



CCEPS BOARD OF GOVERNORS

REVIEW OF BOARD/COMMITTEE STRUCTURE AND DELEGATION

Following a trial period of alternative structure based on individual governor responsibilities, the decision was made at FGB in July 2018 to re-establish a committee structure. Two committees are proposed with sub groups convened as necessary for fixed terms plus individual named specialist governors for SEND, PPG and vulnerable groups, Safeguarding and Governance Development.

It is proposed that each governor should attend one meeting of each committee, and then join a minimum of one of these.

TERMS OF REFERENCE
RESOURCES COMMITTEE

General terms

- To act on matters delegated by the FGB
- To liaise with other committees/specialist governors as required
- To contribute to the SDP
- To consider safeguarding and equalities implications in all work

Quorum

- Three governor members of the committee or agreed governor substitutes constitute the quorum. The HT must sit on this committee.

Meetings

- Shall be termly – three per annum, unless otherwise advised to FGB by committee chair
- Meetings are not open to public but minutes will be made available
- The chair and members will be elected annually at FGB AGM – in case of absence of chair at a meeting, an acting chair will be agreed
- Minutes will be taken by an appointed clerk or agreed substitute
- Draft minute will be circulated with the agenda for the following FGB, at which the chair or acting chair will report and answer questions
- Any decisions taken must be determined by a majority of votes of governor committee members present and voting

Financial Policy and Planning – the committee shall

- Review, adopt and monitor Finance Policy including local scheme of delegation for spending and budgetary adjustments for committee, head and other staff.
- Review, adopt and monitor all other finance policies including Charging and Remissions
- Establish and maintain a 3 year finance plan which accounts for SDP priorities, roll projections and local/national changes

- Ensure PPG and SpG funding is used correctly and assess impact via appointment of specialist PPG+Vulnerable groups governor – reporting termly from HT and annually from specialist governor to FGB
- Draft and propose annual school budget to FGB
- Make service level agreement decisions
- Ensure funds set aside for pay awards agreed

Financial Monitoring – the committee shall

- Monitor income and expenditure of all delegated and devolved funds
- Receive termly budget reports from Bursar and HT
- Report back to FGB, including any potential concerns/anomalies termly
- Liaise with other committees and provide information to help them do their job
- Subject to local scheme of delegation, approve any required budgetary adjustments
- Review, complete and submit the SFVS; undertake any remedial action identified; receive and act upon any issues identified by local authority

Premises – the committee shall

- Provide support/guidance for FGB and HT on all premises matters including Health and Safety.
- Ensure an annual premises and grounds inspection is conducted and reported to the FGB.
- Inform FGB of priorities for maintenance and development so decisions can be made
- Arrange professional surveys and emergency work – HT is authorised to act independently if delay would cause significant risk, but must report to chair a.s.a.p thereafter
- Create project committees for any significant project e.g a new building
- Establish and review the Accessibility Plan and Building Development Plan
- Review, adopt and monitor the Health and safety Policy
- Ensure the FGB responsibilities under the Environmental Protection Act are discharged

Staffing – the committee shall

- Ensure the school is sufficiently staffed to fulfil the SDP and effectively operate the school
- Establish, review, adopt and monitor the Pay and Appraisal Policies for all staff including the HT.
- Ensure all staffing procedures fulfil Equalities legislation requirements
- Annually review staff discipline and grievance policy , make recommendations to FGB for approval and keep staff informed of these
- Establish, review, adopt and monitor staff recruitment policies including Safer Recruitment practice
- In consultation with staff, oversee any process leading to staff reductions
- Establish annual and longer term salary budgets and other costs relating to personnel e.g. training
- Recommend panels annually for Complaints, Appeals and HT Performance Management/Appraisal to FGB for approval
- Have the authority to end suspensions of staff other than HT; recommend dismissal payments/early retirements to FGB
- Approve and set up a governor expenses scheme

Admissions – the committee shall

- Annually review, adopt and monitor the admissions policy via the Admissions Panel which shall conduct all admissions processes

Safeguarding – the committee shall

- Annually appoint a specialist governor with oversight responsibilities for safeguarding within school. Ensure the specification for the post is reviewed and agreed. Ensure termly reports are made to FGB.

TERMS OF REFERENCE

TEACHING AND LEARNING COMMITTEE

General terms

- To act on matters delegated by the FGB
- To liaise with other committees/specialist governors as required
- To contribute to the SDP
- To consider safeguarding and equalities implications in all work

Quorum

- Three governor members of the committee or agreed governor substitutes constitute the quorum. The HT or DHT must attend this committee.

Meetings

- Shall be termly – three per annum, unless otherwise advised to FGB by committee chair
- Meetings are not open to public but minutes will be made available
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Curriculum Planning and Delivery- the committee shall

- Review, monitor and evaluate the curriculum offer
- Recommend for FGB approval the SEF, SDP and improvement targets
- Develop and review policies in accordance with delegated powers

- Ensure requirements for SEND are met via named Specialist SEND governor in liaison with SENDCO- reporting termly from HT and annually from SEND governor to FGB
- Ensure sufficient school visits are made by governors to monitor curriculum issues

Assessment, Data and Improvement – the committee shall

- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the quality of teaching on rates of pupil progress and standards of achievement
- Establish a Data Panel of governors responsible for monitoring and evaluating all rates of progress and standards of achievement by pupils, including any underachieving groups – reporting termly to FGB and liaising with Project Board via Chair of Gobs.
- Monitor and evaluate the impact of CPD on improving staff performance
- Set priorities for improvement, and monitor and evaluate the impact of curriculum oriented improvement plans
- Review and develop the Assessment Policy to ensure effective operation
- Ensure all children have equal opportunities
- Advise the Resources Committee on relative funding priorities for curriculum delivery
- Ensure sufficient governor monitoring visits to school are completed to give all governors good understanding of curriculum areas

Engagement – the committee shall

- Monitor the school's website, publicity, presentation and relationships with the wider community
- Identify and celebrate pupil and staff achievements
- Oversee arrangements for educational visits, including the naming of the coordinator
- Ensure all statutory requirements for reporting and publishing information are met and the website is compliant and accessible
- Review and monitor a Code of Conduct for parents and visitors
- Ensure governor attendance at parent events

TERMS OF REFERENCE

GOVERNANCE DEVELOPMENT GOVERNOR

A named governor shall be appointed at FGB AGM annually to take responsibility for governance development. S/he shall-

- Coordinate the FGB ESGA Award involvement and report termly to FGB
- Ensure all governors have access to Key, School Bus and NGA memberships
- Ensure all governors complete all agreed training and report to FGB termly
- Liaise with Clerk to ensure Gov Skills Audit and Training Records are kept up to date
- Ensure governor links with support agencies are maintained
- Monitor governor compliance with code of conduct and activity requirements