

Appendix 1
Choppington Primary School Committee Structure

It was agreed that there be three committees that meet once in the first half term and feedback to the Whole Governing Body in the second half term. This will ensure that all matters regarding school are covered, providing a structured calendar to help move the school forward, towards GOOD.

Below are the proposed committees and their duties. This set up of three committees ensures that we cover all aspects of school, including teaching, finance and safeguarding.

Curriculum and Performance Committee

QUORUM: 3 members

1. To consider and approve admissions arrangements
2. To assist in the development of the School Improvement / Development Plan
3. To monitor and review pupil and school performance (including RAISEonline)
4. To monitor targets for pupil achievement
5. To monitor and review School Improvement / Development Plan
6. To contribute to school self-evaluation
7. To consider and review policy and practice in:
 - Homework
 - Curriculum matters
 - RE and collective worship
 - Special Educational Needs
 - More Able Children
 - Sex and Relationships Education
 - Equalities and Community Cohesion
8. Receive monitoring and inspection reports from the Achievement Partner, LA, OFSTED or HMI
9. To monitor and review any action plan arising from monitoring and inspection by LA, HMI or OFSTED
10. To review SEND policy and receive report from SENCO
11. To review child protection and Safeguarding policies

Membership

Mr Jackson [Chair] Head, Mr Ball [Vice Chair] Mrs James, Mr Atkin, Miss Thompson

Staffing, Resources and Finance Committee

QUORUM: 3 members

Finance and Resource section

1. To consider and agree the Annual Budget each financial year for formal agreement by the Governing Body
2. To establish and monitor links between the School Improvement / Development Plan and budget taking account of priorities
3. To evaluate the effectiveness of spending decisions linked to the School Improvement / Development Plan
4. To consider longer term financial planning linked to the future needs of the school
5. To ensure school meets its statutory obligations and complies with LA Financial Regulations for Schools (FRFS)
6. To monitor the budget throughout the year
7. To consider relevant contracts including Service Level Agreements (SLA)
8. To monitor the effectiveness of services provided through these SLAs and contracts
9. To monitor pupil roll and income levels
10. To review delegated spending limits annually (in line with LA FRFS)
11. To consider/approve procurement/contracts in line with delegated limits and the LA FRFS
12. To review charging and remissions policy
13. To receive information on grants and miscellaneous income
14. To consider outturn statement
15. To consider and determine response to any financial matters including consultation on changes to funding formula
16. To investigate irregularities
17. To approve and set up an expenses scheme
18. To ensure appropriate administration and audit of the School Fund
19. To oversee the submission of the SFVS annually
20. To consider and ensure best value at all times
21. To consider financial benchmarking data
22. To review Financial Procedures Manual
23. To self-evaluate the financial competencies of governors
24. To receive any health and safety reports
25. To ensure health and safety issues are met
26. To receive reports on condition of buildings and school environment

Agreed 19/11/2019

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27. To agree maintenance work to be done

Staffing section

28. To review staffing structure

29. To receive reports and monitor status of any staffing issues

30. To establish and review annually an Appraisal and Capability Policy

31. To review pay policy

32. To review (1) performance objectives for head teacher (HT PM Reviewers) and (2) pay for head teacher and other leaders (HT Pay Review Group)

32. To review salary scale for the Leadership team

33. To consider pay awards for all staff based on performance (the head teacher should not advise on his/her own pay)

34. To conduct agreed arrangements for recruitment and selection

35. To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues

36. To conduct dismissal procedures

37. To conduct staff dismissal procedures according to agree policy / procedures and in accordance with delegation planner.

38. To suspend staff (except head teacher)

39. To end suspension (except head teacher)

40. To consider, adopt or adapt LA advice on procedures and practice

41. To approve leave of absence for head teacher

42. To consider requests for leave of absence / early retirement / sabbaticals

Membership

Mr Ball [Chair] Head, Mrs Stephenson, Mr Jackson, Mr Atkin

Community and Premises Committee

QUORUM: 3 members

1. To receive any health and safety reports

2. To ensure health and safety issues are met

3. To receive reports on condition of buildings and school environment

Agreed 19/11/2019

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4. To agree maintenance work to be done
5. To gather the views of parents/carers/children

Membership

Mrs James [Chair], Mrs Stephenson, Rev Moat, Miss Thompson, Miss Railton

Head Teacher Performance Management Committee

QUORUM: 3 members

Membership: **SIP, Mr Jackson, Mr Ball**

Appeals and Complaints Committee

QUORUM: 3 members

The membership is to be established on an ad hoc basis and not include any governors involved in the original decision and be a minimum of 3 governors.

This committee would deal with any appeals (salary reviews, staff grievances, staff dismissals, complaints).

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Membership of Committees and Groups and Link Governor information (to be reviewed each Autumn Term)

| Committee | Members |
|--|--|
| Finance/Staffing | Mr Ball [Chair] Head, Mrs Stephenson Mr Jackson, Mr Atkin |
| Performance/Curriculum | Mr Jackson [Chair] Head, Mr Ball [Vice Chair] Mrs James, Mr Atkin, Miss Thompson |
| Community & Premises | Ms Murray [Chair], Mrs Stephenson, Rev Moat, Miss Thompson, Miss Railton |
| HT Performance Management | SIP, Mr Jackson, Mr Ball |
| Admissions | |
| Appeals (Staffing, Dismissal, Appeals, Pupil Discipline, Curriculum, Lettings, Complaints) | To be convened as required with available non-school governors not previously involved in relevant discussions |

Each committee meets once per term although may meet on other occasions.

The chair of each committee is responsible for setting the agenda in discussion with the headteacher.

All members may ask for items to be included on the agenda.

Each committee will have an annual programme of work.

Each committee will produce written minutes which should be sent to xx in the School Office after the chair of the committee and the headteacher have had the opportunity to check and make amendments.

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Proposal that all governors have at least one specific area that they focus on and report back to the governing body after any visit/correspondence. This will enable individuals to gain a greater depth of understanding about the school and its workings. This will benefit us all in progressing towards becoming a GOOD school once again.

| Link Area (Priority, Year Group, SEND, Safeguarding etc) + Staff Member link | Name of Governor |
|---|-------------------------|
| Safeguarding, well-being and attendance Gail Broderick | Miss Thompson |
| Computing Head | Mrs James |
| Assessment Head | Mr Jackson |
| Humanities Kate Railton | Rev Moat |
| Early Years Head | Mrs James |
| Maths Head | Mr Ball |
| English Richard Smith | Mr Atkin |
| More able and Talented Not yet assigned | Mrs James |
| Sport and extended schools Head | Mr Atkin |
| Science Kate Railton | Mrs Stephenson |
| The Arts Marie Claire Lumsden | Mrs James |
| Inclusion Head | Miss Thompson |
| Equalities Head | Mrs James |
| Looked After Children Head | Mr Jackson |
| Religious Education, valuing diversity and developing core values Tracey Jones | Rev Moat |
| Pupil Premium Impact Head | Mr Jackson |
| Health & Safety Mrs Stephenson David Froud Caretaker & Head | Mr Ball |