

**ARNSIDE NATIONAL CHURCH of ENGLAND SCHOOL**

**GOVERNING BOARD**

**AND**

**COMMITTEE STANDING ORDERS**

**2021 – 2022**

## **CONTENTS**

- Section 1            Standing orders**
- Section 2            Code of practice for governing bodies and governors**
- Section 3            Scheme of delegation (Governing Board Decision Planner)**
- Section 4            Arnside National Church of England School governing board and committee membership**
- Section 5            Committees: Terms of reference**
- Section 6            Memorandum of Association**

## **Section 1 - Standing orders (for the procedural workings of the governing board)**

The governing board of Arnside National Church of England School constituted in **February 2011**.

The following are the procedures adopted herewith:

### **Meetings of the governing board**

The governing board notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable, and the governance professional in consultation with the chair and the headteacher will draw up the agenda. Signed minutes will be kept by the governance professional and are available for inspection at school.

### **Terms of office**

The governing board resolves that both the chairman and vice-chairman of governors will have a term of office of one year and the term of office will end on the date of the "Special Meeting" of the full governing board meeting of each autumn term.

### **Election of chairman and vice-chairman**

The governing board resolves that the following process will apply to the election of chairman and vice-chairman:

- Governors will be able to submit verbal nominations at final meeting of the academic year
- A governor can nominate him/herself for office
- Nominees will be asked to leave the room whilst the election process takes place
- If there is a tie, governors will discuss the strengths of the nominees further, & another vote will be taken
- Nominees will return to the meeting and the clerk will announce the result

**The Chair of Governors for the year commencing Autumn, 2021 is Helen Chaffey**

**The Vice-Chair of Governors for the year commencing Autumn, 2021 is David Adair**

### **Terms of office for each category of governor**

The governing board resolves to have the same terms for all categories of governor. The agreed term is four years

### **Election of governors**

**Staff:** All members of staff will be given an opportunity to make nominations and an election held, if necessary, in accordance with regulations.

**Parent:** All parents will be contacted by letter and asked for nominations and an election held, if necessary, in the form of a secret ballot in accordance with regulations.

### **Appointment of the governance professional**

The governing board resolves that **Mrs Sue Glendinning** acts as governance professional to the governing board.

### **Quorum**

The governing board notes the requirements in respect of a quorum in that one half of complete membership are required to be present before decisions can be made.

### **Committees and working parties**

**Committees** are set up with delegated powers by the governing board (minuted at full governing board meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

**Working parties** may be set up by the governing board but do not have any delegated powers and cannot make any decisions. A working party can only bring recommendations to the full governing board.

### **Membership of committees**

Terms of reference – See section 6

Full membership – See section 5

Quorum for all committee meetings is 3 governors

Each committee will nominate a clerk (this cannot be the chair)

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full governing board

### **Delegation of functions**

The governing board agrees the delegation of the functions as described in the terms of reference for each committee in section 6.

### **Declaration**

The governing board resolved to adopt the standing orders. The governance professional to the governing board holds a copy in the formal governing board records, and a copy has been retained in school for reference

## **Section 2 – Code of practice for governing boards and governors**

An effective governing board must have a clear sense of purpose and direction for its school. The governing board is accountable to the school community and broader community for the effectiveness of the school. In its work, the governing board will collaborate with, and be questioning of, the headteacher and staff, who are responsible for the day-to-day management and operation of the school.

### **The governing board has the following core strategic functions:**

- Certifying the strategic direction of the school by:
  - Setting and ensuring there is clarity of vision, ethos, and strategic direction, determining priorities and setting targets. Complying with all statutory duties.
- Ensuring accountability by:
  - Appointing a headteacher who is fit for purpose and holding the executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
  - Ensuring the voice of stakeholders are heard.
- Managing financial performance by:
  - Overseeing the financial performance of the organisation and making sure that its money is well spent.

### **As individuals on the governing board, we agree to fulfil our roles and responsibilities**

- 1) We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
- 2) We will develop, share, and live the ethos and values of our school.
- 3) We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- 4) We will work collectively for the benefit of the school.
- 5) We will be candid but constructive and respectful when holding senior leaders to account.
- 6) We will consider how our decisions may affect the school and local community.
- 7) We will stand by the decisions that we make as a collective.
- 8) Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- 9) We will only speak or act on behalf of the board if we have the authority to do so.
- 10) We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- 11) When making or responding to complaints we will follow the established procedures.
- 12) We will strive to uphold the school's reputation in our private communications (including on social media).

### **Demonstrate our commitment to the role**

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

### **Build and maintain relationships**

- We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.

- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

### **Respect confidentiality**

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

### **Declare conflicts of interest and be transparent**

- We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school website.
- We will act in the best interests of the school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions

Revised July 2021

Review July 2022

## **The Seven Principles of Public Life The Nolan Principles**

**Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** - Holders of public office should promote and support these principles by leadership and example

### Section 3 – Scheme of Delegation Governing Board Decision Planner

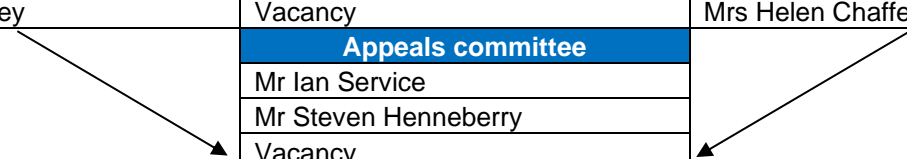
This planner shows to which level the governing body may legally delegate functions						
KEY						
Level 1: Full governing body. Level 2: A committee of the governing body. Level 3: An individual governor. Level 4: Headteacher.						
Column blank: Action could be undertaken by this level. Column blocked off: Function cannot be legally carried out at this level.						
<b>*Although decisions may be delegated, the governing body remains responsible for any decision made under delegation</b>						
Key Function	No	Tasks	Decision Level			
			1	2	3	4
<b>Budgets</b>	1	To approve the first formal budget plan, each financial year	X			
	2	To monitor monthly expenditure		X		
	3	To establish a charging and remissions policy		X		
	4	Miscellaneous financial decisions				X
	5	To enter into contracts (GB may wish to agree financial limits)		X		
	6	To make payments				X
<b>Staffing</b>	7	Headteacher appointments (selection panel)	X			
	8	Deputy appointments (selection panel)	X			
	9	Appoint other teachers		X		
	10	Appoint non-teaching staff				X
Committee > GB Ratify	11	Agree a pay policy	X			
Pay Policy Cttee > GB	12	Pay discretions	X			
	13	Establishing disciplinary/capability procedures				X
GB <b>must</b> act through Staff Dismissal Committee	14	Dismissal of headteacher		X		
	15	Dismissal of other staff		X		
C of G > Committee	16	Suspending head			X	
	17	Suspending staff (except head)				X
	18	Ending suspension (head)		X		
	19	Ending suspension (except head)		X		
	20	Determining staff complement	X			
	21	Determining dismissal payments/ early retirement		X		
<b>Curriculum</b>	22	Ensure National Curriculum (NC) is taught to all pupils				X
	23	To establish a curriculum policy				X
	24	To implement curriculum policy				X
	25	To agree or reject and monitor curriculum policy		X		
	26	Responsible for standards of teaching				X
	27	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				X
	28	Responsibility for individual child's education				X
	29	Provision of sex education – to establish and keep up to date a written policy	X			
	30	To prohibit political indoctrination and ensure the balanced treatment of political issues				X
	31	To establish a charging and remissions policy for non-curriculum activities		X		
<b>Staff appraisal</b>	32	To formulate a staff appraisal policy		X		
	33	To establish a staff appraisal policy	X			
	34	To implement the staff appraisal policy				X
	35	To review annually the staff appraisal policy		X		
<b>Discipline/Exclusions</b>	36	To establish a discipline policy	X			
	37	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X		
	38	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X		
<b>Admissions</b>	39	To consult annually before setting an admissions policy		X		
<b>Religious Education</b>	40	Responsibility for ensuring provision of RE in line with school's basic curriculum				X
<b>Collective Worship</b>	41	To make application to the advisory councils, SACRE, concerning the requirements for collective worship				X

<b>Premises &amp; Insurance</b>	42	Buildings insurance and personal liability– GB to seek advice from diocese or trustees where appropriate (it is suggested that the full GB should be involved in this decision)	X			
	43	Procuring and maintaining buildings, including developing properly funded maintenance plan		X		
<b>Health &amp; Safety</b>	44	To institute a health and safety policy	X			
	45	To ensure that health and safety regulations are followed	X			
<b>School Organisation</b>	46	To publish proposals to change category of school	X			
	47	To set the times of school sessions and the dates of school terms and holidays	X			
	48	To ensure that the school meets for 380 sessions in a school year				X
	49	To ensure that school lunch nutritional standards are met where provided by the governing board.				X
<b>Information for Parents</b>	50	To ensure provision of free school meals to those pupils meeting the criteria				X
	51	Publish details of pupil premium funding impact		X		
<b>GB Procedures</b>	52	To draw up instrument of government and any amendments thereafter	X			
	53	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	X			
	54	To appoint and dismiss the clerk to the governors	X			
	55	To hold a full governing board meeting at least three times in a school year or a meeting of the temporary governing board as often may require	X			
	56	To appoint and remove co-opted governors	X			
	57	To set up a Register of Governors' Business Interests	X			
	58	To approve and set up a Governors Expenses Scheme	X			
	59	To discharge duties in respect of pupils with special needs by appointing a "responsible person".			X	
	60	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	61	To regulate the GB procedures (where not set out in law)	X			
<b>Extended Schools</b>	62*	To decide to offer additional activities and to what form these should take	X			
	63	To put into place, the additional services provided		X		
	64	To ensure delivery of services provided		X		
	65*	To cease providing extended school provision	X			

## Section 4. Arnside National C of E School Trustee, Governing Board & Committee Membership

### THE ACADEMY TRUSTEES

The 5 Members of the Academy Trust are: -

<b>The Diocesan Bishop</b>		Bishop James Newcome	
<b>The Archdeacon of Westmorland &amp; Furness</b>		The Venerable Vernon Ross	
<b>The Parish Incumbent</b>		Reverend Andrew Norman	
<b>Diocesan Board of Finance Representative</b>		Mr Mark Chater	
<b>The Chairman of Governors</b>		Mrs Helen Chaffey	
<b>Full Governing Board</b>		<b>Position</b>	<b>Governor responsibilities</b>
Mr Chris Hargreaves	Parent Governor		Humanities
Mr Chris Myers	Parent Governor		English
Mr David Adair	Foundation Governor	Vice Chair	Health & Safety
Mrs Judith Bratt	Foundation Governor		SEND / LAC / /Pupil Premium
Mrs Helen Chaffey	Foundation Governor	Chair	Wellbeing / Pastoral Care
Mrs Stephanie Griffith	Foundation Governor		EYFS
	Foundation Governor		
Mr Steven Henneberry	Foundation Governor		Safeguarding/Website/Responsible Officer
Revd Andrew Norman	ExO Foundation Governor		RE
Mr Ian Service	Foundation Governor		Data Protection Officer (DPO), Maths
Mr Graeme Armstrong	Authority Governor		PE
Mr Nick Sharp	Headteacher	Headteacher	Designated Safeguarding Lead (DSL)
Miss Clare Addison	Staff Governor		
Ms Jacki Piper	Staff Governor		Deputy DSL
Mr Iori Hicks	Co-opted Governor		
Mrs Sue Glendinning	Governing Board GP	Governance professional	
<b>Finance/Premises/Health and Safety Committee</b>		<b>Pay Committee</b>	
Mr David Adair	Chair	Mr Stephen Henneberry	Chair
Mrs Stephanie Griffith	Clerk	Mrs Stephanie Griffith	Clerk
Mr Chris Hargreaves		Mr Chris Hargreaves	
Mr Stephen Henneberry		Reverend Andrew Norman	
Revd Andrew Norman		Mr Nick Sharp	
Mr Nick Sharp			
Vacancy			
<b>Standards, Curriculum &amp; Pupil Welfare Committee</b>		<b>Staffing Committee</b>	
Mrs Helen Chaffey	Chair	Reverend Andrew Norman	Chair
Mr Ian Service	Clerk	Mrs Helen Chaffey	Clerk
Miss Clare Addison		Mr Graeme Armstrong	
Mr Graeme Armstrong		Mr Chris Myers	
Mrs Judith Bratt		Mr Ian Service	
Mr Chris Myers		Mr Nick Sharp	
Ms Jacki Piper			
Mr Nick Sharp			
<b>Disciplinary committee</b>		<b>Staff dismissal committee</b>	<b>Grievance committee</b>
Mr Graeme Armstrong		Mrs Stephanie Griffith	Mr Graeme Armstrong
Mrs Judith Bratt		Reverend Andrew Norman	Mrs Judith Bratt
Mrs Helen Chaffey		Vacancy	Mrs Helen Chaffey
		<b>Appeals committee</b>	
		Mr Ian Service	
		Mr Steven Henneberry	
		Vacancy	
<b>Exclusions committee</b>		<b>Official complaints committee</b>	
Mrs Judith Bratt		Mr David Adair	
Reverend Andrew Norman		Mrs Judith Bratt	
Mr Ian Service		Mrs Helen Chaffey	



## **Section 5 – Committees: Terms of Reference**

### **The Role of the Chairman of the Governing Board**

- ❖ To ensure the business of the governing board is conducted properly, in accordance with legal and Education Funding Agency 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 headteacher based on trust and mutual respect for each other's roles. The chair has an important role in ensuring that the governing board acts as a sounding board to the headteacher and provides strategic direction

#### **Disqualification – the headteacher, staff governors, staff members, pupils**

### **The Role of the Governance Professional to the Governing Board**

- ❖ To work effectively with the chairman of governors, the other governors and the headteacher to support the governing board
- ❖ To advise the governing board on constitutional and procedural matters, duties, and powers
- ❖ To convene meetings of the governing board
- ❖ To attend meetings of the governing board and ensure minutes are taken
- ❖ To maintain a register of members of the governing board and report vacancies to the governing board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the governing board from time to time

#### **Disqualification – governors, associate members, the headteacher**

### **The Role of the Chairman of a Committee**

- ❖ 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 – staff governors, the headteacher**

### **The Role of the Governance Professional to a Committee**

- ❖ To advise the committee on procedural and legal matters
- ❖ To convene meetings of the committee
- ❖ 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 board from time to time

#### **Disqualification – the headteacher, staff governors**

## The Governing Board

<b>The governing board 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</b>	
<b>Name of governor</b>	<b>End of term of office</b>
Mr David Adair	25 June 2023
Miss Clare Addison	27 September 2022
Mr Graeme Armstrong	12 October 2025
Mrs Judith Bratt	16 February 2022
Mrs Helen Chaffey	16 January 2022
Mrs Stephanie Griffith	25 June 2023
Mr Chris Hargreaves	12 October 2025
Mr Steven Henneberry	10 October 2023
Mr Iori Hicks	16 January 2022
Mr Chris Myers	12 October 2025
Reverend Andrew Norman	Ex officio
Ms Jacki Piper	27 September 2025
Mr Ian Service	22 March 2022
Mr Nick Sharp	Ex officio
<b>Chairman of the governing board</b>	<b>Mrs Helen Chaffey</b>
<b>Vice-chairman of the governing board</b>	<b>Mr David Adair</b>
<b>Governance Professional to the governing board</b>	<b>Mrs Sue Glendinning</b>
<b>Quorum: One half of the number of governors in post</b>	<b>Full complement = 15 Currently = 14</b>
These terms of reference agreed by the governing board	12 October 2021
Review date for terms of reference	September 2022
<b>Terms of reference:</b>	
<ul style="list-style-type: none"> <li>• <b>To agree constitutional matters*</b>, including procedures where the governing board has discretion</li> <li>• To seek to fill vacancies as they arise and <b>to appoint new governors*</b> where it is possible for the governing board to do this, e.g. Co-opted governors</li> <li>• <b>To hold at least three governing board meetings a year*</b></li> <li>• <b>To appoint or remove the chair and vice chair*</b></li> <li>• <b>To appoint or remove a governance professional to the governing board*</b></li> <li>• <b>To establish the committees of the governing board and their terms of reference*</b></li> <li>• To elect the chair of any committee, or to delegate this to the committee itself</li> <li>• <b>To appoint or remove a governance professional to each committee*</b></li> <li>• <b>To suspend or remove a governor*</b></li> <li>• <b>To decide which functions of the governing board will be delegated to committees, groups and individuals, and review these annually*</b></li> <li>• <b>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 board is necessary*</b></li> <li>• To approve the first formal budget plan of the financial year - if not delegated to a committee</li> <li>• To keep school policies and practice under review and to make revisions where appropriate - if not delegated to a committee</li> <li>• To review annually aspects of financial delegation to the headteacher: <ul style="list-style-type: none"> <li>➢ The day-to-day management of the budget allocation</li> <li>➢ The amount the headteacher can spend without referring to the governing board</li> <li>➢ The amount the headteacher may vire between budget headings</li> </ul> </li> </ul>	
<b>*These matters <u>cannot</u> be delegated to either a committee or an individual</b>	
<b>Membership</b> – As per the Instrument of Government	
<b>Disqualification</b> – as per Regulation 20 and Schedule 6 of the Constitution Regulations	

## Finance, Premises, Health and Safety Committee

Name of Governor	Date appointed to committee
Mr David Adair	12 October 2021
Mrs Stephanie Griffith	12 October 2021
Mr Chris Hargreaves	12 October 2021
Mr Stephen Hennebery	12 October 2021
Reverend Andrew Norman	12 October 2021
Mr Nick Sharp	12 October 2021
Vacancy	
<b>Chairman of the committee</b>	<b>Mr David Adair</b>
<b>Governance Professional to the committee</b>	<b>Mrs Stephanie Griffith</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review</b>	<b>September 2022</b>
<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>• Membership is agreed at the first full governing board meeting of the academic year</li> <li>• Chairman is elected by the governors at the first full governing board meeting</li> <li>• All outcomes to be recommended to the full governing board</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Where authority has been delegated to the committee, and in consultation with the headteacher, to agree the first formal budget plan of the financial year, OR to make a formal recommendation to the full governing board</li> <li>• To establish and maintain a 3-year financial plan</li> <li>• To consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the governing board</li> <li>• To present quarterly accounts to the board and Education Funding Agency</li> <li>• To ensure that the School Improvement Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes</li> <li>• To review policies appropriate for this committee e.g. charges &amp; remissions &amp; expenses policy</li> <li>• To make decisions in respect of bought in Service Level Agreements</li> <li>• To make decisions on expenditure following recommendations from other committees</li> <li>• To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised</li> <li>• To receive and respond to reports from auditors</li> <li>• To consider staff salary increases recommended by the headteacher</li> <li>• To ensure all voluntary funds are properly audited annually for presentation to the governing board</li> <li>• To report to the full governing board at each of its meetings</li> <li>• To ensure that committee members undertake appropriate training</li> <li>• The headteacher must also withdraw when their own pay or performance is under discussion</li> </ul> <p><b>Disqualification – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher when the subject for consideration is the pay or performance review of any staff member.</b></p>	
<p><b>Health and safety and premises</b></p> <ul style="list-style-type: none"> <li>• To ensure the necessary school management organisation is in place to implement the policy</li> <li>• In consultation with the headteacher &amp; the finance committee, to oversee premises-related funding bids, make recommendations to the finance committee on premises-related expenditure</li> <li>• To advise the Governing Board on priorities, including Health and Safety, for the maintenance &amp; development of the school's premises &amp; oversee arrangements for repairs and maintenance</li> <li>• To make periodic inspections of the buildings &amp; equipment within/without school, &amp; report back to the governors with a statement of priorities for maintenance &amp; development &amp; keep under review a premises development plan</li> <li>• To monitor the effectiveness of the school's health &amp; safety arrangements carrying out an annual risk assessment of school premises, reviewing the risk assessment policy, &amp; advising the governing board of changes prior to ratification of policy by the governing board</li> <li>• To ensure full compliance with any Health &amp; Safety Audit of the premises, within required timescales</li> <li>• To establish and keep under review the Accessibility plan</li> <li>• To oversee arrangements, including Health &amp; Safety &amp; appropriate Insurance, for the use of school premises by outside users, subject to governing board policy</li> </ul>	
<p><b>Establish, monitor and review the following policies: -</b></p> <ul style="list-style-type: none"> <li>➤ Accessibility plan</li> <li>➤ All Premises policies</li> <li>➤ Appraisal policy</li> <li>➤ Central record of recruitment and vetting checks</li> </ul>	

- Charging and remissions policy
- Data protection policy
- Equality information (Public Sector Equality Duty)
- Equality objectives
- Freedom of information publication scheme
- Health and safety policy
- Pupil Premium Information
- Register of business interests of headteacher, governors
- Teachers' pay policy
- Whistleblowing policy

## Standards, Curriculum and Pupil Welfare Committee

<b>Name of governor</b>	<b>Date appointed to committee</b>
Miss Clare Addison	12 October 2021
Mr Graeme Armstrong	12 October 2021
Mrs Judith Bratt	12 October 2021
Mrs Helen Chaffey	12 October 2021
Mr Chris Myers	12 October 2021
Ms Jacki Piper	12 October 2021
Mr Ian Service	12 October 2021
Mr Nick Sharp	12 October 2021
<b>Chairman of the committee</b>	<b>Mrs Helen Chaffey</b>
<b>Governance Professional to the committee</b>	<b>Mr Ian Service</b>
<b>SEN Governor</b>	<b>Mrs Judith Bratt</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review</b>	<b>September 2022</b>

### **Terms of reference:**

- Membership is agreed at the first full governing board meeting of the academic year
- Chairman is elected by the governors at the first full governing board meeting
- All outcomes to be recommended to the full governing board

### **Standards, Curriculum, and Pupil Welfare**

- To ensure that staff and governors comply with the safeguarding policy to ensure everyone's safety and wellbeing in school
- To consider and advise the governing board on standards and statutory requirements relating to the curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committee or the governing board
- To review such policies as are deemed appropriate to this committee
- To ensure that the school complies with relevant legislation relating to equality and diversity
- To review school self-evaluation policy and ensure that identified priorities inform the School Improvement Plan
- To implement strategies to reduce pupil absence rates
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, English and maths, and receive regular reports from governors with curriculum responsibilities
- To oversee arrangements for educational visits, and ensure that an Educational Visits co-ordinator is appointed

### **Establish, monitor and review the following policies/procedures: -**

- Accessibility policy
- Admissions policy
- Attendance register
- Behaviour policy
- Complaint's procedure policy
- Data protection policy
- Early Years Policy
- Equality policy, statements, and objectives
- Exclusion procedures
- Inclusion policy
- Key Stage 1 Assessments
- Key Stage 2 Assessments
- RE & collective worship policy
- Report on Individual Pupil's Progress
- Safeguarding/Child protection policy
- School session times
- SEND policy
- Sex and relationship education policy

<b>Staffing Committee</b>	
<b>Name of governor</b>	<b>Date appointed to committee</b>
Mr Graeme Armstrong	12 October 2021
Mrs Helen Chaffey	12 October 2021
Mr Chris Myers	12 October 2021
Reverend Andrew Norman	12 October 2021
Mr Ian Service	12 October 2021
Mr Nick Sharp	12 October 2021
<b>Chairman of the committee</b>	<b>The Revd Andrew Norman</b>
<b>Governance Professional to the committee</b>	<b>Mrs Helen Chaffey</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review</b>	<b>September 2022</b>
<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>• Membership is agreed at the first full governing board meeting of the academic year</li> <li>• Chairman is elected by the governors at the first full governing board meeting</li> <li>• All outcomes to be recommended to the full governing board</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• To agree and keep under review the staffing structure in consultation with the headteacher and the finance committee</li> <li>• To establish a Staff Appraisal Policy and Pay Policy for the school and be responsible for the policy administration and review*</li> <li>• To ensure that all staff have up-to-date job descriptions</li> <li>• To oversee appointment procedures for staff within the leadership team, and other staff where this has not been delegated to the headteacher under Staffing Regulations 2003</li> <li>• To ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members</li> <li>• To ensure that formal DBS checks are carried out for all new members of staff, and that the school maintains a Single Central Record of staff checks for inspection purposes</li> <li>• To oversee the process leading to staffing adjustments</li> <li>• To agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals</li> <li>• To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence</li> <li>• To make recommendations on personnel related expenditure to the finance committee</li> </ul> <p><b>Pay Policy</b></p> <ul style="list-style-type: none"> <li>• To establish a Salary Policy for all categories of staff and to be responsible for its administration and review</li> <li>• To review the salaries of teachers effective September 1 annually, in accordance with existing arrangements</li> <li>• Notify staff members in writing of the decisions reached and the criteria used to determine their spine allocation</li> <li>• To establish, review and monitor a Staff Appraisal policy for all staff</li> <li>• To review the headteachers and deputy headteachers performance regarding school leadership and management</li> <li>• To monitor and evaluate the headteachers appraisal (Select committee in place) taking account of the Headteacher Appraisal Committee recommendations</li> <li>• To undertake a salary review at any other time the governing board directs there is a need to do so</li> <li>• Make recommendations to the governing board for ratification</li> </ul> <p><b>Disqualification</b> – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their pay or performance is under discussion.</p> <p><b>Establish, monitor and review the following policies –</b></p> <ul style="list-style-type: none"> <li>➤ Central record of recruitment and vetting checks</li> <li>➤ Contract for each member of staff</li> <li>➤ Employment policies and Risk Assessments when required</li> <li>➤ Staff discipline, staff conduct and grievance procedures</li> </ul>	

<b>Headteacher's Annual Appraisal Committee</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
Mrs Helen Chaffey	12 October 2021
The Revd Andrew Norman	12 October 2021
Mr Ian Service	12 October 2021
Ms Judith Gore	External Advisor
<b>Chairman of the group</b>	<b>Mrs Helen Chaffey</b>
<b>Review officer</b>	<b>Mr David Adair</b>
<b>Quorum</b>	<b>3 plus External Advisor</b>
<b>Date group established</b>	<b>12 October 2021</b>
<b>Date of review</b>	<b>September 2022</b>
<b>Terms of reference:</b>	
<ul style="list-style-type: none"> <li>• To arrange to meet with the External Adviser annually, in the Autumn Term, to review the headteacher's overall leadership and management of the school and against previously agreed objectives, and to agree new performance objectives</li> <li>• To draw up the headteacher's review statement within the required timescale</li> <li>• To monitor through the year, the performance of the headteacher against the set objectives</li> <li>• To make recommendations to the Pay Committee in respect of any salary increase for the successful meeting of objectives by the headteacher</li> </ul>	
<b>Membership – 2 or 3 full governors.</b>	
<b>Disqualification –</b> The headteacher and any person employed to work at the school in any capacity may not be members of this group	

<b>Staff Dismissal Committee</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
Mrs Stephanie Griffith	12 October 2021
The Revd Andrew Norman	12 October 2021
<b>Chairman of the committee</b>	
<b>Governance Professional to the Committee</b>	<b>Mrs Sue Glendinning</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review:</b>	<b>September 2022</b>
<b>Terms of reference:</b>	
<ul style="list-style-type: none"> <li>• To seek the advice of the schools Human Resources advisor as appropriate</li> <li>• To make any determination to dismiss any member of staff (unless delegated to the headteacher)</li> <li>• <b>To make any decisions under personnel procedures e.g. disciplinary, grievance, capability where the headteacher is the subject of the action*</b></li> <li>• To make any decisions relating to any member of staff other than the headteacher, under the governing board's personnel procedures (unless delegated to the headteacher)</li> <li>• To make any determination or decision under the governing board's complaints procedure for parents and others</li> <li>• To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplications</li> <li>• To make any determination or decision about the operation of the governing board's charging policy:</li> </ul>	
<b>* Cannot be delegated to an individual</b>	
<b>Membership –</b> not less than 3 members of the governing board (NB. The number of governors appointed to this committee directly affects the number required for an Appeal Committee)	
<b>Disqualification –</b> The headteacher It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member	

<b>Disciplinary and Grievance Committee</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
Mr Grame Armstrong	12 October 2021
Mrs Judith Bratt	12 October 2021
Mrs Helen Chaffey	12 October 2021
<b>Chairman of the committee</b>	<b>TBC</b>
<b>Governance Professional to the committee</b>	<b>Mrs Sue Glendinning</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review:</b>	<b>September 2022</b>
<b>Terms of reference:</b> <ul style="list-style-type: none"> <li>• To seek the advice of the schools Human Resources advisor as appropriate</li> <li>• To make any determination to dismiss any member of staff (unless delegated to the headteacher)</li> <li>• <b>To make any decisions under personnel procedures e.g. disciplinary, grievance, capability where the headteacher is the subject of the action*</b></li> <li>• To make any decisions relating to any member of staff other than the headteacher, under the governing board's personnel procedures (unless delegated to the headteacher)</li> <li>• To make any determination or decision under the governing board's complaints procedure for parents and others</li> <li>• To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplications</li> <li>• To make any determination or decision about the operation of the governing board's charging policy:</li> </ul> <p><b>* cannot be delegated to an individual</b></p> <p><b>Membership</b> – not less than 3 members of the governing board (NB. The number of governors appointed to this committee directly affects the number required for an Appeal Committee)</p> <p><b>Disqualification</b> – The headteacher It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member</p>	

<b>Appeals Committee</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
Mr Ian Service	12 October 2021
Mr Steven Henneberry	12 October 2021
<b>Chairman of the committee</b>	<b>TBC</b>
<b>Governance Professional to the committee</b>	<b>Mrs Sue Glendinning</b>
<b>Quorum</b>	<b>Minimum of 3</b>
<b>Date committee established</b>	<b>12 October 2021</b>
<b>Date of review:</b>	<b>September 2022</b>
<b>Terms of reference:</b> <ul style="list-style-type: none"> <li>• To consider any appeal against a decision made by the Hearings Committee to dismiss a member of staff*</li> <li>• To consider any appeal against a decision short of dismissal under the governing board's personnel procedures e.g. disciplinary, grievance, capability*</li> <li>• To consider any appeal against selection for redundancy*</li> </ul> <p><b>* Cannot be delegated to an individual</b></p> <p><b>Membership</b> – no fewer members than the hearings committee</p> <p><b>Disqualification</b> – The headteacher Any members of the hearing committee</p> <p>It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member</p>	



<b>Exclusions Committee</b>	
<b>Name of governor</b>	<b>Date appointed to the committee</b>
Mrs Judith Bratt	12 October 2021
The Revd Andrew Norman	12 October 2021
Mr Ian Service	12 October 2021
<b>Chairman of the committee</b>	TBC
<b>Governance Professional to the committee</b>	Mrs Sue Glendinning
<b>Quorum</b>	Minimum of 3
<b>Date committee established</b>	12 October 2021
<b>Date of review:</b>	September 2022
<p><b>Terms of reference:</b></p> <ul style="list-style-type: none"> <li>To consider representations from parents in the case of exclusions of 5 days or less. The Panel has discretion to invite Parent/s or Carers to attend. (Committee may not re-instate)</li> <li>To consider representations from parents in the case of one or more exclusions totalling more than 5, but not more than 15, school days in one term. Parents/carers are entitled to attend. (Meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion)</li> <li>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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion)</li> <li>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 Board</li> <li>To review the school behaviour and discipline policy, and make recommendations on changes to the governing board</li> </ul> <p><b>Membership – 3 or 5</b> N.B. The governing board may nominate a pool of governors from which three or five will serve as the Pupil 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</p> <p><b>Disqualification –</b> The headteacher, who will attend to present their case for the exclusion Any governor with prior knowledge of the pupil or the incident Where the chair of governors has prior knowledge of the matter, they should not be a member Staff governors should not be committee members due to the strong likelihood of them having knowledge of the pupil and/or incident</p> <p><b>The chair of governors</b> may review on their own any exclusion where the pupil will miss a public examination</p>	

### Meeting dates for the academic year 2021-2022

Meeting	Autumn term	Spring term	Summer term
Full Governing Board (Meetings start at 5.00pm)	Tuesday 12 Oct 2021  Tues 23 Nov 2021 (to ratify the accounts pre-AGM)	Tues 1 Feb 2022	Tues 26 April 2022  Tues 5 July 2022
Finance, Premises, Health & Safety Committee	Tues 2 Nov 2021 @ 6.30pm	February 2022	May 2022
Staffing Committee	Tues 2 Nov 2021 @ 5.00pm		
Standards, Curriculum & Pupil Welfare Committee	Tues 23 Nov 2021 @ 4.00pm	February 2022	May 2022
Headteacher's Annual Appraisal Committee	Nov/Dec 2021		
AGM Members Meeting	Tues 7 December 2021 @ 7.00pm		