



Kirkbride Primary School

Governing Body

Committee Structure

and Terms of Reference

Handbook

2021 -22

Review Date: September 2022

The role of the Chair of the Governing Body (Janice Hedworth)

- ❖ To ensure the business of the Governing Body is conducted properly. In accordance with Cumbria County Council 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 discussions and decision making
- ❖ To establish and foster an effective relationship with the Head teacher based on trust and mutual respect for each other's role. The chair has an important role in ensuring that the Governing Body acts as a sounding board to the head teacher and provides strategic direction

(Disqualification - the headteacher, Staff Governors, Pupils, Staff Members)

The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Head teacher to support the Governing Body
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

(Disqualifications - Governors, Associate Members, the Head teacher)

The Role of the Chair of a Committee

Finance and Staffing: Ann Little

Curriculum:

Health and Safety: Janice Hedworth

- ❖ To ensure the business of the Committee is conducted properly, in accordance with the legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all the members have an equal opportunity to participate in discussions and decision making

The Role of the Clerk to the Committees

- ❖ 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 the respect to the Committee as may be determined by the Governing Body from time to time

(Disqualifications - the Head teacher)

The Governing Body

The Governing Body takes a strategic role, acts as a critical friend to the school and is accountable for its decisions. It sets aims and objectives it also agrees, monitors and reviews policies, targets and priorities.

Terms of Reference:

- To agree constitutional matters*, including procedures where the Governing Body has discretion
- To recruit members as vacancies, arise and to appoint new Governors* where appropriate
- To hold at least 3 Governing Body meetings per year
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove the Clerk to the Governing Body
- To establish the committees of the Governing Body and their terms of reference
- To appoint or remove a clerk to each committee
- To suspend a Governor
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To approve the first formal budget plan of the financial year
- To keep health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually*
- Any items which individual governing bodies may wish to include

*these matters cannot be delegated

Membership - as per the instrument of Government

Disqualification- as per the Regulation 20 and Schedule 6 of the Constitution regulations

These Terms of Reference agreed by the Governing Body 27.1.21

11 Governors plus Clerk

Name of Governor:	Type of Governor:	End of Term of Office:	Elected /proposed by:
Dawn Maxwell	Head Teacher	N/A	N/A
Ann Little	Local Authority	20 November 2021	Local Council Proposal + Governing Body Vote
Alan Hedworth	Community/Co-opt	20 November 2021	Governing Body vote
Julie Taylor	Parent	19 February 2022	Parent vote

Samantha Coopey	Staff	16 September 2024	Staff vote
Janice Hedworth	Community/Co-opt	15 May 2022	Governing Body vote
Brenda Fyrth	Community/Co-opt	30 September 2023	Governing Body vote
Sarah Simpson	Community/Co-opt	30 November 2024	Governing Body vote
Chair of the Governing Body	Janice Hedworth		
Clerk to the Governing Body			
Vice Chair of the Governing Body	Ann Little		
Quorum - 5 Governors			

Vacancies as of 27.9.21:

2 x Community Governors

1 x Parent Governor

Clerk to Governors

Finance and Staffing Committee

Terms of Reference:

In consultation with the Head teacher, to draft the first formal budget plans of the financial year

- ❖ To establish and maintain an up to date 3 year financial plan
- ❖ To consider a budget position statement and report significant anomalies from the anticipated to the Governing Body
- ❖ To ensure that the school operates with the Financial Regulations of the County Council
- ❖ To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- ❖ To annually review charges and remissions policies and expense policies
- ❖ To make decisions in respect of service agreements
- ❖ To make decisions on expenditure following recommendations from other committees
- ❖ To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
- ❖ To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- ❖ In the light of the Head teacher Performance Management Groups recommendations to determine whether sufficient funds are available for increments

Disqualification - Any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or the performance review of any person employed to work at the school.

These Terms of Reference agreed by the Governing body 27.9.21

<u>Name of Governor</u>	<u>Date Appointed to the Committee</u>
Dawn Maxwell	N/A
Ann Little	2009
Alan Hedworth	2017
Julie Taylor	2018
Janice Hedworth	2018
Sarah Simpson	2021
Brenda Fyrth	2021

Chair of the Committee: Ann Little Minutes: Clerk

Quorum - 3

Date Committee established 27.9.21

Date of Review - 30.09.2022

Curriculum Committee

Terms of Reference:

The school curriculum comprises all learning and other experiences that each school provides for its pupils. The range of responsibilities for the curriculum is shared between the head teacher, the governing body, the LA and the Secretary of State for Education and Skills. The Curriculum Committee have responsibility for monitoring test results and teaching of the National Curriculum and reviewing the assessment policy, the school visit policy and the school's provision and policy on sex education, collective worship and RE. It should also monitor provision for pupils with special educational needs or exceptional ability.

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

These terms of reference agreed by the Governing body 27.9.21

<u>Name of Governor</u>	<u>Date Appointed to the Committee</u>
Dawn Maxwell	N/A
Samantha Coopey	2020
Brenda Fyrth	2015
Julie Taylor	2018
Sarah Simpson	2021
Ann Little	2021
Janice Hedworth	2021
Alan Hedworth	2021

Chair of the Committee:

Minutes: Clerk

Quorum - 3

Date Committee established 27.9.21

Date of Review - 30.09.2022

Health and Safety (Premises) Committee

Terms of Reference:

The Health and Safety Committee are concerned with the use of premises, grounds and extended school facilities. The purpose of the committee is to make recommendations on accommodation, caretaking, cleaning, decorating and maintenance. It monitors efficient use of utilities such as water, electricity or gas and maintains an overview of costs and lettings policy of premises. Health and safety fall within this remit.

- ❖ To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- ❖ To oversee arrangements for repairs and maintenance
- ❖ To make recommendations to the Finance Committee on premises-related expenditure
- ❖ In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- ❖ To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- ❖ To establish and keep under review a Building Development Plan · To establish and keep under review an Accessibility plan

These terms of reference agreed by the Governing body 27.9.21

<u>Name of Governor</u>	<u>Date Appointed to the Committee</u>
Dawn Maxwell	N/A
Alan Hedworth	2017
Julie Taylor	2018
Janice Hedworth	2018
Sarah Simpson	2021
Ann Little	2021
Brenda Fyrth	2021

Chair of the Committee: Janice Hedworth

Minutes: Clerk

Quorum - 3

Date Committee established 27.9.21

Date of Review - 30.9.2022

Head Teacher's Performance Review

Terms of Reference:

- To arrange to meet with the External Adviser (Chris Ashcroft) to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser whether the targets have been met to set new targets annually to monitor through the year the performance of the head teacher against the targets
- To make recommendations to the finance committee in respect of awards for the successful meeting of targets

Membership 2 or 3 Disqualification: The Head teacher

These terms of reference agreed by the Governing Body.

Name of Governor	Date Appointed to the Group
Janice Hedworth	2021
Ann Little	2018
Alan Howe	September 2019

Chair of the Group

Review Officer Karen Rudd

Quorum - 2

Date group established 27.9.21

Date of Review 30.09.2021

Delegation of Responsibility to Individuals

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

Terms of reference

- ✓ To liaise with the appropriate member(s) of staff
- ✓ To visit the school with the purposes of gathering information concerning there are of responsibility and to increase their knowledge of the school
- ✓ To report at least annually to the Governing Body
- ✓ To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- ✓ To attend appropriate meetings and courses

Disqualification - the following functions CANNOT be delegated to an individual:
Functions relating to:

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

Area of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection and Safeguarding	Ann Little	Head	Governing Body
Special Educational Needs	Ann Little	SENCO/ Head	Governing Body
Link / Local Authority Governor	Ann Little	Local Authority	Governing Body
Health & Safety	Janice Hedworth	Head	Health and Safety Committee
Children Looked After	Julie Taylor	Head	Governing Body
Pupil Premium / Sports Funding	Janice Hedworth	Head	Curriculum Committee

Curriculum / class teachers	All Governors assigned to a teacher	All teachers	Curriculum Committee
Outdoor Maintenance	Alan Hedworth	Head	Governing Body

These terms agreed by the Governing Body 28.09.2020

Date of Review September 2021