

**Coalway Community Infant
School**

Governors

Committee Structure

and

Terms of Reference

2017/18

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 Gloucester County Council/Coalway Community Infant School 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 Head Teacher 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 Head Teacher and provides strategic direction

Disqualification – the Head Teacher, 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 Head Teacher 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 Head Teacher

The Role of the Chair of a Committee

- ❖ The Chair of a committee of Coalway Community Infant School Governing Body fulfils the role of Clerk to the committee.
- ❖ The Chair of each committee will be responsible for compiling an agenda and distribute it along with any relevant papers to all committee members seven days prior to the meeting.
- ❖ 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.

Disqualification – none

The Role of the Clerk to Committees

- ❖ To consult the Clerk to the Governors on procedural and legal matters in order to be able to advise the committee effectively on these matters.
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the committee, ensure minutes are taken and distributed to the Clerk to the Governors as soon as possible after the meeting or at least seven days prior to the next Full Governing Body Meeting.
- ❖ 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 Head Teacher

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 all Policies and their practice under review and to make revisions where appropriate
- To keep all policies and their practices under review
- **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 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body	11.05.17
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Name of Governor	Date Appointed to the Committee
Mr. K. Toombs – Chairperson	14.05.15 – 13.05.19
Mrs. K. Russell – Vice-Chairperson	01.09.14 – 31.08.18
Mrs. F. Hamilton -Head Teacher	01.09.05 – on terminating appointment
Mrs. K. Turner – Parent Governor	07.02.14 – 06.02.18
Mr. M. Chung – Parent Governor	11.05.17 – 10.05.21
Mrs. C. Brown – Support Staff Governor	14.05.15 - 13.05.19
Mrs. C. Bushell – Co-opted Governor	14.05.15 - 13.05.19
Mrs. B. Price - Co-opted Governor	14.05.15 - 13.05.19
Mrs. B. Adams – Associate Governor	13.10.16 - 12.10.20
Mrs. K. Turner – Associate Governor	07.02.18 - 06.02.22

Clerk to the Committee *	Mrs. S. Jordan
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Quorum:	One half of the number of Governors in post
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Hearings 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 Head Teacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head Teacher, under the Governing Body's personnel procedures (*unless delegated to the Head Teacher*)
- 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 – Any member of Staff

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, any governor or and member of staff with prior knowledge, should not be a member)

These terms of reference agreed by the Governing Body	11.05.17
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Name of Governor	Date Appointed to the Committee
Committee will be convened if required and selected on the nature of hearing	
(reserve)	

Chair of the Committee	
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Clerk to the Committee *	
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*May be provided by LA when Area Insurance purchased

Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	tba / /
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Date of review:	tba / /
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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 refer to the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee

Membership – 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Head Teacher

Any Governor or member of staff with prior knowledge of the pupil or the incident.

(It is suggested that neither any Governor or a member of staff with prior knowledge, should be a member)

These terms of reference agreed by the Governing Body	11.05.17
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Name of Governor	Date Appointed to the Committee
Committee will be convened if required and selected on the nature of hearing	

Chair of the Committee	
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Clerk to the Committee *	
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*May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3
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Date Committee established	tba
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Date of review:	tba
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Finance & Personnel Committee

Terms of reference:

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up-to-date 4 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 monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety Issues are appropriately prioritised
- To draft and keep under review the staffing structure in consultation with the Head Teacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher
- In the light of the Head Teacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel-related expenditure to the Governing Body
- To consider any appeal against a decision on pay grading or pay awards

* The Head Teacher Performance Management Committee could be formed from this committee, but its members should have received appropriate training.

Disqualification – Any relevant person employed to work at the school other than as the Head Teacher, 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	11.05.17

Name of Governor	
Mr. K. Toombs – Chair	11.05.17
Mrs. K. Russell	11.05.17
Mrs. F. Hamilton	11.05.17
Mrs. K. Turner	11.05.17

Chair of the Committee	Mr. K. Toombs
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Clerk to the Committee	Mrs S. Jordan
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	11.05.17
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Date of review:	10.05.18
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Teaching & Learning/Standards Committee

Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance/Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, Literacy and Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator

These terms of reference agreed by the Governing Body	11.05.17
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	Date Appointed to the Committee
Mrs. Bethan Adams – Chair	11.05.17
Mrs. Claire Bushell	11.05.17
Mrs. Clare Brown	11.05.17
Mrs. Belinda Price	11.05.17

Chair of the Committee	<i>Mrs. Bethan Adams</i>
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Clerk to the Committee	<i>Mrs. Claire Bushell</i>
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	11.05.17
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Date of review:	10.05.18
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Premises/Health & Safety Committee

Terms of reference:

- To ensure, as far as is practical, that Health & Safety issues are appropriately prioritised
- To advise the Governing Body on priorities, including Health & Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance/Personnel Committee on premises-related expenditure
- In consultation with the Head Teacher and the Finance/Personnel Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health & Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan (part of the School Development Plan)
- To establish and keep under review an Accessibility plan

Disqualification: None.

These terms of reference agreed by the Governing Body	12.05.16
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<i>Name of Governor/Associate Member</i>	<i>Date Appointed to the Committee</i>
Mrs. Kaye Turner – Chairperson	11.05.17
Mrs. Kathy Russell	11.05.17
Mr. M. Chung	
Mrs. F. Hamilton	11.05.17

Chair of the Committee	Mrs. Kaye Turner
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Clerk to the Committee	<i>tba</i>
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Quorum (minimum of 3, committee can determine higher number)	
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Date Committee established	11.05.17
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Date of review:	10.05.18
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Head Teacher's Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Head Teacher'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 Head Teacher against the targets
- To make recommendations to the Finance/Personnel Committee in respect of awards for the successful meeting of targets set

Disqualification – The Head Teacher and Staff Governors

These terms of reference agreed by the Governing Body	11.05.17
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Name of Governor	Date Appointed to the Group
Mrs. Kathy Russell – Chair	11.05.17
Mr Kim Toombs	11.05.17

Chair of the Committee	Mrs. K. Russell
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External Adviser	tba
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Quorum (minimum of 2 suggested)	
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Date Group established	11.05.17
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Date of review:	11.05.18
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To regularly report to the Governing Body or the Teaching & Learning/Standards Committee, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- *Any items which the governing body may wish to include*

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection	Mrs. Kathy Russell	Child Protection Co-ordinator	Governing Body
SEND	Mr. Kim Toombs	SEND/CO/Head Teacher	T&L/Standards/Gov. Body
Children in Care	Mrs. Kathy Russell	LA Governor Support	Governing Body

Teaching and Learning and Standards Committee to liaise with all

Subject co-ordinators –

English **BA**,

Mathematics, Geography **JGr**

History **CR**

Science & PE **LB (MH from 01.10.17)**

D&T **GS**

ICT **CR**

Music **GS**

Art **JG**

RE & PSHCE **BA (KP from 01.09.17)**

Key stage co-ordinators Early Years – **JG**

Assessment co-ordinator **LB (BA from 01.09.17)**

SEND/CO - **FH**

These terms of reference agreed by the Governing Body

11.05.17

Date Delegation Agreed 11.05.17

Date of review: 10.05.18