

TERMS OF REFERENCE

GOVERNOR WITH RESPONSIBILITY FOR HEALTH AND SAFETY AND PREMISES

1. To comply with the Governor Code of Conduct.
2. To ensure a reporting system is in place and all staff are aware of their responsibility to report health and safety issues.
3. To ensure that a plan of the property and grounds is prepared and updated annually.
4. To ensure that inspections by external bodies are recorded and any action points raised are acted on in a timely manner.
5. To make an interim inspection of the property and grounds termly and ensure that any inspection findings are dealt with appropriately and in a timely manner.
6. To sit on the school's health and safety committee.
7. To ensure that all statutory checks relating to premises and health and safety are carried out when required.
8. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.
9. To report to the Governing Body on their areas of responsibility.
10. To carry out duties as delegated by the governing body in the scheme of delegation.

GOVERNORS RESPONSIBLE: Ian Vermeulen and John Haley

GOVERNOR WITH RESPONSIBILITY FOR STAFFING

1. To comply with the Governor Code of Conduct.
2. To ensure that the system for Staff and Headteacher Performance Management is carried out in line with LA and/or school procedures.
3. To liaise with the Headteacher and ensure that the school staffing structure is reviewed annually.
4. To review the staffing implications of the School Development Plan and any other staffing issues.
5. To be aware of all staffing vacancies and set the pay range for all vacancies prior to them being advertised.
6. To be involved in the appointment of all teaching staff (except the SSLT which is the responsibility of the Governing Body) and where appropriate, other members of staff.
7. To ensure that safeguarding and safer recruitment procedures are followed, including the requirement that at least one member of the interviewing panel has undertaken safer recruitment training.
8. To undertake safer recruitment training every five years.
9. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.
10. To report to the Governing Body on their areas of responsibility.
11. To carry out duties as delegated by the governing body in the scheme of delegation.

GOVERNOR RESPONSIBLE: Mike Howse

TERMS OF REFERENCE

GOVERNOR WITH RESPONSIBILITY FOR DATA REVIEW

1. To comply with the Governor Code of Conduct.
2. To meet regularly with the Deputy Headteacher to monitor progress towards attainment and achievement goals contained within the School Development Plan.
3. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.
4. To report to the Governing Body on their areas of responsibility.
5. To carry out duties as delegated by the governing body in the scheme of delegation.

GOVERNOR RESPONSIBLE: Rob Hibbins

GOVERNOR WITH RESPONSIBILITY FOR CURRICULUM DEVELOPMENT

1. To comply with the Governor Code of Conduct.
2. To meet as required with subject leaders to discuss developments and initiatives in place within their subject area.
3. To meet with the governor with responsibility for data review and monitor the impact of initiatives on areas of focus contained within the School Development Plan.
4. To monitor RE, sex and relationships education, PSHE (including British Values) and collective worship and make recommendations to the full Governing Body.
5. To be aware of the range of extra-curricular activities available within the school.
6. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.
7. To report to the Governing Body on their areas of responsibility.
8. To carry out duties as delegated by the governing body in the scheme of delegation.

GOVERNOR RESPONSIBLE: Andy Blackman

GOVERNOR WITH RESPONSIBILITY FOR SEN AND PUPIL PREMIUM PUPILS

1. To comply with the Governor Code of Conduct.
2. To meet at least once a term with the Inclusion Manager to monitor the progress and provision for SEN and Pupil Premium pupils.
3. To report back to the full Governing Body on these meetings and make recommendations as appropriate regarding the provision and progress of SEN and Pupil Premium pupils.
4. To keep the governing body up-to-date with statutory changes regarding SEN and Pupil Premium Pupils.
5. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.

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6. To report to the Governing Body on their areas of responsibility.
7. To carry out duties as delegated by the governing body in the scheme of delegation.

GOVERNOR RESPONSIBLE: Kirsty Turner

GOVERNOR WITH RESPONSIBILITY FOR SAFEGUARDING MATTERS

1. To comply with the Governor Code of Conduct.
2. To meet at least once a term with the Deputy Headteacher to monitor safeguarding issues.
3. To report back to the full Governing Body on these meetings and make recommendations as appropriate regarding safeguarding.
4. To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.
5. To report to the Governing Body on their areas of responsibility.

GOVERNORS RESPONSIBLE: Mike Howse and Trish Cooling

GOVERNOR WITH RESPONSIBILITY FOR INITIAL TEACHER TRAINING (ITT), NEWLY QUALIFIED TEACHERS (NQT), CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND EQUALITY

To comply with the Governor Code of Conduct.

To meet at least once a term with the Deputy Headteacher to monitor the provision of professional development for all staff including new qualified teachers and equality issues.

To report back to the full Governing Body on these meetings and make recommendations as appropriate regarding CPD, NQT and ITT provision and equality issues.

To call other members of the governing body as an ad-hoc committee regarding areas of their responsibility as and when required.

To report to the Governing Body on their areas of responsibility.

GOVERNOR RESPONSIBLE: Mike Howse

POLICIES COMMITTEE

1. To comply with the Governor Code of Conduct.
2. To draw up and review all school policies as required and present these to the Governing Body for approval.
3. To carry out duties as delegated by the governing body in the scheme of delegation.

TERMS OF REFERENCE

MEMBERSHIP:

Chair of Policies Committee

Chair of Governors

Headteacher

Other governors as appropriate depending on Policies under review

QUORUM: Three members

FINANCE COMMITTEE

1. To comply with the Governor Code of Conduct.
2. To receive reports from the Governors with specific responsibilities on future financial needs.
3. To receive a detailed report from the Business Manager on a termly basis.
4. To monitor the budget. This will be done by the Chair of the Finance Committee meeting regularly with the Business Manager and reporting back to the Finance Committee.
5. To monitor other school funds annually, eg School Fund (unofficial).
6. To approve the draft budget drawn up by the Headteacher in conjunction with the Business Manager and Deputy Head.
7. To meet every term or more frequently if required.
8. To set financial delegation limits.
9. To make decisions to transfer resources between budget headings after the budget is approved.
10. To agree procedures and charges for letting of school premises and grounds.
11. To approve charges within the Governing Body discretion.
12. To approve cheque signatories.
13. To approve necessary costs which ensure the school's safeguarding procedures can be implemented.
14. To advise the director of Corporate Finance of significant financial decisions considered by the Governing Body.
15. To ensure reconciliation of school financial records and LA account information.
16. To ensure insurances falling within the school budget are arranged.
17. To monitor future projections of admission intake numbers.
18. To circulate minutes and to be prepared to answer questions at the next full Governing Body meeting as required.
19. To carry out duties as delegated by the governing body in the scheme of delegation.

MEMBERSHIP:

Chair of Finance Committee

Governor with responsibility for Premises and Environment

Governor with responsibility for Staffing

Chair of Governors

Headteacher

One other governor

(Business Manager attends the Committee meeting)

QUORUM: Three members

TERMS OF REFERENCE

HEADTEACHER'S APPRAISAL COMMITTEE

1. To comply with the Governor Code of Conduct.
2. To be familiar with the Teachers' Pay Policy, Appraisal Policy, Teachers' Standards and the National Standards of Excellence for Headteachers.
3. To appoint an External Advisor to take part in the Headteacher's appraisal process.
4. To conduct the performance appraisal of the Headteacher.
5. To make a recommendation to the Pay Committee regarding the salary of the Headteacher.

MEMBERSHIP: Jacqui Cottam, Mike Howse and Rob Hibbins

QUORUM: Three members

PAY COMMITTEE

1. To comply with the Governor Code of Conduct.
2. To be familiar with the Teachers' Pay Policy, the Appraisal Policy and the STPCD.
3. To receive recommendations by the Headteacher and make decisions regarding the pay of the deputy headteacher, assistant headteacher and classroom teachers by the 31st October and ensure that a written statement is given to these staff members setting out their salary and other financial benefits by the 30th November each year.
4. To review recommendations by the Headteacher and make decisions regarding the pay of support staff by the set date and ensure that a written statement is given to these staff members setting out their salary and other financial benefits within the set timeframe.
5. To review recommendations by the headteacher's appraisal committee and make decisions regarding the pay of the Headteacher by 30th November and ensure that a written statement is given to the Headteacher setting out their salary and other financial benefits by the 31st December each year.
6. To quality assure the moderation of the appraisal process. (Pay Policy)
7. To compile an annual report on the operation of the Pay Policy, recording pay decisions taken and the equality impact including trends in progression across specific groups of teachers.
8. To provide a report of these decisions to the Governing Body

MEMBERSHIP:

Chair of Finance

Two other governors not on the Headteacher's Appraisal Committee (Andy Blackman and Douglas Rathbone)

QUORUM: Three members

TERMS OF REFERENCE

APPEALS COMMITTEE

1. To comply with the Governor Code of Conduct.
2. To be familiar with the Teachers' Pay Policy and the Appraisal Policy.
3. To take decisions on appeals against the Pay Committee in accordance with the terms of the appeals procedure of the Policy.

MEMBERSHIP: To be decided when required.