

## **Committee Membership**

### **Academic Year 2018/2019**

#### Standing Committees:

##### **Pupils and Curriculum**

Chair: Liz Wilson

The Pupils and Curriculum committee is focussed on achieving the best possible educational outcomes for every child. The committee meets between 3 and 6 times a year. In addition, the chair of the committee meets the Head teacher regularly to discuss termly assessments of the children's attainment and progress in every year group and to compare these with end of year targets.

The Committee has delegated powers to consider and act upon attendance data and pupil numbers. Attainment and progress targets are set and recommended for discussion by the whole governing body. The committee oversees the delivery of the curriculum and regularly has discussions with teachers who are subject co-ordinators. These teachers attend committee meetings to report on the progress of their subject action plans.

Policies affecting children and parents, such as the policy on Medical Conditions, are agreed and regularly reviewed by this committee.

Governors from the committee make regular visits during the school day to monitor the implementation of strategies detailed in the School Development Plan, such as new intervention programmes for children with special needs. Committee members also sometimes attend staff meetings and parent focus groups which are put together to give input on new curriculum developments such as the recently introduced spelling policy.

##### **Finance and Premises**

Chair: Lee McKean

The Finance and Curriculum Committee meets six times a year.

The Finance and Premises Committee takes responsibility for securing the best possible use of funds to promote the children's attainment and well-being and to maintain the school building and grounds to a high standard. The committee has delegated powers to recommend an annual school budget for approval by the full governing body. This is always based on school improvement priorities as set out in the School Development Plan, within the overall framework of our school's Vision and Values. Once the budget has been agreed, the committee are responsible for monitoring monthly expenditure to ensure that expenditure limits are not exceeded and that value for money is sought whenever spending decisions are made. Regular comparisons of the financial data from similar sized schools are undertaken.

The committee makes decisions on the awarding of contracts and ensures that these are regularly reviewed. It also ensures that all necessary insurances are in place.

Improvements and repairs to the school building and grounds are prioritised and decided by this committee which include making regular site inspections during meetings. The committee also considers recommendations from the site manager and school business manager.

In order to ensure that Health and Safety is a priority, the committee carries out an annual audit which is reported to the full governing body. All advice on Health and Safety matters from the DfE and the LA is embedded in the policies produced and regularly updated by this committee. In

addition, the governor responsible for Health and Safety is a committee member and makes additional visits to the site whenever necessary.

## **Pay and Staff**

Chair: Jan Haines

The Pay and Staff Committee meets between 4 and 6 times a year.

The Pay and Staff Committee is responsible for recruiting and retaining excellent teachers and support staff to ensure high educational standards. The committee has delegated powers to approve staff appointments and agree and review pay ranges set out in the DfE national Teachers Pay and Conditions document (except for Head teacher appointment). The committee also monitors and reviews the operation of the Staff Performance Management system. Members of the committee have responsibility for the Head teacher's Performance Management process together with an external advisor appointed by the whole governing body.

The Committee liaises with the Finance and Premises Committee to agree annual staffing costs. Members of the Committee serve on staff interview panels and ensure that safe recruitment procedures are carried out.

The Committee has responsibility for staff well-being and members carry out entrance and exit interviews and implement any improvements which can be made to policies following these.

All school policies affecting staff, such as the "Code of Conduct" are agreed and regularly reviewed by the committee.

## Statutory Committees

### **Pupil Discipline**

### **Staff Disciplinary/Dismissal**

### **Staff Appeals**

### **Admissions**

## Governors with special responsibilities

Safeguarding:	Jo Jeakins
Special Educational Needs:	Vacancy
Pupil Premium:	Dave Kerry and Liz Wilson
Health and Safety	Lee McKean
IT	Patrick Whittick

These roles involve visits to school during the working day to monitor the targets in the School Development Plan and to discuss progress with the staff responsible for these areas. Interviews with staff and children are carried out to assess the effectiveness of agreed policies. Outcomes are reported to the whole governing body.