

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

**Current Governor Details as at September 2018**

<b>Name</b>	<b>Category of Governor</b>	<b>Appointed/ elected by</b>	<b>Date Appointed/ Elected</b>	<b>End date of current 4 Year Term of Office</b>	<b>Committee Membership</b>	<b>Positions of responsibility for 2017/18</b>	<b>Linked Governor Roles for 2017/18</b>	<b>Relevant Business and/or Personal Interests / Governor at another school</b>
Darren Amesbury	Headteacher	Ex Officio	1.9.14	N/A	Resources Committee Standards & Curriculum Committee		N/A	None
Sarah Russell	LA	Governing Body	18.09.18	18.09.22	Resources Committee Standards & Curriculum Committee HTPM Committee Pay Committee		,	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	31.12.17	30.12.21	Resources Committee Standards & Curriculum Committee HTPM Committee	Chair of Governors	Safeguarding CLA	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		Health & Safety	None
Simon Millman	Co-Opted	Governing Body	21.3.16	20.3.20	Resources Committee Pay Committee	Vice Chair of Governors Chair of Finance Committee		None
Louise Rainey	Co-Opted	Governing Body	31.5.17	30.5.21	Standards & Curriculum Committee			None
Vacancy	Co-Opted	Governing Body						

**Governors who left the Governing Body during the last 12 Months (as at September 2018)**

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
Karen Lowe	LA	Governing Body	4/11/13	3.13.2017	Not re-elected by the governors			
Helen Walker	Co-opted	Governing Body	21/9/15	18/9/17	A new representative from MHA as elected			

The Governing Body has not appointed any Associate Members

**Governor Attendance at meetings during the 2017/18 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	4	3	3	3	2
Darren Amesbury	4	4	3	3	3	3
Karen Lowe	4	1				
Helen Singh	4	4	3	3	3	3
Ellie Hilton	4	2	3	2		
Abbie Talbot	4	4			3	2
Lucy Neukom	4	4	3	3		
Harry Jones	4	4	3	3	3	3
Simon Millman	4	4	3	3		
Noorul Choudhury	4	2			3	2
Louise Rainey	4	3			3	2
Overall attendance at Governing Body meetings		84%				

## 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