Head Teachers Performance Management Targets and review pay against these targets.</li> </ul> <p>Committee to meet once per year in the Autumn term.</p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>David Walker</li> <li>Chris Hughes</li> <li>Nicola Ryder</li> </ul>	
<b>Chair of Committee</b>	Dave Walker
<b>Clerk</b>	Adele Reynolds

## Selection Panel

The Committee has responsibility delegated by the Governing Body for:	
<ul style="list-style-type: none"> <li>Selection of the Head Teacher and Deputy Head Teacher</li> </ul> <p>Guidance on this process will be provided by your School Improvement Partner</p> <p><b><i>The appointment must always be ratified by the Full Governing Body</i></b></p>	
<b>Membership</b>	
<ul style="list-style-type: none"> <li>David Walker</li> <li>Vice Chair of Governors when appointed</li> </ul>	

All members must be available at all stages of the process	
<b>Chair of Committee</b>	Dave Walker
<b>Clerk</b>	Adele Reynolds

## Special Responsibility Governors

Safeguarding Governor	Dave Walker
Appraisal Governors	Dave Walker
SEN Governor	Sarah Allen
Health & Safety Governor	Samantha Dawson-Smith
Data Protection Governor	Nicola Ryder

## Items Delegated to an Individual(s)

➤ **Delegation of expenditure and virements**

That sums below £10,000 be delegated to the Head Teacher

➤ **Disposal of surplus stock**

Delegated to Head Teacher with the approval of the Chair of the Governing Body

➤ **Delegation of Suspension**

That suspension be delegated to the Chair in instances where the Head Teacher 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 the schools HR Advisory Service 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 / Cleaning / Administration Support Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher / Deputy Head Teacher</li> <li>➤ Post Line Manager</li> </ul>
Educational Support Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 1 Governor</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 2 Governors</li> </ul>
Teaching Staff	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 1 Governor</li> </ul>
Senior Management Team	<ul style="list-style-type: none"> <li>➤ Head Teacher</li> <li>➤ 2 Governors</li> </ul>