

Governing Body Information - for publication on school website as per statutory requirements

Current Governor Details as at September 2016

Name	Category of Governor	Appointed/ elected by	Date Appointed/ Elected	End date of current 4 Year Term of Office	Committee Membership	Positions of responsibility for 2016/17	Linked Governor Roles for 2016/17	Relevant Business and/or Personal Interests / Governor at another school
Darren Amesbury	Headteacher	Ex Officio	1.9.14	N/A	Resources Committee Standards & Curriculum Committee		N/A	Governor at Castle View Primary School, Runcorn
Karen Lowe	LA	Governing Body	4.11.13	31.12.17	Resources Committee Standards & Curriculum Committee HTPM Committee Pay Committee	Vice Chair of Governors	,	None
Helen Singh	Parent	Parents	Re-elected 6.10.14	5.10.18	Resources Committee Standards & Curriculum Committee			Employed part-time in Support Staff roles
Ellie Hilton	Parent	Parents	6.10.14	5.10.18	Resources Committee			None
Abbie Talbot	Staff	School Staff	21.9.15	20.9.19	Standards & Curriculum Committee			None
Ken Ashberry	Co-Opted	Governing Body	1.11.06	31.12.17	Resources Committee Standards & Curriculum Committee HTPM Committee	Chair of Governors		None
Helen Walker	Co-Opted	Governing Body	21.9.15	20.9.19	Standards & Curriculum Committee			None
Harry Jones	Co-Opted	Governing Body	21.9.15	20.9.19	Resources Committee Standards & Curriculum Committee Pay Committee			None
Simon Millman	Co-Opted	Governing Body	21.3.16	20.3.20	Resources Committee Pay Committee			None
Noorul Choudhury	Co-Opted	Governing Body	21.3.16	20.3.20	Standards & Curriculum Committee			None
Mohamed Kara Mohamed	Co-Opted	Governing Body	21.3.16	20.3.20	Resigned October 2016			
Vacancy	Co-Opted	Governing Body						

Governors who left the Governing Body during the last 12 Months (as at September 2016)

Name	Category of Governor	Appointed/ elected by	Date Appointed	Date Ceased	Committee Membership	Positions of responsibility	Linked Governor Roles	Relevant Business and/or Personal Interests
Abdul Qayyum	Co-Opted	Governing Body	July 2014	Sept 2016	Resources Committee	Chair of Resources Committee		None
Connor Naismith	Co-Opted	Governing Body	March 2016	June 2016	N/A			None

Associate Member Details

The Governing Body has not appointed any Associate Members

Governor Attendance at meetings during the 2015/16 Academic Year

Governor	Governing Body		Finance Committee		Standards Committee	
	Number of Meetings*	Number Attended	Number of Meetings*	Number Attended	Number of Meetings*	Number Attended
Ken Ashberry	4	3	3	1	3	3
Darren Amesbury	4	4	3	3	3	3
Karen Lowe	4	4	3	3	3	3
Helen Singh	4	2	3	1	3	1
Ellie Hilton	4	3			3	0
Abbie Talbot	4	4			3	2
Helen Walker	4	4				
Harry Jones	4	4	3	3		
Simon Millman	2	2				
Noorul Choudhury	2	1	1	1	1	1
Mohamed Kara Mohamed	2	2			1	1
Connor Naismith	1	1				
Abdul Qayyum	1	0				
Overall attendance at Governing Body meetings		85%				

Remit of the Governing Body and Committees

Governing Body

The Governing Body needs to take a strategic role, and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Terms of reference:

- To agree constitutional matters, including procedures where the Governing Body has discretion
- To recruit new Governors as vacancies arise and to appoint new Governors where appropriate
- To hold at least three Governing Body meetings a year*
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Clerk to the Governing Body*
- To establish the Committees of the Governing Body and their Terms of Reference
- To appoint the Chair of any Committee (*if not delegated to the Committee itself*)
- To appoint or remove a Clerk to each Committee
- To suspend a Governor
- To decide which functions of the Governing Body will be delegated to Committees, groups and individuals
- To receive reports from any individual or Committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To formally approve the first formal budget plan of the financial year
- To formally approve the annual pupil attainment and attendance standards (targets) for each subsequent academic year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually

Standards & Curriculum Committee

Terms of reference:

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider and advise the Governing Body on Safeguarding and related matters, including statutory requirements and the School's Safeguarding Policy
- To review and monitor Pupil Progress, and advise the Governing Body
- To consider and advise the Governing Body on issues impacting on the attainment of standards e.g. attendance, staff training etc
- In consultation with the Headteacher, to set the annual pupil attainment and attendance standards (targets) for recommendation to the Governing Body
- To review and monitor the School Improvement Plan, and advise the Governing Body.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant Committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for specific areas of provision, eg SEN, Literacy, Numeracy. To receive and review regular reports and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies

Pay Committee

Terms of reference:

- To consider any requests for performance related pay grading or pay awards
- To consider performance related pay increments as recommended by the Headteacher
- To consider the financial implication and where applicable make recommendations to the Resources Committee or the Governing Body (NB: if potential pay award monies have been factored into the approved budget at the start of each financial year, the Pay Committee can directly action the pay awards)
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies

HT's Performance Management Committee

Terms of reference:

- To arrange to meet with the External Adviser (if applicable) to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser (if applicable), whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set (NB: if potential pay award monies have been factored into the approved budget at the start of each financial year, the HT's Performance Management Committee can directly action the recommendation)

Resources Committee

Terms of reference:

Finance

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of both the LA and SFVS, including Risk Management
- 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 agreements
- To make decisions on expenditure following recommendations from other Committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure, where expenditure exceeds the Committee's delegated authority
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish salary policies for all categories of staff and to be responsible for the administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Governing Body, where expenditure exceeds the Committee's delegated authority
- To consider any appeal against a decision on pay grading or pay awards
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher and/or Pay Committee.
- In the light of the Headteacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies