



# Governors Committee Structure

## A. Full Governing Body

☞ **Membership:** All Governors / Clerk

☞ **Regularity of Meetings:** Half Termly

☞ **Terms of Reference:**

→ **Governing Body Matters:**

- To agree constitutional matters, including procedures where the Governing Body has discretion.
- To seek to fill vacancies as they arise, directly appointing new Community Governors.
- To hold at least six 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 elect the Chairs of each committee and to receive reports of all meetings held.
- To appoint or remove a clerk to each committee.
- To suspend or remove a governor.
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals, and review these annually.
- To ensure that the Committees are up to date with the review of school policies and practice.
- To receive feedback on the issues and actions discussed by the three other Committees.

→ **Finance:**

- To approve the first formal budget plan of the financial year.
- To present the first formal budget plan of the financial year to the full Governing Body.
- To establish and maintain a 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 ensure that the School Improvement Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes.
- To make decisions in respect of bought in Service Level Agreements.
- To make decisions on expenditure following recommendations from other committees.
- To receive and respond to reports from auditors.
- To make recommendations on premises related expenditure
- To consider staff salary increases recommended by the Headteacher.
- To review the Headteacher's salary, taking account of the Performance Review Group's recommendations.
- To ensure all voluntary funds are properly audited annually for presentation to the Governing Body.
- To review annually aspects of financial delegation to the Headteacher:
  - the day to day management of the budget allocation;
  - the amount that can be vired between budget headings;
  - the amount that can be spent without referring to the Governing Body

→ **Other Terms of Reference:**

- To monitor each school's progress with Aim 4 of the Improvement Plan.
- To annually agree the Curriculum / Staffing Plans.

- To ensure that school follows Safer Recruitment practices, has a formal induction process for all new staff members, and ensures that school maintains a single central record of staff CRB checks for inspection purposes
- To carry out an annual risk assessment of the school premises
- To review the Headteacher's recommendations regarding sensitive staffing issues.
- **Policies:** to monitor the implementation of the following policies & procedures :
  - Charging & Remissions
  - Data Protection
  - Governors' Allowances
  - **Performance Management**
  - Staff Discipline, Conduct & Grievances

## **B. Teaching, Learning and Assessment Committee**

- ↻ **Membership:**
  - Four or more Governors
  - Up to two Associate Governors
  - Kate Osborne, Deputy Head
  - Ian Johnson, Headteacher
- ↻ **Regularity of Meetings:**
  - Half Termly
- ↻ **Terms of Reference:**
  - To monitor each school's progress with Aim 2 of the Improvement Plans.
  - To receive feedback from the classroom monitoring activities taking place across the Federation.
  - To monitor the effectiveness of the teaching teams' planning and improvement.
  - To oversee arrangements for educational visits, and ensure that an Educational Visits Coordinator (ECV) is involved in the planning for such activities.
  - To monitor the implementation of the following policies:
    - **Cross Curricular Literacy & Numeracy**
    - **Homework**
    - Presentation of Work
    - Sex & Relationships
    - **Teaching, Learning and Assessment**

## **C. Personal Development, Behaviour & Welfare Committee**

- ↻ **Membership:**
  - ↻ Four or more Governors
  - ↻ Up to two Associate Governors
  - ↻ Kate Osborne, Deputy Head
  - ↻ Sally Timmons, Deputy Head
- ↻ **Regularity of Meetings:**
  - Half Termly
- ↻ **Terms of Reference:**
  - To monitor each school's progress with Aim 2 of the Improvement Plans.
  - To monitor the effectiveness of pastoral planning and improvement.
  - To review the effectiveness of the tutor group system at SKS.
  - To be satisfied that opportunities for student leadership are being exploited to the full.
  - To monitor the implementation of the following policies and procedures:
    - **Good Behaviour**
    - Anti-bullying
    - Attendance & Punctuality
    - **Child Protection**
    - **Safeguarding**
    - **Health & Safety**

## **D. Outcomes for Students Committee**

### ➤ **Membership:**

- Four or more Governors
- Up to two Associate Governors
- Kate Osborne, Deputy Head
- Sally Timmons, Deputy Head

### ➤ **Regularity of Meetings:**

- Half termly

### ➤ **Terms of Reference:**

- To monitor each school's progress with Aim 3 of the Improvement Plans.
- To receive and review assessment checkpoint analysis, focusing particularly on the performance of PPM, SEN, G&T and those students making less than 'good' progress.
- To monitor each school's progress against its targets for student achievement.
- To monitor the implementation and effectiveness of the each school's preparation of pupils for public tests and exams
- To monitor the implementation of the following policies and procedures:
  - ***Special Educational Needs***
  - ***Pupil Premium***
  - Gifted & Talented
  - ***Intervention***

## **E. Schedule of Meetings:**

Meetings to be scheduled from 6.00pm on the Tuesday / Wednesday evenings of weeks 2-5 of each half term as below.

### **Autumn Term 1**

- Tuesday 27<sup>th</sup> September – Full Governing Body

### **Autumn Term 2**

- Wednesday 9<sup>th</sup> November – Personal Development, Behaviour & Welfare
- Wednesday 16<sup>th</sup> November – Outcomes for Students
- Wednesday 23<sup>rd</sup> November – Teaching, Learning & Assessment
- Tuesday 29<sup>th</sup> November – Full Governing Body

### **Spring Term 1**

- Wednesday 11<sup>th</sup> January – Personal Development, Behaviour & Welfare
- Wednesday 18<sup>th</sup> January – Outcomes for Students
- Wednesday 25<sup>th</sup> January – Teaching, Learning & Assessment
- Tuesday 31<sup>st</sup> January – Full Governing Body

### **Spring Term 2**

- Wednesday 8<sup>th</sup> March – Personal Development, Behaviour & Welfare
- Wednesday 15<sup>th</sup> March – Outcomes for Students
- Wednesday 22<sup>nd</sup> March – Teaching, Learning & Assessment
- Tuesday 29<sup>th</sup> March – Full Governing Body

### **Summer Term 1**

- Wednesday 3<sup>rd</sup> May – Personal Development, Behaviour & Welfare
- Wednesday 10<sup>th</sup> May – Outcomes for Students
- Wednesday 17<sup>th</sup> May – Teaching, Learning & Assessment
- Tuesday 23<sup>rd</sup> May – Full Governing Body

### **Summer Term 2**

- Wednesday 14<sup>th</sup> June – Personal Development, Behaviour & Welfare
- Wednesday 21<sup>st</sup> June – Outcomes for Students
- Wednesday 28<sup>th</sup> June – Teaching, Learning & Assessment
- Tuesday 4<sup>th</sup> July – Full Governing Body

## **F. Committee Membership from September 2017:**

### **❖ TEACHING, LEARNING AND ASSESSMENT COMMITTEE**

- |                  |                        |
|------------------|------------------------|
| → Viv Middlemass | → Glad Allen           |
| → Ian Johnson    | → Kate Osborne         |
| → Sheila Wyatt   | → <i>Barbara D'Vaz</i> |
| → Colin Gould    |                        |

### **❖ PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE COMMITTEE**

- |                |                         |
|----------------|-------------------------|
| → Emma Stewart | → Kate Osborne          |
| → Brian Cooper | → Sally Timmons         |
| → Sheila Wyatt | → <i>Carol Rogerson</i> |
|                | → <i>Barbara D'Vaz</i>  |

### **❖ OUTCOMES FOR STUDENTS**

- |                  |                 |
|------------------|-----------------|
| → Viv Middlemass | → Kate Osborne  |
| → Andy Morsman   | → Sally Timmons |
| → Raymond Miller | → Jane Webster  |
| → Brian Cooper   |                 |