



**THE ST JOSEPH AND ST THOMAS MORE CATHOLIC PRIMARY FEDERATION  
MINUTES OF THE MEETING OF THE GOVERNING BODY HELD MICROSOFT TEAMS  
ON THURSDAY 22 OCTOBER 2020 AT 4.00PM**

**Present:**

Mr D Murray (Chair), Mr L Addison-Smyth, Mr M Blake, Professor S Clark, Mrs P Conway, Mrs L E Donachie, Miss K Haggart, Reverend C Haydon, Mrs R Hockey, Mrs B Reilly-O'Donnell (Acting Executive Headteacher), Mrs J Pallister, Mr C Savage, Mrs J Smith and Mr C Tate

**Also present:**

Mrs J Nicholson, Clerk to the Governing Body

		<b>Action</b>
<b>1</b>	<p><b><u>Introduction and Welcome</u></b></p> <p>The Chair welcomed Governors to the meeting and introduced Mrs Hockey, new Staff Governor and Mrs Pallister, new Foundation Governor.</p>	
<b>2</b>	<p><b><u>Declaration of Interest</u></b></p> <p>Governors were reminded of the need to complete the 'Governors Pecuniary and Other Interests' form and forward to the Headteacher.</p> <p>The Clerk confirmed that due to COVID-19 it was permissible to forward the form without signature; the form could be completed during the Governor's next visit to school.</p> <p>The Clerk invited Governors to declare any interests in agenda items at this or any point during the meeting.</p> <p>There were no declarations of interest recorded at this point.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Governors Pecuniary and Other Interests form to be completed and forwarded to the school;</p> <p>(b) Governors Pecuniary and Other Interests form to be completed by those Governors not in attendance at this meeting and forwarded to the school.</p>	<p><b>Governors</b></p> <p><b>Chair of Governors</b></p>
<b>3</b>	<p><b><u>Apologies for Absence</u></b></p> <p>Governors considered and accepted an apology for absence from Mrs S Walmsley due to work commitments.</p>	

<p><b>4</b></p>	<p><b><u>Membership of the Governing Body</u></b></p> <p>The Clerk reported that since the last termly meeting Mrs J Pallister had been appointed as a Foundation Governor and Mrs Hockey as Staff Governor. It was also noted there was a vacancy for a Foundation Governor.</p>	
<p><b>5</b></p>	<p><b><u>Headteacher's Report</u></b></p> <p>The Headteacher presented her previously circulated reports to Governors.</p> <p>The following areas were discussed in detail/highlighted:</p> <p>Both schools were working collaboratively across The Federation. Staff meetings were being held together and a joint curriculum focus was continuing to be embedded throughout both schools.</p> <p>Overall, pupils were pleased to be back in school and happy to see their friends and teachers. They were responding really well in both their academic understanding and emotional wellbeing.</p> <p><b><u>St Joseph's</u></b></p> <p>The priority coming back to school was the emotional wellbeing of pupils. A questionnaire had been sent to families, not only to gauge the wellbeing of pupils, but also to ensure information was up to date should another lockdown occur. Feedback from the questionnaire had been extremely positive.</p> <p>The Heads Up programme had been implemented at St Thomas More for those targeted pupils who had spoken to either their teacher or parents about any anxieties and this had worked really well. The programme had started in St Joseph's this week.</p> <p>The attainment of the Y6 pupils was highlighted, they were a challenging year group and early indications showed that a number of pupils were finding the work difficult and intervention sessions would be arranged to meet the needs of those pupils.</p> <p>Both the phonics and SATs tests did not take place in the summer so up to date data could not be shared. Data from 2019 had been provided and preparation was underway to have pupils ready for SATs tests in the summer. A Governor queried if some of the attainment concerns were around pupils with SEND. They were and the top up funding, which had been applied for, would be used to reduce the gaps in learning.</p> <p>The current Y2 pupils who had not taken the phonics screening test had to complete this before the end of the autumn term.</p> <p>A Governor asked about the proposal for a Governor led Nursery and the Headteacher explained that she had spoken to both the Diocese and the LA regarding this as there was no local nursery provision for Catholic pupils. It was a straightforward process and the Diocese had been in favour of the suggestion.</p>	

The funding available was outlined along with the free entitlement some families would be able to access. It was the hope that should pupils attend Nursery they would continue into Reception and this would be beneficial to both pupils and school. Governors would give more thought to this following the outcome of the consultation and further discussion would take place at the next Finance, Premises and Ground Committee meeting.

### St Thomas More

Early indications showed that the current Y6 cohort was strong and it was hoped all would reach ARE. Having met with staff from both schools, they had a clear understanding of where their pupils were in terms of strength and where they needed extra support.

The Breakfast Club demand had reduced slightly with some parents still working from home. The club had not opened at the start of term to ensure the bubbles were being managed successfully; since then a slight profit had been made.

A Governor asked for an update on KS1. Teachers now had a baseline assessment for all pupils. The use of Read Write Inc was outlined and how the expertise from St Joseph's was being shared with staff at St Thomas More. It was a very systematic approach which was being used in both schools and time was being spent revisiting and addressing missed essential elements of early phonics development.

Those pupils who were confident would take the phonics test after half term and with a clear focus on gaps of the other pupils. Currently there was one pupil who would not reach ARE due to their specific needs. There would be an opportunity to re-sit the test should any pupil not pass.

During the last inspection it had been noted that the books needed to match what was being taught and the school had invested in new books to address this.

The Catch Up Premium of £80 per pupil equated to just over £6,000 for St Thomas More and £9,000 for St Joseph's. This funding was being used to provide additional staff to support pupils during catch up sessions.

The National Tutoring Programme was highlighted, and it was likely that St Joseph's would qualify in which case a plan would be created to use the additional support.

Feedback from the parents' questionnaire was positive and although no one had indicated that they did not have access to ICT equipment, there was an opportunity to loan laptops if necessary.

A Governor asked if there were any problem with internet access and it was explained that where there were indications that pupils were having difficulty accessing online resources, paper copies were made available.

The Class Dojo Programme was explained, and a Governor asked if it would be possible for Governors to see how the programme worked.

	<p>An update on the Pupil Premium Strategy had been included in the pack which had been prepared by the Deputy Headteacher which was based on the successes of the previous year.</p> <p>The Headteacher and staff were thanked for support during this difficult time.</p>	
6	<p><b><u>Annual Review of the Committee Structure</u></b></p> <p>Governors undertook the annual review of their committee membership and terms of reference and in doing so reflected on the skills audit and recent training undertaken.</p> <ul style="list-style-type: none"> <li>• Membership and Terms of Reference</li> </ul> <p>The Governing Body agreed the committee membership and terms of reference for the forthcoming year and it was noted that a copy of the updated documentation would be attached to this meetings minutes for future reference.</p> <ul style="list-style-type: none"> <li>• Headteacher’s delegated responsibilities</li> </ul> <p>In accordance with the School Staffing Regulations 2009, Governors reviewed existing decisions relating to the delegation of staffing functions to the Headteacher. After consideration of the options available to the Governing Body, it was agreed that the current arrangements remain unchanged:</p> <p><b>Appointments</b> Delegation to the Headteacher to appoint outside the Leadership Group to:</p> <ul style="list-style-type: none"> <li>• Permanent and Temporary Support Staff</li> <li>• Supply Cover</li> </ul> <p><b>Dismissals</b> Delegation to the Headteacher for written warning and to the First/Pay Review Committee to deal with other issues.</p> <p>The Governing Body agreed that should the Headteacher be the subject of any conduct, capability, performance or discipline proceedings, delegation was to the Chair of the Governing Body.</p> <p><b>Lifting Suspensions</b> Delegation to the Chair of Governors for all staff (excluding the Headteacher) First/Pay Review Committee for the Headteacher</p> <ul style="list-style-type: none"> <li>• Expenditure and virement levels</li> </ul> <p>Consideration was given to existing expenditure and virement limits delegated to the Headteacher and the Governing Body approved the following delegated virement/expenditure limits:</p>	

	<p>Virement limits:</p> <ul style="list-style-type: none"> <li>• Up to £2,000 without prior approval for emergency cases</li> <li>• Up to £5,000 with approval from Chair of Governors or Chair of Finance and Premises Committee</li> <li>• Above £5,000 with appropriate Governing Body or Finance and Premises Committee approval</li> </ul> <p>Expenditure limits:</p> <ul style="list-style-type: none"> <li>• Any item of expenditure up to £5,000</li> <li>• Above this limit, if item was previously notified to the Governing Body</li> <li>• Prior Governing Body approval to be sought outside this limit</li> <li>• Appointment of Committee Chairs It was agreed that each committee would elect a Chair.</li> </ul> <p><b>AGREED ACTIONS:</b></p> <p>(a) Committee membership and terms of reference to be updated as agreed;</p> <p>(b) Any virements or expenditure outside of the agreed limits to be reported to the Finance and Premises Committee of full Governing Body at the earliest opportunity;</p> <p>(c) Each committee to appoint a Chair at the first meeting in the Autumn Term.</p>	<p><b>Clerk</b></p> <p><b>Headteacher</b></p> <p><b>Committee Clerk</b></p>
7	<p><b><u>Review of Governor Monitoring Responsibilities</u></b></p> <p>Governors reviewed Monitoring Responsibilities in line with the School Improvement Plan priorities for 2020/2021. A copy of the suggested link area would be circulated by the Headteacher.</p> <p><b>AGREED ACTION:</b></p> <p>A proposed list of Governor links to be circulated.</p>	<p><b>Headteacher</b></p>
8	<p><b><u>Action taken by the Chair/Vice Chair Using Emergency Powers</u></b></p> <p>No action had been taken under the Chair's emergency powers since the last meeting.</p>	
9	<p><b><u>Minutes</u></b></p> <p>Governors received and agreed the minutes of the full Governing Body meeting held on 25 June 2020, which were to be signed by the Chair as a true record following two small amendments.</p> <p>Minutes of the COVID Risk Assessment meetings held on 12, 19 and 26 June, 3, 10 and 16 July 2020 were received for information:</p>	

10	<p><b><u>Matters Arising including Action Points</u></b></p> <p>The Action Points relating to the Summer Term 2020 full Governing Body meeting were received. All actions had been completed.</p>	
11	<p><b><u>LA Monitoring and Intervention for Improvement</u></b></p> <p>Both schools continued to be at Level 2 within the Local Authority's Scheme for Monitoring and Intervention for Improvement but with T3 support.</p> <p><b>AGREED ACTION:</b></p> <p>To monitor and review the support provided in relation to the school's monitoring level.</p>	<b>Governors</b>
12	<p><b><u>Note of Visit Report</u></b></p> <p>Governors received the Note of Visit Reports following the Senior Leadership Adviser's visits to both schools throughout the year.</p>	
13	<p><b><u>Final End of Year Statements 2019/2020</u></b></p> <p>Governors received a briefing paper from the School Funding Team, which included the final end of year revenue for the financial year 2019/2020.</p> <p><b>AGREED ACTION:</b></p> <p>(a) Final revenue balance to be incorporated into the budget plan for the financial year 2020/2021 taking into account the School Improvement Plan priorities and the need to repay any deficit;</p>	<b>Finance and Premises Committee</b>
14	<p><b><u>Budget Plans 2020/21</u></b></p> <p>Copies of the budget plans were received for both schools. Governors approved the St Joseph's plan and the need to have a Debt Recovery Plan for St Thomas More, who were in a deficit budget position, was noted.</p>	
15	<p><b><u>School Budgets 2020/2021 Update – Forecast of Outturns</u></b></p> <p>The Headteacher reported on the current position regarding the 2020/2021 budgets and referred to the Forecast of Outturn Statements, which gave a forecast of each school's expected carry-forward balance from the 2020/21 financial year.</p> <p>It was explained that St Joseph's had a small surplus budget however Governors were reminded of the percentage of employee costs which would have to be paid out of that budget. A Governor questioned how there was a deficit last year and now there was a surplus and the Headteacher advised that she had asked if the Budget Officer could update her and feedback would be given at the next Finance, Premises and Ground meeting.</p> <p>Governors were advised that the current Headteacher's salary was more than the previous one and to be mindful of that when looking at the budgets.</p>	

	<p>An update on the position with the trip to Kingswood for both schools was provided. Deposits had been paid however Kingswood would not return the deposits but instead offered a credit for next year. In order to book for next year, Kingswood had asked for another deposit and it had been agreed that given the uncertain climate another deposit would not be paid. It was queried if a claim could be sent to the RPA and the Headteacher agreed to check this out and would report to the Finance, Premises and Grounds with an update.</p> <p>Governors discussed the merits of having the Clerk minute the Finance, Premises and Grounds Committee meetings and the Headteacher would explore this further.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Feedback to be given on the change to St Joseph's budget at the next Finance, Premises and Ground Committee meeting;</p> <p>(b) The possibility of submitting a claim to the RPA to be pursued for the lost Kingswood deposit;</p> <p>(c) The possibility of having the Finance, Premises and Grounds Committee minutes clerked to be explored.</p>	<p><b>Headteacher</b></p> <p><b>Headteacher</b></p> <p><b>Headteacher</b></p>
<p><b>16</b></p>	<p><b><u>Changes to Scheme of Delegation</u></b></p> <p>Copies of the changes to the Scheme of Delegation had been circulated. The Chair highlighted paragraphs 44 and 116 to Governors and it was queried if greater support would be provided from the LA and the Chair advised there was nothing to indicate that the LA would offer greater support within the most recent letter.</p>	
<p><b>17</b></p>	<p><b><u>Governor Formal Monitoring Reports</u></b></p> <p>Governors had met regularly to discuss COVID Risk Assessments, copies of the minutes had been circulated.</p> <p>The possibility of meeting virtually to carry out monitoring was highlighted.</p>	
<p><b>18</b></p>	<p><b><u>Governor Training Planning, Feedback and Impact</u></b></p> <p>The Clerk advised that some of the EDGS training sessions were continuing to be held virtually and recommended Governors continue to book onto training sessions, especially those new to Governance who would benefit from the Induction Training sessions.</p>	
<p><b>19</b></p>	<p><b><u>Governor Code of Conduct</u></b></p> <p>Copies of the Governor Code of Conduct had been circulated and were formally adopted by Governors at the meeting.</p>	
<p><b>20</b></p>	<p><b><u>Positive Futures Adviser Update</u></b></p> <p>An update on the work of the Positive Futures Adviser had been included in the Headteacher's Report. A Governor asked if it would be possible for the Positive Futures Adviser to attend a Governor meeting to provide an overview of her work. This would be arranged by the Headteacher.</p>	

	<p><b>AGREED ACTION</b></p> <p>The Positive Futures Adviser to be invited to the next meeting.</p>	<b>Headteacher</b>
21	<p><b><u>First Holy Communions</u></b></p> <p>These were put on hold during lockdown however further guidance had been received and Y5 pupils were now being prepared for the final stages of reconciliation and holy communion. Pupils would receive holy communion at a closed mass. It was noted that each pupil would be able to bring their family to the sacrament. The excellent work carried out by Katie Flood was noted.</p>	
22	<p><b><u>Federation Curriculum Statement</u></b></p> <p>A copy of the Federation Curriculum Statement had been circulated and had been uploaded on to the school websites.</p>	
23	<p><b><u>Policies for Approval</u></b></p> <p>The following policies had been circulated and were approved at the meeting.</p> <ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Governor Induction Policy</li> <li>• Intimate Care Policy</li> <li>• Remote Learning Policy</li> <li>• Online Safety Policy</li> <li>• Safeguarding Policy</li> <li>• Security Policy</li> <li>• SEND Policy (KCSIE Part 1 circulated and read by Governors)</li> <li>• St Thomas More Behaviour Policy 2019-2020 COVID</li> <li>• Supporting pupils with medical needs policy</li> <li>• Virtual Meeting Policy</li> <li>• Whistleblowing Policy</li> </ul>	
24	<p><b><u>Governance Update</u></b></p> <p>Governors received the Governance Update briefing paper which included information on a range of national and local issues.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Subscribe for email alerts from gov.uk;</p> <p>(b) Produce an annual meeting planner;</p> <p>(c) Ensure regular committee meetings are held and that this is in accordance with the agreed terms of reference;</p> <p>(d) Ensure GIAS is up to date;</p>	<p><b>Governors</b></p> <p><b>Chair / Headteacher</b></p> <p><b>Committee Chair</b></p> <p><b>Headteacher</b></p>

	<p>(e) Consider whether your induction process for new Governors addresses the issues highlighted in the briefing;</p> <p>(f) Access the EDGS Skills Audits;</p> <p>(g) Access the EDGS Chair, Vice Chair and Committee Chair Role Descriptors;</p> <p>(h) Ensure all Governors access Safeguarding training and that this is up to date;</p> <p>(i) Book a place on a RSHE training session;</p> <p>(j) Chair and Vice Chair to access the virtual termly Chairs' Briefing.</p>	<p><b>Chair</b></p> <p><b>Training &amp; Development Governor</b></p> <p><b>Chair</b></p> <p><b>Training and Development Governor</b></p>
<p><b>25</b></p>	<p><b><u>Report of the Schools Advice and Support Team</u></b></p> <p>Governors received a briefing paper from the Schools' HR Advice and Support Team which provided details regarding availability of training and information on new and updated policies and guidance.</p> <p>It was agreed that all new and updated policies be adopted.</p> <p><b>AGREED ACTIONS:</b></p> <p>(a) Consider the adoption of all new and updated policies as detailed in the briefing paper;</p> <p>(b) Ensure all staff are made aware of new and updated policies and guidance.</p>	<p><b>Governors</b></p> <p><b>Headteacher</b></p>
<p><b>26</b></p>	<p><b><u>School Funding Update</u></b></p> <p>Governors received an update from the School Funding Team on a range of financial issues.</p> <p>It was agreed to delegate to the Finance Committee responsibility for monitoring, evaluating and reviewing Council Service Level Agreements and other contracts for supplies and services to determine those required from 1 April 2021 or such other date as the Governing Body determines</p> <p>It was agreed that with the exception of the following SLA's buyback arrangements would remain unchanged for the 2021/2022 financial year.</p> <p>The Governing Body agreed to delegate responsibility for all matters relating to the preparation and implementation of a budget plan for 2021/2022 financial year to the First/Pay Review Committee if necessary. It was further agreed that the delegation remain valid to the date of the first meeting of the Governing Body during the Autumn Term 2021.</p>	

	<p><b>AGREED ACTIONS:</b></p> <p>(a) Apply for financial support in respect of COVID-19 as appropriate;</p> <p>(b) Monitoring, evaluate and review Council Service Level Agreements and other contracts for supplies and services to determine those required from 1 April 2021;</p> <p>(c) Service provider(s) to be informed in writing where buyback of the SLA was not be continued with effect from 1 April 2021;</p> <p>(c) Prepare and implement a budget plan for the following financial year if necessary.</p>	<p><b>Headteacher</b></p> <p><b>Finance and Premises Committee</b></p> <p><b>Headteacher</b></p> <p><b>First/Pay Review Committee</b></p>
27	<p><b><u>School Financial Value Standard</u></b></p> <p>Governors received a briefing relating to the requirements for completing and submitting the School's Financial Value Standard</p> <p><b>AGREED ACTION:</b></p> <p>School's Financial Value Standard to be completed and presented to the Governing Body/Finance and Premises Committee for approval prior to submission by 31 March 2021.</p>	<p><b>Headteacher</b></p>
28	<p><b><u>Internal Audit and Risk Management Top Tips 2020-21</u></b></p> <p>Governors received a briefing which outlined the most common recommendations from audits undertaken during 2018/2019 and 2019/2020 and provided advice and guidance on how the Governing Body could seek its own assurances between audit visits.</p> <p><b>AGREED ACTION:</b></p> <p>Ensure assurance was received regarding key controls between audit visits.</p>	<p><b>Governing Body</b></p>
29	<p><b><u>Universal Catch-up Premium for 2020/21 and the National Tutoring Programme</u></b></p> <p>Governors received a briefing which summarised two support strategies launched by the Government in response to COVID-19; the Universal Catch-up Premium and the National Tutoring Programme.</p> <p>It was agreed that a Governor be appointed with monitoring responsibility for the Universal Catch-up Premium.</p> <p><b>AGREED ACTION:</b></p> <p>Monitor the use of the Universal Catch-Up Premium.</p>	<p><b>Finance and Premises Committee</b></p>
30	<p><b><u>Admission Arrangements 2022/2023</u></b></p> <p>Governors received a briefing paper from the Local Authority regarding admission arrangements for 2022/2023.</p>	

	<p>Details of both school's proposed Published Admission Number for 2022/2023 were also presented.</p> <p>Governors discussed and agreed to the Published Admission Numbers of for 2022/2023 for St Joseph's of 22 and asked that the alternative number of 17 be considered for St Thomas More.</p> <p><b>AGREED ACTION:</b></p> <p>Local Authority to be requested to consider an alternative Admission Limit of 17 for St Thomas More for the 2022/23 academic year for the following reasons:</p>	<p><b>Clerk</b></p>
<p><b>31</b></p>	<p><b><u>Dates of Future Meetings</u></b></p> <p>The following dates for meetings of the full Governing Body were agreed:</p> <p>Spring Term 2021: 4 February at 4pm (if meeting virtually otherwise 6pm)</p> <p>Summer Term 2021: 24 June at 6pm</p> <p>Autumn Term 2021: 21 October at 6pm</p> <p>The committee dates had been agreed:</p> <p>Curriculum and Standards:  19 November 2020 at 4pm  25 February 2021 at 4pm  27 May 2021 at 4pm</p> <p>Finance, Premises and Grounds  3 December 2020 at 4pm  11 March 2021 at 4pm  10 June 2021 at 4pm</p> <p>First/Pay Review  6 November 2020 at 2pm</p>	<p><b>Clerk</b></p>
<p><b>32</b></p>	<p><b><u>Other Business</u></b></p> <p>In light of a recent tragic fatality in a school in Newcastle, the company who provide the garden maintenance had been asked to come to assess the trees in both schools and one tree needed to be felled as a consequence. It was queried if this was a one-off survey or if it would be carried out annually. It was confirmed going forward this would be done annually.</p> <p>Governors discussed the importance of ensuring trees were not at risk of falling, especially after periods of inclement weather. It had also been advised that those trees with ivy round them have it removed.</p> <p>Governors were informed of the documents which would be provided prior to the consultation meeting and were advised that once anonymised, consultation responses would be available to view.</p>	

	The Chair offered his thanks on behalf of the Governing Body to the Clerk for minuting the additional consultation meetings.	
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There being no further business the meeting closed at 6.30pm

Signed .....  
Chair

Date .....

## Committee Structure

### Full Governing Body

**CHAIR:**

**VICE CHAIR:**

#### 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 Headteacher 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 Headteacher.
- 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:

- Consider all matters received from the LA relating to the financial aspects of the Authority's scheme for the Financing of Schools (Fair Funding).
- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan.
- To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE Financial Management Standard for Schools.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in any reports to parents.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.
- Inspection/reporting repair and maintenance to Buildings & Grounds.
- Buildings and Grounds Improvements.
- Tendering procedures.
- Purchase & disposal of Furniture and Equipment.
- Oversee the use of the premises by outside users.
- Establish and keep under review an asset management /building development plan.
- Establish and keep under review an Accessibility Plan.

*Meetings: termly, or each half term, planned to coincide with Oracle.*

*Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate members may not vote.*

## **Personnel Committee**

Terms of Reference:

- To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.
- To oversee the appointment procedure for all staff.
- To establish and review a performance management policy for all staff.
- To keep under review work/life balance, working conditions and well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

*Meetings: Half Termly*

*Pecuniary interest.*

### Delegation to the Headteacher

School Staffing (England) Regulations 2009.

**Appointment:** The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

- Delegate to the Headteacher as above for:

- Permanent and Temporary Support Staff
- Supply Cover

**Dismissals:** delegation to the Headteacher for written warning and to the First/Pay Review Committee to deal with other issues.

## **First/Pay Review Committee**

Terms of Reference:

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health, capability etc
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Staffing Reductions.

*Meetings: Autumn term, plus as and when necessary.*

*Disqualifications: School staff. Pecuniary interest.*

## **Appeals Committee**

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (e.g. disciplinary, pay review, capability for teachers etc).
- To consider any appeal against selection for redundancy.

*Meetings: as and when required. Must have no fewer members than the Hearing.*

*Disqualifications: Headteacher. Any governor who was involved in the hearing. Spouse/partner.*

## **CURRICULUM AND STANDARDS COMMITTEE**

- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.
- Ensure that the school's policy on SEN is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.
- Consider developing a whole school drugs policy.

- Decide whether or not to provide sex and relationships education drugs education and consult parents. Agree the content and organisation of the school's programme of sex and relationship education and notify parents of their right to withdraw their child.
- 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.
- Ensure the effective integration of children with SEN.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Health and Safety issues, inspection report and action (including completion of annual risk assessment).
- Ensuring that the school meets health and safety requirements and review the school's Health and Safety Policy regularly.
- Ensure that adequate provision is made to make the building safe and secure.
- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- Conduct the school with a view to promoting high standards of education achievement and routinely monitor progress.
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- To monitor and review information about school performance through the development and monitoring of the School Improvement Plan and the SEF.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/guardians annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has policies on Race and Disability Discrimination and fulfils its statutory responsibilities
- In general terms, monitor teaching and learning and the progress of pupils.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Ensure the quality of education, teaching and learning.
- Consider the provision of extended services.
- Promote and encourage aspirations.
- Ensure the school works well with its community, parents and other schools.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- 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.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that adequate provision is made for transition between primary and secondary education.

- 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: Termly or when required.*

*Disqualifications: Prior knowledge in cases of pupil discipline or complaints.*

### **Admissions Committee (Voluntary Aided Schools only)**

Terms of Reference:

- To determine within statutory provisions and the Governing Body policy whether any child shall be admitted to the school.
- To review admission arrangements and to make recommendations for changes to the Governing Body.

*Meetings: When required.*

*Disqualifications: Associate Members may not vote.*

## VIREMENT and EXPENDITURE LIMITS

<b>Virement Limits</b>		<b>Expenditure Limits</b>	
Limit set for Headteacher without prior written approval of Chair or Governing Body.	£ 2,000	Any items of expenditure up to	£ 5,000
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.	5,000	<ul style="list-style-type: none"> <li>• Above this limit if item was previously notified to the Governing Body.</li> <li>• 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.</li> </ul>	
Prior Governing Body approval to be sought outside of this limit.			

**NB** Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.