

Governing Board Committee Groups

Steering Committee	Resources Committee	Teaching and Learning Committee
Mrs Jackie Graham - Chair	Mr Jonathan Vali - Chair	Mrs Nicola Taylor - Chair
Mrs Jenny Humphreys	Mr David Bennett	Mr Adrian Bassett
Mrs Janet Knott	Mr Ed Milner	Mrs Emma Battersby
Mr Ed Milner	Mr Philip Thomas	Mrs Judith Patel
Mrs Nicola Taylor	When required - Mrs Jackie Graham	Mrs Kimberley Pixton
Jonathan Vali		Miss Joanne Sturch
		When required - Mr Ed Milner
Monitoring Committee	Standards Committee	
Mrs Jackie Graham - Chair	Mrs Janet Knott - Chair	
Mr Adrian Bassett	Mr Adrian Bassett	
Mrs Janet Knott	Mrs Jackie Graham	
Mr Ed Milner	Mrs Jenny Humphreys	
Mr Jonathan Vali	Mr Ed Milner	
	Mrs Kimberley Pixton	

Roles and Responsibilities of each Committee Group

Steering Committee

- To consist of the chair of each committee, the governing board Chairperson (the Headteacher can be ex-officio on any committee if not already named), Vice-chairperson and the Development Governor
- To meet at the beginning of each term and identify the priorities for the term, identifying any deadlines and delegating action for each committee
- To identify areas of development for the governing board

Monitoring Committee (schools in an Ofsted category)

Schools which are placed in a category of either 'Requires Improvement' or 'Inadequate' will be expected to form a Monitoring Committee to help support and provide evidence to Inspectors during further inspections. It might also be considered for a school not in a category at the discretion of the governing board.

Governors should be able to judge the incremental progress the school is making towards removing itself from its category. This will require the sharing of greater levels of evidence than usual. Governors should be clear about what action is being taken and the impact this is having on the key areas for improvement identified in the inspection.

Consideration should be given to:

- how often these meetings should be held (half termly would be advisable)
- Membership of the committee
- LA monitoring and support

Review:

- To monitor and evaluate progress made on the key issues identified within the School Action Plan
- To receive feedback from the leadership team on the impact of strategies to improve progress and raise attainment
- To receive feedback from the Headteacher on key issues which are a barrier to progress
- Self-evaluation of the effectiveness of the governing board
- Discuss and recommend for approval key changes to ensure successful implementation and progress of the School Action Plan

Teaching & Learning Committee (Curriculum / Pupils)

Curriculum:

- Ensure a broad and balanced curriculum is provided and ensure governors have a knowledge of how the curriculum is taught, evaluated and resourced
- To receive reports on school innovations and how the school is responding to legislative requirements in the curriculum
- Review policies on a regular basis and ensure staff are aware of the policies and the procedures they might require
- To review the provision for collective worship and RE
- To promote extra-curricular activities and assist the school when planning for any special events in school
- To ensure governors have the opportunity to gain experience of the curriculum taught

SEND/LAC:

- To ensure that the requirements of children with SEND and Looked After Children are met and to ensure that the school has a designated member of staff for co-ordinating child protection within school & liaising with other agencies
- To review the school profile

Safeguarding & Welfare:

- To review, after consultation with the Headteacher, staff, parents and pupils, policies on welfare, health & safety of pupils and the dress and appearance of pupils with due regard to their spiritual, moral, cultural & social well-being whilst encouraging opportunities for their personal development
- To review the procedures for school journeys, visits and residential activities - ensure thorough risk assessments have taken place and policies have been reviewed on charging, remission and conduct of these visits
- To ensure that racist incidents and incidents of physical intervention are recorded and reported to the LA
- To consider all issues regarding the welfare of pupils with due regard to their spiritual, moral, cultural and social well-being, whilst encouraging opportunities for their personal development,
- To ensure records are up-to-date (ensure checks have been carried out on all staff and there is evidence in school of these checks)
- To monitor matters of attendance and exclusions and to receive statistical information on any (un-named) pupil exclusions

Community:

- To consider ways of promoting the school in the community, developing positive links and providing extended services for the local community
- To promote community cohesion

Standards Committee

High Expectations:

- To ensure that the school promotes an ethos of high expectations for levels of achievement and behaviour for all learners and that this is communicated to pupils, parents and staff
- To ensure that all staff have the appropriate skills and training to deliver a high quality learning environment

- To be aware of any issues which may affect standards and look to how these may be addressed
- Monitor trends in the quality of teaching and learning through review of the outcomes of lesson observations

Outcomes and Data:

- Monitor achievement and standards at school and subject level
- Monitor achievement and standards by different groups, e.g. by gender, ethnicity, postcode, and for those taking free school meals, children in care, young carers and children with special educational needs
- Discuss, and recommend for approval, key targets
- Monitor progress against targets
- Be familiar with the school's data on ASP/Fischer Family Trust
- Help to determine the format of reporting information about outcomes to the governors

Resources Committee (Finance, Premises & Staffing combined)

Budget and Finance:

- To approve the budget plan (if this has been delegated to the committee) and monitor variations to the original budget (ensuring governors are provided with up-to-date financial information)
- To discuss the budget in accordance with school priorities (in line with SDP/SIP) and the longer term priorities of the school
- To regularly monitor pupil numbers to assess the impact on future delegated budgets
- To undertake an annual review of all expenditure with a view to achieving 'Best Value' with regard to the delegated budget and to ensure that the school's financial performance is in line with the budget and to approve a Statement of Internal Control annually
- To undertake an annual review of all sources of income to ensure fees and charges remain appropriate
- To ensure that financial deadlines are met (i.e. approval of budget plan)
- To discuss options available to the school prior to the approval of continuation/cessation of contracts including Service Level Agreements with the LA
- To recommend the level of delegation afforded to the Headteacher, Chair and Resources committee
- To ensure that there is an annual audit of the school fund and to monitor the expenditure of school funds
- To ensure that Declaration of Business Interest Forms have been signed and dated by all governors (staff should be reminded to advise the Head of any business interest and any interest should be noted)
- To review the salaries of main scale teachers annually, and make recommendations
- To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the governing board
- To ensure that the budget set reflects salary increases through meeting objectives from the performance management process
- To ensure any budget carry-overs are accounted for in terms of projected expenditure
- To review the staffing structure/pay whenever a vacancy arises and review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)
- To ensure that the school is properly accountable for the financial aspects of its performance (i.e. it deploys resources in line with priorities, achieves planned levels of financial performance, avoids incurring financial loss and waste, receives favourable assessments from internal audit and Ofsted)
- To ensure the school's School Financial Value Standard (SFVS) return is made before the deadline of 31st March.

Staffing:

- Review policies on a regular basis and ensure staff are aware of the policies
- To ensure that the principles of safer recruitment are adhered to
- To ensure CPD (Continuous Professional Development) remains a focus for staff training

- To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life

Premises:

- To monitor the condition of the school premises and consider options for building improvements (review Asset Management Plan)
- To approve applications for the use of school premises
- To ensure an annual safety check of the school premises is carried out
- To ensure that the governors' responsibilities regarding litter are discharged under the Environmental Protection Act 1990
- To ensure that the school complies with health and safety regulations and ensure risk assessments are carried out regularly and the asbestos action plan is reviewed (if applicable)

Additional responsibilities:

- To ensure that the school meets the statutory requirements to publish online information
- To review insurance arrangements
- To encourage governors to attend training to enable them to carry out their duties effectively
- Appropriate induction of new governors to ensure they have an understanding of their statutory responsibilities
- To ensure meetings are conducted in an open manner, enabling governors to contribute to the discussions