

ST. JAMES' CHURCH OF ENGLAND  
JUNIOR SCHOOL  
GOVERNING BODY AND COMMITTEE  
STRUCTURES  
ACADEMIC YEAR 2023 – 2024



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# Section 1

## Standing Orders – (for the procedural workings of the Governing Body)

The Governing Body of St James Junior School reconstituted on 17<sup>th</sup> July 2017 in line with the School Governance (Constitution) (England) Regulations 2012.

The following are the procedures adopted herewith:

### **Meetings of the Governing Body**

The Governing Body notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable and the Clerk, in consultation with the Chair and the Headteacher, will draw up the agenda. Signed minutes will be kept by the Clerk and are available for inspection at school.

### **Terms of Office**

The Governing Body resolves that both the Chairperson and Vice-Chairperson of Governors will have a term of office of one year and the term of office will end one year from the date of his/her election.

### **Election of Chairperson and Vice-Chairperson**

The Governing Body resolves that the following process will apply to the election of Chairperson and Vice-Chairperson(s):

- Governors will be able to submit verbal nominations at final meeting of the academic year
- A Governor can nominate him/herself for office
- Nominees will be asked to leave the room whilst the election process by secret ballot takes place
- If there is a tie, Governors should discuss the strengths of the nominees further and another vote will be taken
- Nominees will return to the meeting and the Clerk will announce the result

### **Terms of Office for each category of Governor**

The Governing Body resolves to have the same terms for all categories of Governor. The agreed term is four years.

### **Quorum**

The quorum for any Governing Body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Body, excluding vacancies. For example, the full membership is 9 and if there is 1 vacancy then the quorum for a Governing Body meeting is 4 Governors (one half of 8).

### **Committees and Working Parties**

Committees are set up with delegated powers by the Governing Body (minuted at full Governing Body meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

Working Parties may be set up by the Governing Body but do not have any delegated powers and cannot make any decisions. A working party can only bring recommendations to the full Governing Body.

**Membership of Committees**

Terms of Reference – See Section 6

Full membership – See Section 5

Quorum for all committee meetings is 2 Governors

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full Governing Body by the Clerk.

**Delegation of Function**

The Governing Body agrees the delegation of the functions as described in the Terms of Reference for each committee in Section 6

**Declaration**

The Governing Body, at its meeting on 18<sup>th</sup> September 2023 resolved to adopt the Standing Orders.

The Clerk to the Governing Body holds a copy in the formal Governing Body records and a copy has been retained at the school for reference.

Signature (Chairperson):  .....

## Section 2

### CUMBRIA COUNTY COUNCIL INSTRUMENT OF GOVERNMENT

1. The name of the school is **St James' Church of England Junior School, Whitehaven.**
2. The school is a voluntary controlled school.
3. The name of the governing body is "**The governing body of St James' Church of England Junior School**".
4. The governing body shall consist of:
  - a. 2 parent governors
  - b. 1 LA governor
  - c. 1 staff governor
  - d. 1 headteacher
  - e. 2 foundation governors
  - f. 3 co-opted governors
5. Total number of governors 10.
6. The term of office for all categories of governors is 4 years.
7. Foundation Governors are appointed by the Diocesan Board of Education after consulting the PCC of the ecclesiastical parish in which the school is situated.
8.
  - (a) The holder of the following office shall be a foundation governor ex officio:


The Principal Officiating Minister of the ecclesiastical parish in which the school is situated.
  - (b) The Archdeacon of the Archdeaconry in which the school is situated shall appoint a foundation governor to act in the place of the ex officio foundation governor whose governorship derives from the office named in (a) above, in the event that that ex officio foundation governor is unable to act as a foundation governor, or has been removed from office under regulation 21(1) of the Regulations.
9. The Archdeacon of the Archdeaconry in which the school is situated shall be entitled to request the removal of any ex-officio foundation governor and to appoint any substitute governor.
10. A Trust exists for the school.

11. Recognising its historic foundation, St James' CE Junior School will preserve and develop its religious character in accordance within the principles of the Church of England and in partnership with the Church at parish and diocesan level.

St James' CE Junior School aims to serve its community by providing an education of the highest quality with the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

12. This instrument of government comes into effect on 17 July 2017.

13. This instrument was made by order of Cumbria County Council on <sup>30</sup>..... day of

January 2018. 

The COMMON SEAL of )

CUMBRIA COUNTY )

COUNCIL was hereunto )

Affixed in the presence )

of: 



# Section 3

Code of Practice for Governing Bodies & Governors

CUMBRIA COUNTY COUNCIL GOVERNOR SUPPORT TEAM

## CODE OF PRACTICE FOR GOVERNING BODIES AND GOVERNORS

This agreed statement has been produced collaboratively by the Governor's Voice Cumbria LA and the Professional Associations. In 2003 it was revised following discussion with the Advisory Group on Governance. It is recommended for adoption by Governing Bodies.

An effective Governing Body must have a clear sense of purpose and direction for its school. The Governing Body is accountable to the school community and broader community for the effectiveness of the school. In its work the Governing Body will collaborate with, and be questioning of, the Headteacher and Staff, who are responsible for the day-to-day management and operation of the school.

### Aims:

The aims of the Governing Body are:

- to support the school in meeting its statutory responsibility to provide the best possible education for each individual pupil;
- to be fully accountable to those who established and fund the school and also to the parents and the wider community for the way in which it carries out its functions as a Governing Body;
- to act at all times in accordance with the requirements laid down in Acts of Parliament, statutory regulations and the school's Instrument of Government;
- to maintain and develop the ethos and reputation of the school;
- to act with due regard for the well-being of children in other schools in supporting the activities of their own particular school;
- to ensure that the school's interests are properly represented at local level and at national level wherever and whenever appropriate;

### **Roles and Functions:**

- All Governors have equal status whether they are appointed, elected or co-opted; they reflect the interests of the community as a whole rather than the interests of any specific group
- The Governing Body has an overall responsibility for school effectiveness; this will involve determining, monitoring and reviewing the broad policies, plans and procedures within which the school operates as well as the outcomes of its activities
- The Headteacher, and not the Governing Body, is responsible for the implementation of agreed policy, the day- to-day management of the school and the operation of the curriculum

- As a corporate body, with a collective responsibility, the Governing Body has powers to delegate responsibility to individual Governors, to Committees and/or to the Headteacher; to this end, it must have a clear and agreed scheme of delegation
- To inform their work, Governors should take all possible opportunities for learning about the school and for participating in school activities
- All school visits for whatever purpose should be undertaken within a framework that has been established by the Governing Body and agreed by the Headteacher.
- In so far as the Governing Body has a shared responsibility for the employment of staff, it should fulfil all reasonable expectations of a good employer.
- The Governing Body should develop effective working relationships with community and parent groups, the LA and other relevant agencies, including the Diocesan Education Authority where appropriate.
- The Governing Body should, on a regular basis, monitor and evaluate its own effectiveness as a corporate body.

### **Confidentiality and Conduct**

- The Governing Body should encourage open governance and should be seen to do so.
- The Governing Body has a general duty to act fairly and without prejudice at all times.
- The Governing Body should seek to operate as a team, actively developing constructive working relationships, using the talents and expertise of individual members.
- The Governing Body should encourage the open expression of views within meetings.
- Members of the Governing Body must accept all decisions of the Governing Body and be loyal to them.
- The discussion of Governors in reaching these decisions is confidential to the meeting.
- The Governing Body must determine which items of business are confidential, particularly items relating to staff and pupils; all members of the Governing Body are bound by that confidentiality – hence they must exercise a high degree of prudence when potentially contentious issues come up in discussion outside of the Governing Body.
- In the case of items that are confidential to a particular committee or a nominated Governor, all members of the Governing Body must recognise that without this confidentiality the fair following of procedures will be prejudiced.
- With the exception of any items deemed to be confidential, the Governing Body will make its decisions public through its minutes and reports.
- Governors may only speak on behalf of the Governing Body when specifically authorised to do so.



## Section 4

Scheme of Delegation (Governing Body Decision Planner) GOVERNING BODY DECISION PLANNER

THIS PLANNER SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS

**KEY**

Level 1: Full governing body

Level 2: A committee of the governing body

Level 3: An individual governor

Level 4: Headteacher

Column blank: Action could be undertaken at this level.

Column blocked off: Function cannot be legally carried out at this level.

Cross – although legally possible this is not recommended

**Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation**

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
Self-evaluation and strategic planning	1.	Ensure that systems are in place to monitor targets in the school improvement plan and evaluate impact. GB validates the SEF.			X		
Finance	2.	Ensure school meets the Financial Management Standard. Secondary by March 2007. Primary to be decided.			X		
	3.	Approve the first formal budget plan each financial year					
	4.	Establish and review a charging and remissions policy			X	X	
	5.	Establish and review a Governors' Expenses Scheme			X	X	
	6.	Enter into contracts (GB may wish to agree financial limits)			X		
	Staffing	7.	Ensure the school operates safe recruitment practices.			X	
8.		Ensure that appropriate checks are carried out for all new staff who will work with children	X	X	X		
9.		Headteacher appointments (selection panel undertakes process)					
10.		Deputy appointments (selection panel as above)					
11.		Appoint other teachers	X		X		
12.		Appoint support staff	X		X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
	13.	Review every teacher's salary annually taking advice from the head. Review the head's salary annually taking advice from the governors appointed for performance management			X		
	14.	Establish and review disciplinary/capability, redundancy and staff absence policies and procedures			X	X	
	15.	Dismissal of headteacher			X		
	16.	Dismissal of other staff The GB may delegate dismissal of staff to the ht, an individual governor or a group of governors. DfES staffing guidance recommends delegation to the ht but this is for the GB to decide			X		
	17.	Determine staff complement			X		
	18.	In voluntary aided and foundation schools to agree whether or not the Chief Education Officer/Diocesan Authority should have advisory rights. In VC schools to agree whether or not the Diocesan Authority should have advisory rights.			X		
	19.	Establish and review annually a performance management policy			X		
	20.	Undertake the headteacher's performance management review					
Curriculum	21.	Ensure National Curriculum is (NC) taught to all pupils and consider any disapplication for pupil(s)			X		
	22.	Ensure that the curriculum is balanced and broadly based and: <ul style="list-style-type: none"> <li>• promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society</li> <li>• prepares pupils at the school for the opportunities, responsibilities and experiences of later life.</li> </ul>			X		
	23.	Establish and review the curriculum policy			X	X	
	24.	Implement the curriculum policy					
	25.	Establish and review sex education policy and ensure that parents are informed of their right to withdraw their children.			X	X	

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
Target Setting	26.	Set and publish targets for attendance and pupil achievement at KS2, 3 and 4 and monitor progress.			X	X	
Discipline/ Exclusions	27.	Establish and review a pupil discipline policy					
	28.	To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions in accordance with current regulations. (Can be delegated to chair/vice-chair in cases of urgency)	X				
Admissions	29.	VA and Foundation schools - establish and review an admissions policy and procedures which comply with the Code of Practice and current legal requirements.					
Religious Education	30.	Ensure provision of RE in line with school's basic curriculum. NB this must fall into line with locally agreed syllabus – Comm/VC/Foundation. In VA schools the GB determines policy for RE.			X		
Collective Worship	31.	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)					
	32.	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)					
	33.	Make arrangements for collective worship (schools without religious character (after consulting GB)					
	34.	Make arrangements for collective worship in Foundation schools with religious character, VC or VA schools (after consulting head)			X		
Health & Safety	35.	Establish and review a health and safety policy. Overall responsibility for H&S rests with the employer. In Foundation and VA schools this is the gb; in community and VC schools - the LA.					
	36.	Ensure that health and safety regulations are followed					
	37.	Establish and review the Access Plan with due regard to current legal requirements			X	X	
	38.	Ensure that the school meets current requirements for nutritional standards			X		

Responsibility	No	Activities	Level				Notes for our school
			1	2	3	4	
<b>School Organisation</b>	39.	Decide the times of school sessions. In VA schools, set school term and holiday dates (in community schools this is the LA)			X		
<b>Information For Parents</b>	40.	Prepare and publish the school prospectus ensuring current requirements are met. (The head and leadership team will play a major part in producing it).					
	41.	Prepare and publish the school profile ensuring current requirements are met (the head and leadership team will play a major part in producing it)				X	
	42.	Ensure that each year a report on each learner's educational achievements is forwarded to their parents/carers.	X	X	X		
	43.	Ensure provision of free school meals to those pupils meeting the criteria	X	X	X		
	44.	Establish and review home-school agreement			X		
	45.	Ensure school complies with published scheme for Freedom of Information			X		
	46.	Establish and review a complaints procedure			X	X	

	No	Activities	Level				Notes for our school
			1	2	3	4	
<b>Governing Body Procedures</b>	47.	Instrument of Government – agree and decide any amendments					
	48.	Elect the chair and vice-chair of a governing body					
	49.	Appoint and dismiss the clerk to the governors					
	50.	Hold a full governing body meeting at least three times in a school year					
	51.	Appoint and remove community or sponsor governors and associate members.					
	52.	Establish and review annually the delegation of functions to individuals or committees					
<b>Inclusion and equality</b>	53.	Ensure that the school does not discriminate unlawfully against learners, job applicants or staff on the grounds of sex, race, disability, age or marital status.			X		
	54.	Establish and review a SEN policy and appoint a "responsible person"			X	X	
	55.	Establish and review a race equality policy			X	X	
	56.	Establish and review a child protection policy in accordance with local Safeguarding Board procedures			X	X	
<b>Extended Schools</b>	57.	To decide to offer additional activities and to what form these should take					
	58.	To put into place the additional services provided	X	X	X		
	59.	To ensure delivery of services provided			X		
	60.	To cease providing extended school provision					

## **Section 5**

### **Membership of the Governing Body / Terms of Reference**

#### **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 Cumbria 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

### **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\*

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

## Membership – As per the Instrument of Government

Disqualification – as per Regulation 17 and Schedule 4 of the Constitution Regulations

These terms of reference agreed by the Governing Body:	18 <sup>th</sup> September 2023
Name of Governor	End of term of Office
Rev Alison Dorbell	Ex officio
Mrs Wendy McGrane	Foundation <b>03/2024</b>
Miss Latasha Pool	Staff Governor <b>09/2026</b>
Mr Andrew Beattie	Head Teacher
Mr Jonathan Spencer	Co-opted Governor <b>10/2027</b>
Mr Sean Clarke	Parent Governor <b>10/2024</b>
Mr Pieter Wojcik	Co-opted Governor <b>09/2026</b>
Mrs Annette McKee	LA Governor <b>07/2026</b>
Mrs Kerry Lunn	Co-opted Governor <b>09/2026</b>
Parent Governor Vacancy	
Chair of the Governing Body	Mr Jonathan Spencer
Vice-Chair of the Governing Body	Mr Sean Clarke
Clerk (s) to the Governing Body	Mrs Hannah Maiden
Nominated Governor Safeguarding	Mrs Kerry Lunn
Nominated Governor SEN/Inclusion	Mrs Wendy McGrane
Quorum:	One half of the number of Governors currently in post Full Compliment = 9 +1 Vacancy,



## Section 6

### Committees / Terms of Reference Hearing 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:

\*cannot be delegated to an individual

**Membership** – not less than 3 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 recommended that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body:	18 <sup>th</sup> September 2023
Name of Governor	Date Appointed to the Committee
Mr Sean Clarke	18 <sup>th</sup> September 2023
Rev Alison Dorbell	18 <sup>th</sup> September 2023
Mrs Annette McKee	18 <sup>th</sup> September 2023

Chair of the Committee	Mr Sean Clarke
Clerk to the Committee	Mrs Annette McKee

Quorum: minimum of 3	
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Date Committee established	26 <sup>th</sup> September 2017	Date of review:	Sept 2024
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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\* \*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 recommended that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body	18 <sup>th</sup> September 2023
Name of Governor	Date Appointed to the Committee
Mr Jonathan Spencer	18 <sup>th</sup> September 2023
Mr Pieter Wojcik	18 <sup>th</sup> September 2023
Mrs Kerry Lunn	18 <sup>th</sup> September 2023

Chair of the Committee	Mr Jonathan Spencer
Clerk to the Committee	Mrs Kerry Lunn

Quorum; minimum of 3

Date Committee established	26 <sup>th</sup> September 2017	Date of Review	September 2024
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## **Buildings, Staffing and Finance Committee**

Terms of reference:

All outcomes to be recommended to the Governing Body.

### **Staffing and Finance**

- To review and recommend for adoption the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these
- To review the criteria for redundancy in line with Local Authority guidelines and make recommendations to the Governing Body for approval
- To liaise and consult with other committees where necessary
- To review staffing structure
- To keep under review staff work/life balance, working conditions and well being including the monitoring of absence
- To assist the Head Teacher in the appointment of staff with due regard to safe recruitment procedures
- To guide and assist the Head Teacher and the Governing Body in all budgeting and financial matters and to ensure that the school operates within the financial regulations of Cumbria County Council
- To prepare and review financial policy statements, including long term planning
- To prepare and present an annual budget for approval by the Governing Body including agreed priorities of the School Improvement Plan
- To monitor the budget at regular intervals
- To report the financial situation at each full Governing Body meeting and make recommendations where necessary
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school
- To monitor the income and expenditure of all public funds, to receive and where appropriate, respond to audits of these
- To audit all non-public funds for presentation to the full Governing Body
- To ensure as far as is practical that Health and Safety issues are appropriately prioritised
- To adopt the Local Authority policy on Equality and Diversity and make reference to it as appropriate in relation to staffing and pay conditions

### **Pay Policy**

- To review the salaries of all staff annually in accordance with existing arrangements
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher

- In the light of the Head Teachers Performance Management Groups recommendations, to determine whether sufficient funds are available for increments
- To undertake a salary review at any other time the Governing Body directs there is a need to do so
- Make recommendations to the Governing Body for ratification

### **Health and Safety**

- To ensure the school complies with the Health and Safety regulations
- To consider the Local Authorities policies on Health and Safety and to recommend to the Governing Body a policy for the school
- To ensure the necessary school management organisation is in place to implement the policy
- To monitor the effectiveness of the schools Health and Safety arrangements
- To make periodic inspections of the buildings and equipment within/without school, and report back to the Governors with a statement of priority for maintenance and development
- To annually review risk assessments

### **Buildings**

- To assess the requirements necessary to implement the Accessibility Plan
- To provide support and help to the Head Teacher on all matters relating to the premises and grounds
- To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for approval by the Governing Body
- To monitor the costs and arrangements for maintenance, repairs and redecorations within the budget allocation
- To monitor Service Level Agreements with respect to buildings and grounds
- To ensure any necessary liaison with the Local Authority regarding premises issues

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		18 <sup>th</sup> September 2023
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Andrew Beattie	HT	10 <sup>th</sup> September 2018
Jonathan Spencer	G	12 <sup>th</sup> September 2022
Pieter Wojcik	G	12 <sup>th</sup> September 2022
Sean Clarke	G	19 <sup>th</sup> October 2020
Parent Vacancy?		

Chair of the Committee	Sean Clarke
Clerk to the Committee	Hannah Maiden

Quorum minimum of 3

Date Committee established	26 <sup>th</sup> September 2017	Date of Review	September 2024
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## Pupil Progress and Welfare Committee

Terms of reference:

- To review the school's Curriculum Statements, including RE and Collective Worship and make recommendation to the Governing Body as required in the light of National Curriculum obligations
- In collaboration with staff, provide information on the standards and how the curriculum is taught, evaluated and resourced
- To ensure that the requirements of children with Special Educational Needs are met as laid out in the Code of Practice
- To ensure that the requirements of children who are gifted and talented are met
- To monitor and review the information about school performance and reporting to parents according to statutory requirements
- To contribute towards the school improvement plan
- To review the school prospectus annually and ensure it meets statutory requirements
- Establish and review policies

Disqualification: none

These terms of reference agreed by the Governing Body		18 <sup>th</sup> September 2023
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Latasha Pool	G	16 <sup>th</sup> September 2022
Andrew Beattie	HT	10 <sup>th</sup> September 2018
Wendy McGrane	G	10 <sup>th</sup> September 2018
Annette McKee	G	12 <sup>th</sup> September 2022
Rev Alison Dorbell	G	18 <sup>th</sup> September 2023
Mrs Kerry Lunn	G	18 <sup>th</sup> September 2023

Chair of the Committee	Mrs Kerry Lunn
Clerk to the Committee	Hannah Maiden

Quorum (minimum of 2, committee can determine higher number)

Date Committee established	26 <sup>th</sup> September 2017	Date of Review	September 2024
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### Headteacher's Performance Review Group

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

Membership – 2

Disqualification – The Headteacher and Staff Governors

These terms of reference agreed by the Governing Body	18 <sup>th</sup> September 2023
Name of Governor	Date Appointed to the Group
Jonathan Spencer	13 <sup>th</sup> September 2021
Rev Alison Dorbell	18 <sup>th</sup> September 2023

Chair of the Group	Rev Alison Dorbell
Review Officer	Jonathan Spencer

Quorum: 2

Date Committee established	26 <sup>th</sup> September 2017	Date of Review	September 2024
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## Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

Membership – 5

Disqualification – The Headteacher. Any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Body	18 <sup>th</sup> September 2023
Name of Governor	Date Appointed to the Committee
Mr Sean Clarke	18 <sup>th</sup> September 2023
Mrs Kerry Lunn	18 <sup>th</sup> September 2023
Mrs Annette McKee	12 <sup>th</sup> September 2022
Mr Pieter Wojcik	12 <sup>th</sup> September 2022
Mr Jonathan Spencer	7 <sup>th</sup> September 2020

Chair of the Committee	Mrs Annette McKee
Clerk to the Committee	Hannah Maiden

Quorum: 2

Date Committee established	26th September 2017	Date of Review	September 2024
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**Meeting Dates for the Academic Year Full Governing Body Meetings:**

**Full Governors Meetings**

Monday 18<sup>th</sup> September  
 Monday 25<sup>th</sup> March  
 Monday 15<sup>th</sup> July

**Buildings & Finance**

Monday 16<sup>th</sup> October  
 Monday 22<sup>nd</sup> January  
 Monday 20<sup>th</sup> May

**Pupil Progress & Welfare**

Monday 6<sup>th</sup> November  
 Monday 11<sup>th</sup> March

Focus Area	Governor Responsible	Staff Link	Date of Meeting
Writing	Annette McKee	Kathryn Foye	Summer Term
Great Teaching Toolkit	Vacancy	Andy Beattie/Amy Pool/Latasha Pool/Lucy Jopson	Summer Term
Wider Curriculum Assessment	Jonathan Spencer	Neil Carruthers	Spring Term
Sustaining Maths Mastery	Pieter Wojcik	Jack Tyson	Summer term
Mental Health	Rev Alison Dorbell	Andy Beattie	Spring Term
Shine Interventions	Latasha Pool	Wendy McGrane	Summer Term
Health & Safety	Sean Clarke	Hannah Maiden	Ongoing (fortnightly zooms) Regular visits
Safeguarding	Kerry Lunn	Kathryn Foye	Spring Term
SEND	Wendy McGrane	Victoria Pickering	Spring Term

Spring Term will be held over w/b 19<sup>th</sup> February

Summer Term will be held over w/b 20<sup>th</sup> May

