

St Mary's Church of England Primary School

Kendal Road, Kirkby Lonsdale, Cumbria, LA6 2DN



Nurturing Creative Thinkers

Governor Committees and Working Groups

Remits and Terms of Reference

September 2020

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Introduction

These Remits and Terms of Reference set out how the Governing Body delegates duties and responsibilities and authority to Committees and Working Groups. They should be read in conjunction with the Instrument of Government and relevant legislation and statutory guidance.

Approved by the Governing Body on 08 October 2020; membership updated in May 2021.

Our School Vision

St Mary's Church of England School

Kirkby Lonsdale, Cumbria



Colossians : 3 v 23

Whatever you do, work at it with all your heart, as though you were working for the Lord .



Our Values

Honesty

Trust

Perseverance

Respect

Responsibility

School Values

We have developed our school values in consultation with the children, parents, staff, community and governors of our school.



Honesty



Respect



Trust



Responsibility



Perseverance



Standards and Performance, Curriculum, Safeguarding and Inclusion Committee

Purpose

The purpose of the Standards and Performance, Curriculum, Safeguarding and Inclusion Committee is to hold the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff, with the objective of promoting high standards of educational achievement for all our pupils.

Membership

Membership of the SPCSI Committee shall be no fewer than 6 Governors including the HT, staff governors and the LA governor. Any member of the governing body is welcome to attend any committee meeting, but only members of the committee are entitled to vote. From time to time, as the need arises, the SPCSI may invite advisors, either staff from within school or external advisors, to attend meetings.

Current committee members are Clair Davies (Chair), Jo Gill, Richard Snow, Gill Gladwinfield, Melissa Smith, Brian Jones (Headteacher), Andrew Lauretani and Louis Davy.
Associate Members: Duncan Bromley and Katie Jamieson, both with voting rights.

Quorum: 3 Governor members - who are not employed by the school.

Meetings

Once termly, unless otherwise agreed by members of the committee, as necessary.

Responsibilities

The SPCSI Committee has delegated responsibility to:

- Monitor standards and progress in all areas of the school's work relating to children and their learning, in line with the school's Governor Visits Policy, for the following:
 - SATs and other year group data, EYFS
 - Assessment of pupil performance
 - Curriculum Development
 - Pupils' Development, including Social, Moral, Spiritual and Cultural matters
- Respond to, and challenge, the school's approach to:
 - Quality of education (Intent, implementation and impact)
 - Behaviour and attitudes
 - Personal development
 - Leadership and management

Note these are the four judgement areas defined in the September 2019 Ofsted inspection framework.
- Annually review the School's Vision Statement and the curriculum.
- Regularly review the school's website to ensure it contains statutory documentation and up to date information.
- Regularly review the School Self-evaluation and progress with the School Improvement Plan.

- Receive findings from pupil progress tracking data for all groups of pupils, and review to ensure that suitably challenging targets are being set and that expected progress is being made or exceeded.
- Receive and review findings of statutory assessments as external benchmarking to corroborate internal modification and discuss/monitor the effect of appropriate interventions.
- Represent the Governing Body at school improvement discussions, e.g. with the LA.
- Receive and provide supportive challenge for reports from the Head Teacher/Senior management team on systems for assessing, recording and reporting pupils' attainment and progress associated with the National Curriculum.
- Oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Looked after Children (LAC), Literacy, Numeracy, Safeguarding and Inclusion. To receive regular reports from them and advise the Governing Body.
- Review the effectiveness of the school's links with local nurseries and secondary schools.
- Review the effectiveness of the methods of communication between school and parents (and prospective parents), including the home-school agreement.
- Receive reports from governors under the school's Governor Visits Policy.
- Report to the Full Governing Body on each of its meetings.
- Receive reports on external visits/activities as part of enhancing and embedding areas of the National Curriculum.
- Review the use of exclusion and decide whether or not to confirm all permanent/fixed term exclusions.
- Receive termly reports of the staff CPD, including the programme for school Inset Days, to ensure they are linked to the School Improvement Plan priorities
- Annually review the Committee Terms of Reference and recommend changes to the Full Governing Body, as appropriate.

Policies/Documents

To review the following policies according to the policy review programme:

- Child Protection Policy/Safeguarding and relevant procedures - *for the GB to ratify*
- Special Educational Needs Policy – *for the GB to ratify*
- Safer Recruitment Policy
- Extended Services Policy
- Sex Education and Religious Education Policy
- School Behaviour Policy
- Equality information and objectives statement
- School Accessibility plan
- Policies as per assigned to the Committee in the Policy Schedule, or new ones as identified by the Head Teacher or new legislation.

Finance, Staffing, Resources and Health and Safety Committee

Purpose

The purpose of the Finance, Staffing, Resources and Health and Safety Committee is to ensure the efficient allocation of financial resources and the effective management of staff with the objective of promoting high standards of educational achievement for all our pupils within a safe environment.

Membership

Graeme Gladwinfield (Chair), James Millar, Brian Jones (Headteacher), Jo Gill, Martin Coombs, Andrew Lauretani, Adrian Conway and Diana Flight.

Associate Members: Duncan Bromley and Katie Jamieson, both with voting rights.

Meetings

The Finance, Staffing, Resources and Health and Safety Committee will meet once each term.

Quorate

Three Governors not employed by school.

Responsibilities and Duties

The committee's responsibilities and duties are as follows:

1. Financial planning and performance

- 1.1 The committee will establish and maintain a 3-year financial plan which will form the basis of Governors' Approved Spending Plans.
- 1.2 The committee will prepare Governors' Approved Spending Plans for approval by the Governing Body, in accordance with LA requirements.
- 1.3 The committee will oversee expenditure of all voluntary funds kept on behalf of the Governing Body.
- 1.4 The committee will report on financial performance at each meeting of the Governing Body.
- 1.5 To ensure that the school operates within the requirements of the Cumbria Local Authority Scheme for Financing Schools, applicable audit standards, and all other relevant LA and statutory requirements.

2. Personnel management

With reference to the Governing Body Delegation Planner (November 2015):

- 2.1 The committee will oversee the appointment procedure for all staff
- 2.2 The committee will oversee the performance management of all staff
- 2.3 The committee will keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

3. Resources management

- 3.1 To oversee the arrangements for school buildings
- 3.2 To oversee arrangements for the use of school premises by outside users, subject to the Governing Body policy
- 3.3 To advise the Governing Body on priorities for the maintenance and development of the school's premises

4. Health and safety overview

- 4.1 To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- 4.2 In consultation with the Headteacher to oversee premises-related funding bids

5. Preparing and reviewing policies and procedures

- 5.1 To approve such policies as specified in the policy review document and review annually.

6. Delegated authority

- 6.1 The Committee may authorise as indicated in the current Governing Body Delegation Planner.

Steering, Strategy and Oversight Committee

Purpose

The purpose of the Steering, Strategy and Oversight Committee is to co-ordinate the work of the Governing Body, Committees and Working Groups, and to ensure clarity of vision, ethos and strategic direction for the school with the objective of promoting high standards of educational achievement for all our pupils.

Membership

Chair of Governors, the Vice-Chair, the Headteacher and the Chair of each of the Committees

Meetings

The Steering Committee will meet at the beginning of each half term.

Terms of reference

1. Co-ordinate the work of the Governing Body

- 1.1 The committee will ensure regular communication between the Chair, Vice-Chair, Chairs of Committees and Chairs of Working Groups.
- 1.2 The committee will prepare and review an annual plan of work for the Governing Body, Committees and Working Groups, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- 1.3 The committee will monitor the progress of work being undertaken by committees and individuals.
- 1.4 The committee will consider recommendations made by committees with regard to the working of the Governing Body.
- 1.5 The committee will make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise – for example, a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.

2. Provide support to the headteacher and senior leadership team

- 2.1 Committee members will be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the headteacher and/or senior leadership team.

3. To establish and keep under review arrangements for Governors' visits to school

4. To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan

5. Preparing and reviewing policies and procedures

5.1 To establish and review annually the following policies:

(a) Collective Worship Policy

(b) Admissions Policy

(c) Critical Incident Policy / Disaster Recovery Plan

Delegated authority

1. None conferred.

Hearings Committee

Purpose

The purpose of the Hearings Committee is to make decisions regarding disciplinary, grievance and capability under the Governing Body's personnel procedure.

Membership

Rev Richard Snow, Clair Davis, and another (not the Headteacher).

Meetings

The Hearings Committee will meet as required.

Terms of reference

1. The committee will make any determination to dismiss any member of staff (unless delegated to the headteacher)
2. The committee will make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
3. The committee will 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)
4. The committee will make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
5. The committee will 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

Delegated authority

None conferred

Appeals Committee

Purpose

The purpose of the Appeals Committee is to consider any appeals following a decision made by the Hearings Committee.

Membership

Members of the Hearings Committee, the Headteacher and the Chairman of Governors may not be members.

To be decided as the need arises, depending on governors' availability and prior involvement/knowledge of the case.

Meetings

The Appeals Committee will meet as required.

Terms of reference

1. To make the decisions for applications for places at the school.
2. To act on behalf of the GB to appeal against LA directions to admit pupil(s).

Delegated authority

None conferred

Admissions Committee

Purpose

The purpose of the Admissions Committee is to determine the school's admission policy and in deciding on the admission of individual children.

Membership

To be decided as the need arises, depending on governors' availability.

(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.)

Meetings

The Appeals Committee will meet as required.

Terms of reference

1. The committee will determine within statutory provisions and the governing body policy whether any child should be admitted to the school.
2. The committee will make arrangements to consult annually before setting the admissions policy.
3. The committee will review admissions arrangements and to make recommendations for any changes to the governing body

Delegated authority

None conferred

Headteacher's Performance Review Group

Purpose

The purpose of the Headteacher's Performance Review Group is to monitor and review the headteacher's performance against targets.

Membership

Jo Gill and Clair Davis (both are Foundation Governors), with an external reviewer - tbc.

NB - in Aided Schools, if the membership is three, then two must be Foundation Governors.

Not: the Headteacher and Staff Governors

Meetings

Start of appraisal cycle, end of appraisal cycle, and in between (six monthly)

Terms of reference

1. The committee will arrange to meet with the External Adviser to discuss the Headteacher's performance targets
2. The committee will decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
3. The committee will monitor through the year the performance of the Headteacher against the targets
4. The committee will make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Delegated authority

None conferred

Academy Strategy Group

Purpose

The purpose of the Academy Strategy Group is to review options for becoming an Academy and to make recommendations to the Governing Body on the advantages and disadvantages of doing so.

Membership

To form a working group as required.

Meetings

To meet as required.

Terms of reference

As required, directed/authorised by the Governing Body.

Delegated authority

None conferred

QES Liaison Group

Purpose

The purpose of the QES Liaison Group is to maintain constructive dialogue with the leadership team and governors at QES to ensure effective joint working with the objective of promoting high standards of educational achievement for all our pupils.

Membership

Rev Richard Snow, Jo Gill & James Millar.

Meetings

As required.

Terms of reference

As required, directed/authorised by the Governing Body.

Delegated authority

None conferred.