

## Mount St Joseph School

### Governing Board Procedures, Committee Arrangements and Delegation Structure

2018/19

#### Introduction on Committee Working

Committee working is an effective tool in managing the increasing demands and workload expected of Governing and Trust Boards with many Boards undertaking much of their business through them. It enables a smaller more strategic group of members to discuss specific matters which have been delegated to them by the full Board in much further detail. Committee membership, terms of reference and delegation structures must be agreed at a full Board meeting and changes to membership can also only be agreed at a full Board meeting. It is recommended that Committees be reviewed annually to ensure that they are fit for purpose and up to date.

Governors and Trustees may be appointed to committees to utilise their own specific skills or because of their interest in the subject area. It is important to remember that all committee meetings must be clerked and managed in the same way as a Board meeting i.e. agendas and minutes should be produced and circulated in a timely manner. Chairs of committees should be appointed by the Board or alternatively this may be delegated to the individual committees. The Head Teacher cannot be appointed as Clerk or Chair of a Committee. Whilst another governor may act as clerk to a committee meeting, it is highly recommended that an external person is employed to minute the meeting as it is often difficult to take detailed minutes whilst taking part in full discussion. The quorum for a committee meeting to take place is a minimum of three governors who are agreed members of that committee.

#### Self-Evaluation and the Ofsted Framework

Monitoring and evaluating is a key aspect of governors' strategic responsibilities and should be part of the school's overall programme for self-evaluation. It is also an essential requirement for school improvement. Committee working can assist in this process and by linking individual committees to the key judgements within the Ofsted framework, governors are able to effectively monitor and evaluate how the senior leadership team have considered these judgements and what actions or measures have been put into place to demonstrate this.

School self-evaluation also highlights the need for Governing Boards to effectively monitor and evaluate the impact of school policies on standards and quality of provision.

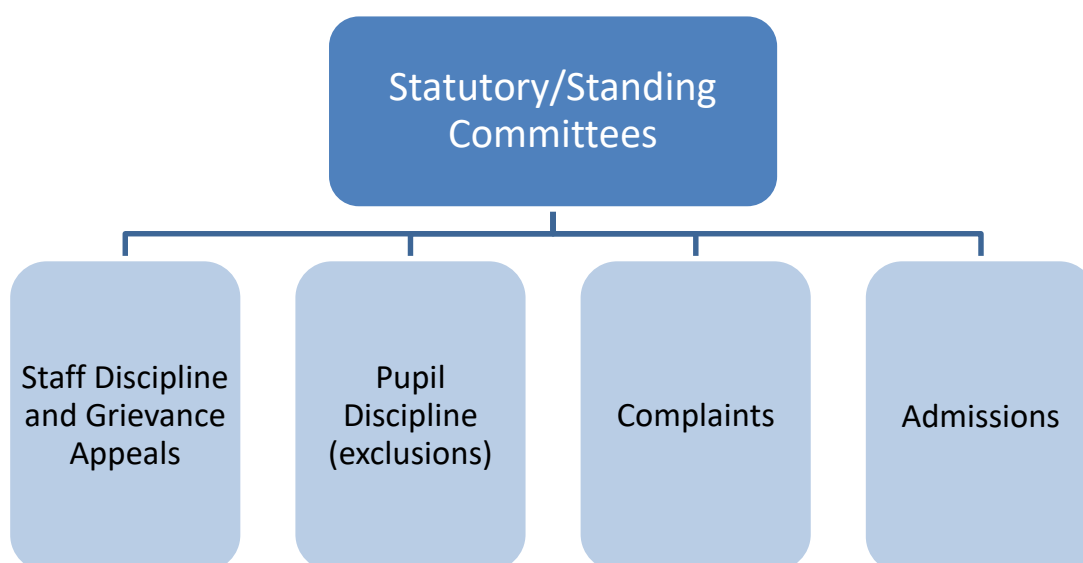
## Working Committees and Key Areas of Responsibility

Working Committees manage the regular workload of the Governing Board and, where in place, it is good practice that they meet at least once per term. Specific matters and school policies may be delegated to these committees in order for a smaller group of governors to consider and where appropriate agree matters on behalf of the Governing Board.



## Statutory Committees

Statutory committees only meet when required relating to matters such as staff appeals, pupil discipline, complaints and admissions.



## Role of the Governing Board

### Ensuring clarity of vision, ethos and strategic direction

- clarity of vision and ethos
- engaging stakeholders
- meeting statutory duties

### Holding the Head Teacher to account for the educational performance of the school and its pupils and the performance management of staff

- accountability for teaching, achievement, behaviour and safety
- strengthening school leadership
- performance managing the Head Teacher
- contributing to school self-evaluation

### Overseeing the financial performance of the school and ensuring money is well spent

- solvency and effective financial management
- use of Pupil Premium and other resources to overcome barriers to learning

## Governing Board role in the Effectiveness of Leadership and Management

The inspection of a school provides an independent external evaluation of its effectiveness and a diagnosis of what the school should do to improve. It is based on a range of evidence available to inspectors that is evaluated against a national framework. When conducting an inspection, Ofsted will report on the quality of education provided in the school and must in particular cover:

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for children and learners.

The Governing Board is inspected as part of the effectiveness of leadership and management of the school and therefore will be judged under this heading. The Common Inspection Framework: *education, skills and early year* (August 2016) states that Inspectors will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and governors:

1. Demonstrate an ambitious vision, have high expectations for what all children and learners can achieve and ensure high standards of provision and care for children and learners.
2. Improve staff practice and teaching, learning and assessment through rigorous performance management and appropriate professional development.
3. Evaluate the quality of the provision and outcomes through robust self-assessment, taking account of users' views, and use the findings to develop capacity for sustainable improvement.

4. Provide learning programmes or a curriculum that have suitable breadth, depth and relevance so that they meet any relevant statutory requirements, as well as the needs and interests of children, learners and employers, nationally and in the local community.
5. Successfully plan and manage learning programmes, the curriculum and careers advice so that all children and learners get a good start and are well prepared for the next stage in their education, training or employment.
6. Actively promote equality and diversity, tackle bullying and discrimination and narrow any gaps in achievement between different groups of children and learners.
7. Actively promote British values (for a definition of these values, see the Prevent Strategy)
8. Make sure that safeguarding arrangements to protect children, young people and learners meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism.
9. In particular how governors discharge their core statutory functions and how committed they are to their own development as governors in order to improve their performance.

Inspectors will always report on whether or not arrangements for safeguarding children and learners are effective.

### Governance

Inspectors will seek evidence of the impact of those specifically responsible for governance. This includes maintained school governors, proprietors, academy trustees or members of the school's local board.

Inspectors will consider whether governors:

1. Work effectively with leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
2. Provide a balance of challenge and support to leaders, understanding the strengths and areas needing improvement at the school.
3. Provide support for an effective head teacher or are hindering school improvement because of a lack of understanding of the issues facing the school.
4. Understand how the school makes decisions about teachers' salary progression and performance.
5. Performance manage the head teacher rigorously.
6. Understand the impact of teaching, learning and assessment on the progress of pupils currently in the school.
7. Ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils.

8. Ensure that the school's finances are properly managed and can evaluate how the school is using the pupil premium, Year 7 literacy and numeracy catch-up premium and special educational needs funding.
9. Are transparent and accountable, including in recruitment of staff, governance structures, attendance at meetings and contact with parent.

## **Governing Body Procedures Checklist**

### **Election of Chair and Vice Chair of Governors**

The Governing Body agreed the procedures for the Election of Chair and Vice Chair of the Governing Body as follows on 21 October 2014.

- 1) The length of term of office for the Chair and Vice Chair of Governors is 1 year.
- 2) The term of office for the Chair and Vice Chair will expire at the autumn term meeting and procedures for election/re-election will commence in the previous term.
- 3) That written self-nominations be sought in advance of the meeting

# Committee Terms of Reference and Delegation Structures

## 1 Strategic Group (including Pay Review)

<b><u>Members:</u></b>	Mr Waldron MBE, Mrs Campbell-Williams, Miss Snape, Mrs Chunilal, Mr Shaikh and the Head Teacher.
<b><u>Chair:</u></b>	Mr Waldron MBE
<b><u>Clerk:</u></b>	To be appointed by Committee
<b><u>Quorum:</u></b>	At least 3 Governors

### 1.1 Personnel

#### **Terms of Reference:**

- 1) To consider and recommend to the Governing Body and review as appropriate from time to time policies relating to management of staff, including the school pay and performance management policies.
- 2) To determine the staffing structure in relation to the School Improvement Plan and curriculum requirements, and in the light of resources available.
- 3) To monitor and evaluate the staff development programme in relation to curriculum and professional development needs as identified through appraisal procedures and within the context of the School Improvement Plan
- 4) To ensure, via the Head Teacher, that entries in the Single Central Record are maintained and updated as necessary and that the relevant safeguarding checks are undertaken for employees, volunteers and Governors
- 5) At least three impartial members of the Committee to exercise delegated powers in the management and termination of employment of staff (e.g. grievance, discipline, capability, competency, employment), redundancy) within the Catholic Education Service model policies/procedures adopted by the Governing Body, and taking into account the resources available.  
(b) To act as a 'First' Committee on Grievance, Disciplinary, Capability, Redundancy, Sickness Absence and Staffing Review procedures.
- 6) At least three impartial members of the Committee to exercise delegated powers in terms of the annual pay review, within the Local Authority model policies/procedures adopted by the Governing Body, and taking into account the resources available.
- 7) To monitor appraisal procedures and ensure rigorous systems are in place for teachers' salary progression.

## **For Governors to note in relation to CES model Grievance and Capability procedures and their significance for committee structure and membership -**

The CES model Grievance and Capability procedures (the latter forms part of the Disciplinary procedures) provide for three possible different stages of Governor involvement. It is therefore important to ensure that this requirement is reflected in the Committee structure and Committee memberships – in the interests of natural justice three different sets of eligible Governors (at least three in number at each stage) ought to be appointed to deal with each of the three stages. At the final stage, where dismissal could be an option, the number of governors on the final Appeal Committee should be at least the same as the number of Governors on the “first” Committee.

The following structure and membership complies with the requirements of the CES procedures for grievance, discipline, capability and staffing review.

### **1.1 Appointment Delegation Structure**

Staff appointment processes must be undertaken within the Catholic Education Service model policies / procedures adopted by the Governing Board, and taking into account the resources available.

#### Head Teacher and Deputy Head Teacher

- A Selection Panel to agree the job description, person specification and advertisement, and to shortlist, interview and *recommend an appointment to the full Governing Body*
- Selection Panel to comprise (**names of Governors**) (and Head Teacher in case of Deputy Head appointment)

**NB: All Head Teacher and Deputy Head Teacher appointments must be ratified at a full Governing Body meeting.**

#### Delegated powers to Head Teacher for other appointments

- to draw up a job description
- decide on selection criteria
- draw long and short lists
- arrange the interview process
- interview and point
- debrief unsuccessful candidates

Head Teacher with available Personnel Committee members to carry out all procedures in accordance with ‘Staffing Procedures in Roman Catholic Schools’.

#### Teaching staff below Deputy Head level

- Head Teacher with available Personnel Committee members.

#### Award of permanent and temporary responsibility points

- Head Teacher with available Personnel Committee members

#### Teaching Assistants/Non-Teaching Staff

- Head Teacher with available Personnel Committee members.

#### Supply Staff

- supply cover of under one term’s duration – Head Teacher

#### Teaching Assistants/Non-Teaching Staff

Head Teacher and 1 named Governor (or nominee)

## 1B Pay Review Committee

<b><u>Members:</u></b>	At least 3 impartial Governors (excluding the Head Teacher) to be drawn from a panel of available members of the Governing Body.
<b><u>Chair:</u></b>	To be appointed by Committee
<b><u>Clerk:</u></b>	To be appointed by Committee
<b><u>Quorum:</u></b>	At least 3 Governors

### **Terms of Reference:**

- 1) To exercise delegated powers in terms of the annual pay review, within the Local Authority model policies/procedures adopted by the Governing Body, and taking into account the resources available.
- 2) To monitor appraisal procedures and ensure rigorous systems are in place for teachers' salary progression.

## 1.2 Finance

### **Terms of Reference:**

#### **Council's Standing Orders**

Governing Bodies must follow the Council's Standing Orders for contracts; except that the decision to award contracts and limit the numbers of suppliers tendering is the responsibility of the Governing Body. This includes a requirement to assess, in advance, where relevant, the health and safety competence of contractors, taking into account the Local Authority's policies and procedures.

Any decision made by the Governing Body relating to the awarding of a contract (including reasons for limiting tenders) should be minuted in the record of the actual meeting at which the decision was taken. In general terms, governors must adopt as a minimum the following:

- i) The Authority has contracts in place for certain types of supply which the School may use without seeking separate quotations.
- ii) For purchases of goods and services including suppliers' catalogues where appropriate, governors should, where practical, obtain three written quotations.
- iii) For purchases of goods and services where the contract value is reasonably estimated to be above **£15,000** at least three written quotations should be obtained
- iv) For purchases where the contract value is reasonably estimated to be above **£50,000**, governors must advertise for application to tender in a local journal with a reasonably wide circulation and/or in a relevant trade or professional journal. Tenders should be received in sealed envelopes with no identifying marks and kept sealed until the closing date for receiving



tenders. Opening of envelopes should be in accordance with at least as stringent requirements as those contained in the Council's standing orders. Community and controlled schools must utilise Corporate Procurement Services for orders or services of £50,000 or more.

- v) Where the estimated expenditure of the total contract is likely to exceed EU financial thresholds then EU legislation/procedures apply. Governing Boards are required to advertise in the OJEU (Official Journal of the European Union.) EU guidance notes can be obtained from the Corporate Procurement section. Contracts may not be split in order to circumvent the rules.
- vi) In all cases governors should record in the formal minutes of a full governors or sub- committee meeting which bid, if any, has been accepted and the reasons(s) for choosing the bid. Governors need not accept the lowest tender but should have regard to their responsibility in securing value for money in respect of expenditure of public funds.

## Financial Delegation Structure

### Governing Body

- will determine overall financial management policy in light of the Bolton scheme for financing schools
- where approval by the full Governing Body of the initial/original school spending plan and the revised school spending plan by the end of June and October respectively is impracticable, the Governing Body will consider and ratify the recommendations from the Finance Committee in relation to the initial school spending plan and the revised school spending plan.
- will approve the audited school fund account (account to be audited within three months from the end of the financial year)
- Will receive and approve the Schools Financial Value Standard Report.
- will approve purchases **above £25,000**
- will approve virement of funds **above £5,000**
- will receive termly monitoring reports
- will review the Committee Terms of Reference and Financial Scheme of delegation annually
- will review entries in the Register of Business Interest annually
- receive a termly report on the impact of the Pupil Premium Grant.

### Strategic Group Committee

- will approve purchases **above £15,000 and up to £25,000**
- will approve virement of funds **above £2,500 and up to £5,000**
- will be responsible for accepting tenders in line with stated policy
- with the assistance of the Head Teacher will prepare initial spending plan to support the priorities of the School Improvement Plan
- where approval of the initial/original spending plan by the full Governing Body by 30th June each year is not practicable, the Committee will approve the initial spending plan, subject to ratification by the Governing Body at its next meeting.
- Will review the Schools Financial Value Standard Report.
- will prepare the revised spending plan, consistent with the priorities of the School Improvement Plan
- will review Local Authority Service Level Agreements for continuation annually in line with the initial school spending plan.
- where approval of the revised spending plan by the full Governing Body by 31st October each year is not practicable, the Committee will approve the revised spending plan, subject to ratification by the Governing Body at its next meeting

- will receive regular budget monitoring reports and will prepare a termly report for the full Governing Body
- will be responsible for overseeing financial management procedures and standards and for reviewing standards and documentation in light of guidance from the Local Authority, Ofsted, Audit Commission or DFE
- will receive and where appropriate respond to periodic LA audit reports on the school's financial management procedures
- will ensure the audit of PTFA funds and voluntary school funds for presentation to the Governing Body
- will review the Scheme for Financing Schools (Financial Regulations) annually
  - will review the Office Procedures Manual annually
- will have regard to best value practice and ensure consistency of purchases by gaining three quotes wherever possible.
- will conduct benchmarking comparisons with other similar schools locally and nationally annually.
- will review and approve the Whistle-Blowing Policy
- will review and approve the Charging and Remissions Policy periodically.
- to monitor the impact of the Pupil Premium Grant allocation and correlate how the funding is spent to improve the outcomes for children
- to monitor the impact of the Primary PE and Sports Funding allocation to improve the quality of the PE and sport activities that are offered to pupils
- the committee to be made aware and approve any new purchase cards, charge cards and bank accounts

#### Head Teacher

- will be responsible for preparing a draft spending plan for submission to the Finance Committee
- will be responsible for day to day financial management including purchases **up to £10,000** and all expenditure to be in support of the school spending plan
- will approve virement of funds **up to £2,500**
- will be responsible for maintaining financial management systems
- will be responsible for administering any further delegation

#### Subject Co-ordinators

- authorised to spend monies delegated by the Head Teacher on curriculum areas in line with the school spending plan.

#### Director of Finance

- will assist Head Teacher in preparing initial spending plan.

**School Financial Value Standard (SFVS) & Internal Audit Requirements (IAR) - Approval Timetable**

SFVS	IAR	Document	When	How Often	Approval
Q1		Governors Financial Management Competencies	Spring Term	Annually	Committee
Q2 Q3	IA Test	Committee Terms of Reference and Financial Scheme of Delegation	Autumn Term	Annually	Governing Board
Q10 Q12	IA Test	Initial/Original & Revised Spending Plan/Budget	Summer and Autumn Terms		Committee / Governing Board
Q4	IA Test	Spending Plan/Budget monitoring	Every Term	Termly	Committee
Q5	IA Test	Register of Business Interest	Autumn Term	Annually	Governing Board
Q6		Staff Financial Management Competencies	Spring Term	Annually	Committee
Q7		Review of Staffing Structure	Summer Term	Annually	Committee
Q8 Q9	IA Test	Appraisal reports to Governors	Teachers – Autumn Term Head Teacher – Spring Term	Annually	Committee / Governing Board
Q14		Benchmarking	Summer Term	Annually	Committee
Q20	IA Test	Implementation of Internal Audits recommendations (action plan)	As soon as possible from end of audit		Committee
Q22		Whistle Blowing Policy	Annually		Committee
Q24	IA Test	Audited Accounts of the School Fund	The Fund has to be audited 3 months from end of the financial year - annually		Governing Board
Whole Document	*	Receive report and approve SFVS	Before 31 March	Annually	Governing Board
		Scheme for Financing Schools (Financial Regulations)	Annually		Committee
	IA Test	Review of Office Manual (Financial Procedures)	Annually		Committee
		Reviewing of LA SLA for continuation	Spring Term	Annually	Committee

\* Internal Audit (IA) will not be assessing SFVS. However the SFVS returns will be used to inform the audit programme. IA will have access to the standard, and when they conduct an audit they can check whether the self-assessment is in line with their judgement. IA will make the governing body and the LA aware of any major discrepancies in judgements.

### 1.3 Premises

1. To provide guidance and assistance to the Head Teacher and Governing Body in all matters

relating to premises and physical resources.

2. To ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development, taking account of the LA's Building Condition Survey report.
3. To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
4. To monitor the school's compliance with Health and Safety regulations.
5. To receive and consider a termly report on the testing of the school evacuation/invacuation procedure
6. To receive and consider audits of the buildings and fabric and recommend remedial action if required.
7. To ensure any necessary liaison with the local authority's Property Services Department.
8. To monitor and review services from external providers and, where necessary, procure new services.
9. To prepare, implement and review from time to time a lettings policy for the approval of the Governing Board.
10. The Head Teacher is authorised to incur expenditure on day to day repairs and maintenance, equipment and materials within the approved spending plan.
11. To be aware of the assets inventory and to approve any disposal of assets.

## 1.4 Curriculum and School Effectiveness

### Terms of Reference:

1. To assist the Governing Board to fulfil its statutory responsibilities for:
  - the overall school curriculum and learning programmes including the National Curriculum
  - religious education and collective worship
  - sex and relationship education,
  - equal opportunities and equality,
  - careers advice and guidance,
  - the identification, assessment and provision for pupils with special educational needs
  - Promotion of British Values (the promotion of tolerance of and respect for people of all faiths (or no faith), cultures and lifestyles to prepare children and young people positively for life in modern Britain)
2. To agree, monitor and evaluate the implementation of individual subject curriculum policies and to review them from time to time. (There is no requirement for school policies for individual curriculum subjects to be approved by the Governing Board; however, the Governing Board should ensure, through the Head Teacher, that policies are drawn up and put into practice in line with the aims, values, ethos and school improvement plan agreed by the Governing Board and in accordance with statutory requirements.)
3. To monitor that learning programmes or a curriculum is provided that has suitable breadth, depth and relevance to meet any statutory requirements as well as the needs and interests of children, learners and employers, nationally and in the local community.
4. To monitor and evaluate the effectiveness of teaching and learning in delivery of the curriculum including the effectiveness and rigour of the school's assessment procedures, and use these findings to develop capacity for sustainable improvement and to narrow gaps in achievement between groups of children and learners.
5. To consider the impact of teaching and learning and progress in different subjects and year groups.
6. To regularly review the strategic direction of the school to ensure that the vision, values and ethos are current and appropriate.
7. To monitor and evaluate the effectiveness of Special Educational Needs and Disability provision.
8. To consider how the Disadvantaged Children Grant (Pupil Premium) funding and other resources are used to improve the outcomes for children and overcome barriers to learning.
9. To consider school performance in relation to comparable schools both locally and nationally in terms of benchmarking
10. To consider school performance data and monitor school targets for pupil attainment.
11. To monitor, evaluate and approve the implementation of school self-evaluation and the School Improvement Plan and to ensure longer term objectives are included as part of a 3 year Schools Development Plan.
12. To monitor that appropriate careers advice and guidance is provided to children and learning to ensure that they are well prepared for the next stage in their education, training or employment.

13. To ensure that the school publishes and updates information on the school website as per 'The School Information Regulations 2012' (admissions arrangements, how to access the latest Ofsted inspection reports, where to access DFE school performance tables, most recent Key Stage 2 / 4 results, curriculum content, behaviour policy, pupil premium allocation, Governing Board duties in relation to SEN, the schools charging and remission policy, a statement of the school's ethos and values, information relating to the allocation of Year 7 English and mathematics catch-up grant if appropriate)
14. To approve school visits and journeys which involve an overnight stay. The Chair of the Committee to have authority to approve arrangements for those residential school visits where the visit has not been planned sufficiently in advance to obtain the approval of the Committee or the Governing Board.
15. Head Teacher to approve school visits and journeys which do not involve an overnight stay.

### **Cautionary note on impartiality**

The Local Authority asks Governing Bodies, when appointing members to the committees, to consider whether it is advisable to appoint a governor who is paid to work at the school. Even if that governor has no direct prior involvement or previous specific knowledge, the likelihood is that the governor will have come into contact with the person who works or studies at the school and possibly formed some prior opinion about them. In these circumstances, it is difficult to justify impartiality to another party from outside the school. Given that the Governing Body must be able to clearly demonstrate that it has followed the principles of natural justice and fair play, it might be prudent not to appoint a governor who is paid to work at the school.

It is also important to consider what effect there may be on future relationships within the school if a governor who works at the school has sat on a panel and passed judgement of one of their colleagues.

## **2. Ethos/Pastoral Committee**

**Members:** Mrs J Sharples, Cllr G Harkin, Mrs L Egerton, Ms M Mannion and the Deputy Head Teacher

<b><u>Chair:</u></b>	Mrs J Sharples
<b><u>Clerk:</u></b>	To be appointed by Committee or Governing Body
<b><u>Quorum:</u></b>	At least 3 Governors

## 2.1 Pupil Welfare and Inclusion

1. To monitor and evaluate, and review where appropriate, policies relating to pupil health, safety and welfare (including safeguarding and child protection), behaviour and discipline.
2. To monitor and evaluate, and review where appropriate, policies that actively promote equality and diversity, tackle bullying and discrimination.
3. To monitor and evaluate, and review where appropriate, policies relating to social inclusion (including Children Looked After) and special needs inclusion.
4. To ensure that safeguarding arrangements to protect children, young people and learners meet all statutory and other government requirements, promote their welfare and prevent sexual exploitation, radicalisation and extremism
5. To ensure there are rewards systems in place which impact positively on achievement, attendance and behaviour.
6. To monitor pupil attendance and absence rates and pupil exclusion rates and to consider strategies to improve them. (including children missing education)

## Community

### **Terms of reference:**

1. To be responsible for addressing issues of relationships with the community and issues of promoting the school.
2. To actively seek the views of learners and parents/carers and of the school's stakeholders and partners in order to inform the Governing Body and Head Teacher in their decision making about the way the school is conducted.
3. To have oversight of the development of and to monitor extended school provision and to report to the Governing Body with recommendations.
4. To be responsible for primary/secondary liaison (as appropriate) and (if appropriate) further education liaison and for education/industry links.

## Statutory Committees

The following committees do not have a direct bearing on school self-evaluation or the Ofsted inspection framework.

1

## Staff Appeals (And Dismissal) Appeals Committee (Grievance, Discipline, Capability, Sickness Absence And Staffing Review)

**Members:** Mr Waldron (Chair), (or their nominees).

**Quorum:** At least 3 impartial governors - excluding the Head Teacher and staff

### Terms of Reference:

- 1) To exercise delegated powers on all staff appeal hearings, acting in accordance with available **Catholic Education Service policies/procedures** relating to Grievance, Discipline, Capability, Sickness Absence and Staffing Review.
- 2) In the event of there being no available Catholic Education Service policy/procedure, the Committee will hear staff appeals in accordance with Local Authority model policies/procedures.

2

## Curriculum, SEN and General Complaints Committee

**Members:** At least 3 impartial Governors (excluding the Head Teacher) to be drawn from a panel of available members of the Governing Body.  
(Governing Bodies are recommended to include one Parent Governor.)

**Quorum:** At least 3 Governors

### Terms of Reference:

- 1) To hear and make a decision on any complaint at stage 4 of the formal complaints procedure.

3

## Pupil Discipline Committee

**Members:** Nominees  
At least 3 impartial Governors (excluding the Head Teacher) to be drawn from a panel of available members of the Governing Body.



(Governing Bodies are recommended to include one Parent Governor

**Quorum:** At least 3 Governors

To operate within the statutory procedures relating to pupil exclusions, in particular:

- 1) To consider representations about any fixed term exclusion
- 2) To consider fixed term exclusions of more than 15 days in one term (including exclusions which in aggregate come to more than 15 days) and permanent exclusions.
- 3) To consider recommendations and/or directions from the independent review panel as appropriate.

## 4 Admissions Committee

**Members:** At least 3 impartial Governors (excluding the Head Teacher) to be drawn from a panel of available members of the Governing Body.

(Governing Bodies are recommended to include one Parent Governor.)

**Quorum:** At least 3 Governors

### **Terms of Reference:**

- 1) To consider and approve changes to the school admissions policy and recommend to the Governing Body for approval.
- 2) To determine offers of places for the annual admissions round in the light of the Governors' admissions policy.
- 2) To determine offers of places to 'in-year' applicants in the light of the Governors' admissions policy.

## Nominated Governor Roles/Responsibilities

Special Educational Needs, Children Looked After and Child Protection	=	Ms Caroline Snape
Head Teacher Appraisal Governors	=	Mr Waldron MBE, Cllr. G Harkin, Mrs A M Mannion
Health and Safety	=	Mr Waldron MBE
Safer Recruitment	=	Head Teacher, Mr Waldron MBE, Mrs J Sharples
Equal Opportunities Governor	=	Mrs C Snape
Link Governor	=	Mrs Egerton
Student Link Governor/Careers Education	=	

Further detailed guidance on the roles of nominated governors is available from the Governor Services Team on request.

### 1. Head Teacher's Appraisal Governors

To agree annually, with the Head Teacher, performance objectives, to monitor progress towards those objectives, to agree a review statement annually and to recommend incremental pay where appropriate.

### 2. Link Governor for Training

The Link Governor plays an important role in supporting the work of the governing body in terms of training and development. They are expected to keep abreast of local opportunities and assist the Governing Body and individual governors in assessing their training needs.

Link Governors may also work with neighbouring schools, where appropriate, to organise joint training and cluster events.