

Greenfields Community Primary School

The structure and responsibilities of the Governing Body and its Committees

Full Governing Body meetings:

- The full Governing Body has six business meetings each year.
- The Chair is responsible for setting the agenda in discussion with the Headteacher and Clerk to the GB.
- All governors may ask for items to be included on the agenda – by contacting the Chair (and the Clerk) at least 2 weeks before the meeting. The Chair decides whether to include the item. If three governors ask for an item to be included, then this must appear on the agenda.

Committee Meetings:

- At Greenfields we currently have two main committees:
Pupil Achievement Committee (PAC) - Curriculum, Pupil Performance and Community
Business Operations Committee (BOC) Finance, Staffing and Premises
- Appeals related to Curriculum will be heard by Business Operations Committee (BOC); Staffing or pay appeals by Pupil Achievement Committee (PAC). Complaints will be heard by an ad hoc group of 3 governors as necessary.
- Pupil Achievement Committee (PAC) and Business Operations Committee (BOC) both meet four times a year. Appeals and complaints meet only as the need arises.
- Each committee has a Chair and a governor who acts as a clerk. As part of our commitment to succession planning, committee Chairs will be elected on an annual basis and will rotate to provide opportunities for governors to gain these skills. The role of clerk will also rotate annually around members of each committee.
- The Chair of the committee is responsible for setting the agenda in discussion with the Headteacher and Clerk to the committee.
- All members may ask for items to be included on the agenda (as above)
- Each committee has a clear remit based on the Governing Body Decision Planner, which is used to inform the draft agenda and ensures coverage of an annual programme of work. Each committee produces written minutes which are sent promptly to the GB Clerk for circulation with the papers for full Governing Body meetings. Copies are also sent to the Chair if s/he is not a member of that committee.
- Through its annual work programme, each committee will monitor those aspects of the school for which it is responsible through a detailed analysis of the relevant data (e.g.: school data or budget information) and report each term to the whole GB. Each committee will also review the policies for which it is responsible in line with the policy review schedule.

Governing Body Responsibilities

Full Governing Body

Terms of Reference:

CLERK: Nicola Anderson

QUORUM: 50% (8 members)

Preliminary duties

- To institute a health and safety policy
- To establish a performance management policy

Autumn Term

- To appoint (or remove) the Chair and Vice-chair
- To regulate the GB procedures (where not set out in law)
- To consider whether or not to exercise delegation of functions to individuals or committees and to record in the GB decision planner
- To review at least once a year the establishment, terms of reference and membership of committees including selection panels
- To set up a register of Governor's Business and Family Interests

Spring Term

- To review and agree the school's strategic risk assessment
- To review school safeguarding procedures
- To consult on and set an admissions policy

Summer Term

- To determine the strategic direction of the school
- To review the performance of the Governing Body
- To approve SEF sections updated throughout the year
- To ratify the formal budget plan (or approve if not delegated)
- To ensure that the school meets 380 sessions in a school year

Ongoing work

- To monitor and evaluate the performance of the school, receiving reports from the Headteacher
- To delegate items to the appropriate committee
- To receive reports and ratify recommendations from committees or from individual governors
- To consider business tabled by the LA
- To appoint co-opted governors as appropriate
- To hold a GB meeting at least once a term

Other Duties (when required)

- To investigate financial irregularities (Headteacher suspected)
- To agree selection panel for Headteacher and Deputy Headteacher appointment
- To draw up the instrument of government and any amendments thereafter
- To appoint or dismiss the Clerk to the Governors
- To appoint and remove community governors
- To decide to offer additional activities and to what form these should take
- To cease providing extended school provision
- To publish proposals to change category of school – including academies
- To consider forming a federation or joining an existing federation
- To consider requests from other schools to join the federation
- To leave a federation

Pupil Achievement Committee (PAC)

Terms of Reference:

Remit: Curriculum, Pupil Performance, Safeguarding, SEND, Behaviour, Attendance and Community links

QUORUM: 50% (4 members)

Autumn Term

- To consider and review policy and practice in:
 - Behaviour and discipline
 - Homework
 - Curriculum matters
 - Equal Opportunities
 - RE and collective worship
 - Special Educational Needs
 - Able and Talented Children
 - Sex and Relationship Education
 - Child Protection
- To set and publish targets for pupil attainment
- To receive the SEND provision map and SENCO reports

Spring Term

- To consider and approve admissions arrangements

Summer Term

- Admissions application decisions
- To assist in the development of the School Improvement Plan

Ongoing

- To ensure the National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)
- To monitor and review pupil and school performance
- To monitor and review School Improvement Plan
- To contribute to school self-evaluation by reviewing - each term - one SEF section
- Receive Quality Assurance and inspection reports from LA, HMI or OFSTED
- To monitor and review any action plan any arising from Quality Assurance and inspection by LA, HMI or OFSTED
- To agree or reject and monitor curriculum policy
- To adopt and review home-school agreements
- To discharge duties in respect of pupils with special needs

Business Operations Committee (BOC)

Terms of Reference:

Remit: Finance, Staffing, Premises,
Health & Safety

QUORUM: 50% (4 members)

Preliminary duties

- To establish a charging and remissions policy
- To ensure a central record of recruitment and vetting checks is produced and maintained
- To establish and review a discipline policy
- To establish and review a complaints policy
- To ensure staff awareness of the whistle blowing policy of the school

Autumn Term

- To approve and set up a Governors Expenses scheme
- To review pay for Headteacher (Pay review group)
- To review salary for the leadership team
- To agree and review pay policy
- To consider pay discretion's (the Headteacher should not advise on his/her own pay)
- To conduct a self-evaluation of governor and staff financial competencies (part of SFVS)
- To ensure annual health and safety inspection is conducted.
- To review annually the Performance Management

Spring Term

- To review delegated spending limits.
- To review charging and remissions policy
- To conduct a self- assessment exercise leading to a statement of internal control
- To produce a best value statement
- To consider expenditure of this school against other financial benchmark schools
- Review and amend the financial procedures manual
- To develop appropriate strategy (including budgeting for repairs etc) and Asset Management Plans
- Procuring and maintaining buildings, including developing properly funded maintenance plan
- To seek advice from LEA re Buildings insurance
- To monitor effectiveness of services provided through these SLAs and contracts
- To adopt the LA financial regulations

Summer Term

- To approve the first formal budget plan each financial year
- To consider outturn statement.
- To consider SLAs in line with other committees
- To determine the staff complement
- To review and approve the staff structure
- To ensure that school lunch nutritional standards are met where provided by the GB

Ongoing/ Occasional

- To approve budget in light of budget changes throughout the year
- To enter into contracts (above set financial limit) seeking appropriate advice from other committees
- To receive information on grants and income.
- To consider and determine response to any financial matters including consultation on changes to funding formula
- To investigate irregularities (other suspected)
- To receive any health and safety reports
- To ensure health and safety issues are met
- To receive reports on condition of buildings and school environment.
- To agree maintenance work to be done
- To consider tenders for work.
- To conduct agreed arrangements for recruitment and selection (appointment of other teachers and support staff – Appointment panel members may be from other GB members)
- To conduct agreed procedures for capability, discipline, grievance, attendance and welfare issues
- To conduct dismissal procedures
- To suspend or dismiss the Headteacher
- To consider, adopt or adapt LA advice on procedures and practice
- To approve leave of absence for Headteacher
- To receive reports and monitor status of any staffing issues
- To consider requests for reduction in hours and early retirement
- To determine dismissal payments/early retirement
- To conduct admission appeals

Other Occasional Committees

Terms of Reference:

<ul style="list-style-type: none"> • Pupil Discipline • Appeals • Complaints 	<p>Chair: Chair of Committee PAC or BOC depending on nature of the issues</p>
<p>Membership: To be established on the basis of the issue and not include any governors involved in the original decision and be a minimum of 3 governors. To consider</p> <ul style="list-style-type: none"> • Any salary review appeals (PAC) • Any appeals against decisions of the Headteacher's salary review (Those not involved in HTPM & pay review) 	<p>QUORUM: Minimum of 3 governors</p>
<p>The overall remit is to conduct formal hearings according to agreed procedures in relation to:</p> <ul style="list-style-type: none"> • Appeals against exclusion (BOC) • Appeals in disciplinary and grievance matters (PAC) • Curriculum matters (BOC) • Complaints (Chair of GB plus PAC) <p>Ongoing</p> <ul style="list-style-type: none"> • 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) • To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in urgent cases) 	