

Committees of the Governing Body

The purpose of this paper is to provide some information for Governing Bodies to complete the annual review of the Governing Body's committees.

Responsible Officer:

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Recommended Actions:

- a) Review the committee structure, membership, terms of reference and delegation to the Head teacher and Chair;
- b) Determine voting rights for any Associate Members;
- c) Elect Committee Chairs or delegate to Committees;
- d) Confirm an annual plan of meeting dates.

Background

The constitution, membership and terms of reference for Committees must be reviewed annually. This is set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The Governing Body has the power to delegate certain functions to either an individual or an established committee. In such cases, the full Governing Body will remain accountable in law.

The Governing Body cannot delegate any functions relating to:

- the constitution of the Governing Body
- the appointment or removal of the Chair, Vice Chair or Clerk to Governors
- the suspension of Governors
- the delegation of functions
- the establishment of committees

Committees

Committee working is an effective tool in managing the increasing demands and workload expected of Governing Bodies. It enables a smaller more strategic group of Governors to discuss in further detail specific matters which have been delegated to them by the full Governing Body.

Committee membership, terms of reference and delegation structures must be agreed at a full governing board meeting and changes to membership can also only be agreed at a full governing board meeting.

The Governing Body must determine the constitution, membership and terms of reference, including remit and decision-making powers, of all committees. These decisions must be reviewed annually and should include consideration of whether:

- each committee has sufficient members
- each committee has the right balance of skills
- the terms of reference are fit for purpose
- the committee has responsibility for reviewing the appropriate policies

It is not a requirement to have terms of reference for your full Governing Body however this helps ensure that all Governors know the board's remit.

Associate Members can be included within the membership of a committee and can also have voting rights (over the age of 18) as determined by the full Governing Body.

It is helpful for new members of the Governing Body to attend a meeting of each committee as this provides an opportunity to observe and better understand the work of the Governing Body.

Appointment of Committee Chair and Clerk

A Chair and Clerk must be appointed annually to each committee and can be removed from office at any time by the Governing Body. The Governing Body can appoint Committee Chairs or delegate this responsibility to each committee.

Although any member of the committee is eligible to be Chair it would not be good practice for someone employed to work in the school to be Chair or for the Head teacher to stand in for an absent Chair.

Although not prohibited by regulation it would be good practice to elect Committee Chairs who were not the Chair and Vice Chair of Governors. Allowing other Governors to assume these positions is good succession planning as it allows the development of skills, experience and confidence for future Chair and Vice Chairs of the Governing Body.

The Clerk to a Committee will ideally be an independent person although this role can be undertaken by a Governor; the Head teacher of the school cannot be the Clerk.

Meetings

Committee meetings are convened by the Clerk to the Committee who must ensure at least seven clear days' notice of the meeting has been given to each committee member and the Head teacher. Only committee members (unless they have been suspended), the Head teacher, committee Clerk and any other person agreed by the Governing Body have a right to attend meetings although the committee can invite other people to attend if it wishes.

The quorum for any committee meeting is a minimum of three Governors, who are members of that committee, unless the Governing Body has agreed to a higher quorum. An exception to this is meetings of the Appeals Committee which must have no fewer Governors than were present for the original hearing.

Any decision taken must be determined by a majority of votes of those members of the committee present and voting; a vote will only be valid where a majority of committee members present are Governors. The Chair will have a second or casting vote provided they are a Governor.

A committee may exclude an Associate Member from any part of the meeting which they would otherwise be entitled to attend when it is not felt to be appropriate.

Planning

An annual schedule of committee meetings is agreed at the start of the academic year, this allows Governors to plan their diaries and increases the probability of good attendance.

Consideration should also be given as to the suitability of meeting rooms and whether the timing of meetings is convenient for all parties.

Delegation

There are some functions that cannot be delegated to a committee, these include:

- any function relating to the constitution of the Governing Body
- determination of the membership and terms of reference of any committee
- establishment of a selection panel to appoint a Head teacher or Deputy Head teacher
- responding to any report from the Local Authority that raises serious concerns regarding the performance of the Head teacher
- the discontinuance of the school
- the renaming of the school
- the suspension of Governors

Thornley Primary School - 2523

Committee Structure

Full Governing Body

Terms of Reference

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Head teacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and expenditure limits for the Head teacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.

- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board. □
Appoint/dismiss the Clerk to the Governing Body.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources □ Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements

Finance, Premises and Grounds Committee

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

Finance:

- In conjunction with the Head teacher to draft and propose the first formal budget plan of the financial year for approval by the full Governing Body.
- Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the budget position statement to identify and address any anomalies from the anticipated position and report termly to the full Governing Body.
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the year end outturn report.
- Monitor and approve virements and expenditure over the Head teacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.

- Monitor expenditure of all voluntary funds held on behalf of the Governing Body by review of an audited annual statement of income and expenditure.
- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium, Year 7 Catch-Up Premium.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.
- Where necessary, monitor and review Wrap Around Care provision including review of annual income and expenditure statements where applicable.
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedures Manual.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.
- Make decisions on expenditure following recommendations from other committees.
- Ensure pay decisions can be appropriately funded.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.

Premises:

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Head teacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.

- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan.
- Monitor data on accidents and incidents.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or a pecuniary interest

Virement and Expenditure Limits

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 1,500	Any items of expenditure up to	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	£ 1,500 - 5,000	<ul style="list-style-type: none"> • Above this limit if item was previously notified to the Governing Body. • Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity. 	
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NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.

Head teacher's Performance Review Committee

Terms of Reference

- Set, with the support of the External Advisor (EA) or Education Development Partner (EDP) Head teacher's annual performance objectives.
- Monitor throughout the year the performance of the Head teacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Education Development Partner (EDP) achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Head teacher's annual pay progression.

MEETINGS: Autumn Term plus monitoring meetings

DISQUALIFICATIONS: Head teacher and staff

Personnel and Pay Review (First) Committee

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

First/Pay Review:

- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance and Premises Committee on pay review related expenditure.
- Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Head teacher).
- Make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Head teacher).
- Deal with matters relating to staffing reductions.

Personnel:

- Carry out an annual review of the staffing structure in consultation with the Head teacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations to the Finance and Premises Committee on personnel-related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal, Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Review the Single Central Record to ensure compliance with current statutory guidance.
- Approve the Staff Code of Conduct and ensure all staff are aware.

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: Head teacher; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions)

Delegation to the Head teacher

Under the 2009 Staffing Regulations the Governing Body determines the extent to which it delegates to the Head teacher responsibility, up to and including initial dismissal decisions for school staff. The Governing Body may also delegate the power to appoint outside the leadership group to:

- *The Head teacher*
- *One or more Governors with the right of the Head teacher to advise*
- *One or more Governors and the Head teacher*

Appointments: The Governing Body Delegates responsibility to the Head teacher for the appointment of temporary staff. All other staff with the involvement of one or more Governors.

Dismissals: The Governing Body delegates to the Head teacher responsibility up to and including the first written warning for the dismissal of:

- All staff other than Head teacher, unless exceptional circumstances exist
- Head teacher to a committee of the Governing Body

Suspensions:

- Delegation to the Chair of Governors for all staff (excluding the Head teacher)
- First/Pay Review Committee for the Head teacher

Appeals Committee

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Consider any appeal against a decision made under the personnel procedures adopted by the Governing Body.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaints against the school in accordance with the agreed school Complaints Procedure.

MEETINGS: as and when required.

QUORUM: Must have at least the same number of Governors as were present at the original hearing.

DISQUALIFICATIONS: Head teacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

Curriculum and Standards Committee

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

Curriculum Planning and Delivery:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
 - Self Evaluation form
 - School Improvement Plan
 - Targets for school improvement
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil discipline/behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Head teacher/SENDCo and an annual report from the SEND Governor.
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications.
- Where necessary ensure that all pupils have access to careers advice.

Assessment and Improvement:

- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils' progress and standards of achievement
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Receive pupil progress and achievement data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and for all groups of pupils.
- Monitor and evaluate provision for all groups of vulnerable children e.g. looked after children and ensure all their needs have been identified and addressed.
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years Premium and Year 7 Catch-Up funding.
- Monitor and review pupil attendance data against attendance targets. □ Monitor and review pupil exclusion information.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Regularly review the Assessment Policy and ensure that the policy is operating effectively.

- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of 'Keeping Children Safe in Education'
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equal opportunities.
- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Advise the Finance and Premises Committee on the relative funding priorities necessary to deliver the curriculum.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of R.E. and PHSCE. Ensure parents are informed of the right to withdraw their child.

Engagement:

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community.
- Identify and celebrate pupil achievements.
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits including overnight stays.
- Ensure that adequate provision is made for pupil transition.
- Ensure all statutory requirements for reporting and publishing information are met.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Ensure the school works well with its community, parents and other schools.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: None

Behaviour and Safety Committee

Terms of Reference

- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.
- Consider developing a whole school drugs policy.
- Monitor pupils' attitudes, values and how other personal qualities are developed within the school through the provision of RE and PHSCE and that parents are told of their right to withdraw their child.
- Consider out-of-hours provision (wrap around provision, study support, extended schools).
- Decide whether or not to provide sex and relationships education and consult parents.
- Ensure that an appropriate attendance policy is in place and monitor it's implementation and impact.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".
- Anti-Bullying and Behaviour Policies. Monitor the implementation of these policies and their impact.
- Ensure the school works well with its community, parents and other schools.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure that the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- Ensure each child is able to reach their potential including the gifted and talented (differentiation).
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions. □
Complaints.

MEETINGS: held as necessary

QUORUM: 3

DISQUALIFICATIONS: prior knowledge; any Governor whose child is involved

EDUCATION DURHAM – GOVERNANCE SERVICES

14/06/2021

**DURHAM
COUNTY
COUNCIL**

**CHILDREN AND YOUNG PEOPLE'S SERVICES
GOVERNING BODY**

Thornley Primary School -

No. 8402523

Committee	Name	Position
Appeals	Mrs M Weddel	
Behaviour and Safety	Mrs K Bestford	
	Mrs C Evans	
	Mrs J Tateson	
	Mrs D Turner	
	Mrs J Watt	
	Mrs M Weddel	
Curriculum and Standards	Miss J Adams	
	Mrs K Bestford	
	Mrs C Evans	
	Mrs J Tateson	
	Mrs C Turnbull	
	Mrs J Watt	

Finance, Premises, Grounds

Mrs A Bell	
Mrs L Miller	
Mrs C Turnbull	
Mrs J Watt	
Mrs M Weddel	

Pay Review (First)

Miss J Adams	
Mrs A Bell	
Mrs C Turnbull	
Mrs D Turner	

Performance Management

Miss J Adams	
Mrs C Turnbull	
Mrs D Turner	