

Terms of Reference – Full Governing Body 2022-2023

A quorum will be 50% of the total number of members of the governing body, excluding governor vacancies.

Although decisions may be delegated, the Governing Body as a whole remains responsible for any decision made under delegation.

Purpose of committee

Our board has 3 strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the Federation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the Federation and making sure money is well spent.

Membership

- Natalie Hewett – Chair
 - Jim McCarry – Vice Chair
 - Graham Carrick
 - Sheila Wyatt
 - Pat Sharples
 - Patricia Davies
 - Richard Berry
 - Claire Reed – Staff Governor
 - Gill Jackson – Headteacher
 - Vacancy – parent governor
 - Vacancy – co-opted governor
 - Vacancy – partnership governor
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- To receive the Head Teacher’s written report
 - To receive and review School Evaluation Forms and School Development Plans
 - To agree constitutional matters, including procedures where the Governing Body has discretion
 - To approve the first formal budget plan of the financial year and receive updates
 - To hold at least three Governing Body meetings a year
 - To appoint or remove the Chair & Vice Chair
 - To appoint or remove a Clerk to the Governing Body
 - To annually establish the Committees of the Governing Body, delegation and their Terms of Reference
 - To receive minutes of all Committee Meetings held and receive link governor monitoring information
 - To seek to fill vacancies as they arise, directly appointing new co-opted Governors
 - To appoint or remove a Clerk for each Committee
 - To suspend or remove a Governor
 - To ensure that the Committees are up to date with the review of school policies and practice
 - To consider and advise on any other relevant matters

Terms of Reference - Education, Curriculum, Safeguarding and Pastoral needs 2022-2023

Purpose of committee

The curriculum provided by the schools includes all learning and other experiences that the schools provide for its pupils. The range of responsibilities for the curriculum are shared between the headteacher, the governing body, the LA and the Secretary of State for Education. The Education, Curriculum, Safeguarding and Pastoral Needs Committee has responsibility for monitoring test results and teaching of the national curriculum and reviewing the assessment policy, the school visit policy and the schools' provision and policy on safeguarding, sex education, collective worship and RE. It should also monitor provision for pupils with special educational needs or exceptional ability. The committee will also oversee the policy of the schools relating to the pastoral welfare of pupils. The committee also receives reports about the interaction between the schools and parents. Community relations are also to be monitored through the work of this committee. Pupil behaviour (to include exclusions) is also to be considered, and attendance policy and outcomes will be considered within the remit of this committee.

Membership

- Graham Carrick – Chair of Committee
- Natalie Hewett
- Sheila Wyatt
- Patricia Davies
- Claire Reed – Staff Governor
- Gill Jackson – Headteacher

This committee is quorate when not less than three members are present

- To consider and advise the governing body on standards and other matters relating to the schools' curriculum, including statutory requirements and the Schools' Curriculum Policy.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To be responsible, along with the Headteacher, for setting the targets for the achievement of pupils at the end of the appropriate Key Stage in the following school year, ensuring the whole Governing Body is aware of these targets.
- To consider and advise on elements of the School Improvement Plan relevant to academic and pastoral policy.
- To consider how the schools intend to raise standards for all children, including the most and least able, those with Special Educational Needs and any who are currently underachieving.
- To monitor the way in which the schools promote community cohesion through an understanding of and respect for British Values.
- To monitor how effective the partnership is between the schools and the wider community, including the parents.
- To consider and advise on elements of the School Improvement Plan relevant to the schools' academic and pastoral offer.
- To consider and advise the Governing Body on all aspects of student well being and to review school policies and procedures relating to well being and safeguarding on a regular basis.
- To receive reports and make recommendations concerning student attendance data.
- To consider the provision made for students with SEN and monitor its effectiveness.
- To receive reports on behaviour and review strategies for tackling the causes of any poor behaviour.
- To consider and advise on any other relevant matters.

Terms of Reference - Fabric, Finance, Health and Safety and Personnel Sub Committee 2022-2023

Purpose of committee

The Fabric, Finance, Health and Safety and Personnel committee is established to review and agree the schools' proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure. The committee is also concerned with the use of premises, grounds and extended school facilities. Its terms of reference include making recommendations on accommodation, caretaking, cleaning, decorating and maintenance. It may monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings policy of premises. The committee would also be concerned with all aspects of ensuring the health and safety of all pupils, staff and visitors to schools within the Alston Moor Federation. This committee also has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and appraisal, contributing to the appraisal of the head teacher, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

Membership

- Richard Berry – Chair of Committee
- Jim McCarry
- Pat Sharples
- Gill Jackson – Headteacher

- Pamela Seaton – School Business Manager (non voting)
- Gary Osborne – Site Manager (non voting)

This committee is quorate when not less than three voting members are present.

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date 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 schools operate within the Financial Regulations of the County Council.
- To review all financial policies.
- To make decisions in respect of service agreements.
- To receive, review and approve requests for trips and visits that involve residential visits, adventurous activities and/ or activities involving water (type B visits)
- To prepare financial statements for inclusion in the governing body report to parents.
- To make decisions on expenditure following recommendations from other committees.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- To advise the Governing Body on priorities for the maintenance and development of the schools' premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations on premises-related expenditure.
- In consultation with the Headteacher to oversee premises-related funding bids.
- To oversee arrangements for the use of schools' premises by outside users, subject to governing body policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility plan.
- To consider and advise on elements of the School Improvement Plan relevant to this subcommittee.
- To monitor the implementation of Health and Safety policies and safety procedures throughout the schools.
- To ensure that there are arrangements for the dissemination of information on Health and Safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action.
- To receive reports from the LA, safety representatives and external Health and Safety agencies; and ensure that appropriate action is taken in response to the reports received.
- To ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the schools, and to review these as necessary.
- To oversee the health and safety arrangements for use of schools' premises by outside users, subject to governing body approval.
- To receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports.
- To assist in reviewing the Schools' Health and Safety Policy.

- To monitor the overall provision for risk assessment both in the schools as a whole and in individual departments/ classrooms, and report any deficiencies to the Senior Leadership Team, full Governing Body or the Educational Visits Co-ordinator.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Fabric and Finance Committee.
- To establish a salary policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To establish and review an appraisal policy for all staff.
- To monitor the provision of continuing professional development for all staff.
- To oversee the process leading to staff reduction, if necessary.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To consider any appeal against a decision on pay grading or pay awards.

Post threshold teachers

- After taking advice from the Headteacher, to make decisions relating to pay concerning post-threshold teachers in the autumn term following Appraisal reviews.

Leadership group

- To ensure the setting and reviewing of targets for Deputy and Assistant Headteachers takes place by the Headteacher, as agreed by the Governing Body.
- To make decisions concerning pay in relation to the Leadership Group (Headteacher, Deputy Headteacher, Assistant Headteachers).
- To ensure minutes with decisions and action points are taken at each meeting and circulated promptly to all members of the Committee and brief notes are circulated to all members of the Governing body, omitting details references to the review statement and individuals' performance.
- Additional items which the Governing Body may wish to include.

Terms of Reference - Strategic Sub committee – Working Party 2022-2023

Purpose of Committee

The key governors have a strategic and coordinating roles and can add greatly to the effectiveness of the work of the governing body as a whole.

Membership

- Chairs of subcommittee
 - Chair of Governing Body
 - Vice Chair of Governing Body
 - Headteacher – Gill Jackson
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- To meet termly to agree the work of the Governing Body and its committees for that term and beyond
 - To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
 - To monitor the progress of work being undertaken by committees and individuals
 - To establish and keep under review Critical Incident policy and procedures
 - To consider recommendations made by committees with regard to the working of the Governing Body
 - To establish and keep under review a protocol for the Governing Body
 - To establish and keep under review arrangements for Governors' visits to schools
 - To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
 - To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
 - To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
 - To consider and advise on elements of the School Improvement Plan relevant to whole schools' policy.
 - To undertake tasks delegated to them by the Governing Body
 - Conduct the head teacher appraisal ensuring the setting and reviewing of targets with the local authority representative.