

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

NOMINATED GOVERNORS

Special Needs	Mrs. G. Haydock
Numeracy	Mrs. L. Finney
Literacy	Mrs. J. Cutler
Governors' Forum Representatives /Link Governor	Dr D Martlew & Mrs J Cutler
Foundation Stage Governor	Ms Broadbelt (to be confirmed)
Computing	Dr D Martlew
Child Protection / Children in Public Care & Vulnerable Children	Mr W Wiswell & Y6 Link
Health & Wellbeing	Mrs L Finney

Class Governors

Reception	Ms A Broadbelt (to be confirmed)
Y1	Mrs G Haydock
Y2	Mrs L Finney
Y3	Mr J Heavey
Y4	Mrs C Bond
Y5	Mrs J Cutler
Y6	Mr W Wiswell

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

CURRICULUM COMMITTEE

Membership

The Head Teacher
Mrs. G. Haydock
Mrs V Foster
Mrs J Cutler (Chairperson)
Reverend R Middleton
Ms C Bond
Mrs D Robinson
Dr D Martlew
Mrs L Finney

Quorum

Any three Governors

Terms of Reference

To advise the Governing Body on the school's curriculum statement and their statutory obligations regarding the National Curriculum.

To monitor and evaluate curriculum developments within the school including how the curriculum is taught, evaluated and resourced.

To review, analyse and report to the Governing Body upon the School's performance and targets from SATs, results, QCA results, teacher assessments and other performance data.

To review information about the school's performance/targets/achievement which the school and the Governing Body have a duty to publish.

To monitor school attainment and improvement targets and provide termly progress reports using both local and national comparative data.

To establish and review the policy and provision for Collective Worship and for Religious Education and make recommendations to the full Governing Body.

To establish and review the policy and provision for sex education and make recommendations to the full Governing Body.

To ensure the requirements of children with special needs and disabilities (S.E.N.D.), or children with particular talents are met and/or taken into consideration.

To monitor and review the school's policy and provision for sex education and for Personal, Health and Social Education (PHSE).

To establish and review the School's Home/School Agreement.

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To review such information for publication relating to school performance as required under the School's statutory information that has to be published on the website.

To support, encourage and value the fact that the school is a Christian school and should reflect Christian aims and teaching.

To contribute towards and monitor the School Development Plan.

To be mindful of the Every Child Matters (ECM), Safeguarding legislation and Looked After Children (LAC) as it relates to the work of this Committee

To receive reports from Governors with a designated interest in a specific curriculum area.

To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

To monitor, review and adopt policies on behalf of the full Governing Body as agreed in the School's policy schedule.

Administrative Responsibilities

To ensure there are effective Clerking arrangements in place for the Committee

To submit minutes to the full Governing Body.

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FINANCE AND STAFFING COMMITTEE

Membership

The Head Teacher
Mrs. L. Finney
Mrs J Cutler
Mrs V Foster
Dr D Martlew
Mr J Heavey
Ms A Broadbelt
Mrs C Bond

Quorum

Any three Members

Meetings

The Committee shall meet at least once per term.

Terms of Reference – Finance

To set an annual balanced budget and ensure that this complies with the Local Authority Scheme of Delegation.

To consider each year's School Development Plan priorities and link these to annual spending priorities.

To review financial planning, including long term planning and resourcing.

To monitor and evaluate budget spending within a Best Value framework (compare, Challenge, Consult and Compete) and to be accountable for balancing costs in terms of income/expenditure, economy and efficiency.

To provide guidance and assistance to the Head Teacher and the Governing Body in all matters relating to budgeting and finance.

To monitor income and expenditure of all delegated funds (including money delegated for specific purposes) against the agreed budget and report the financial position to the full Governing Body.

To approve virements and the ordering of work, goods and services in accordance with the limits agreed by the Governing Body and as documented in the School's Financial Regulations.

To ensure that the approved Financial Regulations for the School are implemented.

To ensure that the School achieves and maintains the School Financial Value Standard (SFVS).

To consider the reporting of and approval arrangements of external contracts i.e. lease agreements, on behalf of the Governing Body

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To receive and where appropriate respond to periodic audit reports.

To draw up and review the School's Charging Policy

To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

To monitor, review and adopt policies on behalf of the full Governing Body as agreed in the School's policy schedule.

Administrative Responsibilities

To ensure there are effective Clerking arrangements in place for the Committee

To submit minutes to the full Governing Body.

Terms of Reference – Staffing

To undertake the requirements of the whole school pay policy (as adopted) with delegated powers to implement the review of salaries.

The Committee is required to set an Individual School Range, ascertain the school group size, set a salary point for any new Head Teacher and agree and to determine delegation for the Deputy Head's performance management process.

To determine the staffing structure and review staffing on an annual basis.

To undertake the selection/recruitment of staff below Deputy Head Teacher level.

To undertake the Governing Body's role in relation to Newly Qualified Teachers (NQTs).

To consider and move any initial decision about matters relating to staff discipline and grievances in accordance with any adopted procedures.

To consider and make decisions relating to staff leave of absence with or without pay.

To monitor staff absences in line with any policies and procedures adopted by the Governing Body.

To consider and take decisions about matters relating to the dismissal of staff, including dismissal arising from redundancy or redundancy arising from ill health, which may be referred to the Committee in accordance with any procedures as adopted by the Governing Body.

To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

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Administrative Responsibilities

To ensure there are effective Clerking arrangements in place for the Committee

To submit minutes to the full Governing Body.

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PAY COMMITTEE

Membership

Mrs J Cutler
Mrs C Bond
Ms A Broadbelt
Mr J Heavey

APPEALS

Mrs G Haydock
Reverend R Middleton
Mr W Wiswell
Dr D Martlew

Quorum

Three Governors

Terms of Reference - to be determined by the Pay Policy

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PREMISES, HEALTH AND SAFETY COMMITTEE

Membership

The Head Teacher
Mr W Wiswell
Mrs. G. Haydock
Mrs. D. Robinson
Dr D Martlew
Mrs V Foster
Ms P Perrin

Quorum

Any three Governors

Meetings

The Committee shall meet at least once per term and otherwise as required.

Terms of Reference

To provide support and guidance for the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.

To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development (linked to the School's Asset Management Plan) for the approval of the Governing Body.

To assist the Governing Body and Head Teacher to discharge their responsibilities under the Health & Safety at Work Act and the Environmental Protection Act.

To consider the LEA's policies on Health & Safety and recommend a Policy for the school to be adopted by the Governing Body.

To monitor the effectiveness of the school's Health & Safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.

To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allowance and to monitor the School's Asset Management Plan.

To monitor the school's Asset Management Plan.

To ensure that appropriate arrangements are in place for the preparation and implementation of Contracts and to consider reports relating thereto.

To ensure that the school complies with Health & Safety regulations.

To ensure any necessary liaison with the LEA's Property Services Department.

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To be mindful of the Every Child Matters (ECM) agenda and safeguarding legislation as it relates to the work of this Committee.

To consider and report back upon such matters as may be delegated or devolved to the Committee by the Governing Body.

To monitor, review and adopt policies on behalf of the full Governing Body as agreed in the School's policy schedule.

Administrative Responsibilities

To ensure there are effective Clerking arrangements in place for the Committee

To submit minutes to the full Governing Body.

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

PUPIL DISCIPLINE COMMITTEE
(statutory)

Membership

Mr W Wiswell
Mr J Heavey
Mrs. L. Finney
Dr D Martlew

Chairperson

To be elected as and when required.

Meetings

As and when required.

Quorum

Must be three Governors

Clerk

To be appointed.

Terms of Reference

- To consider and deal with any pupil exclusion paying particular attention to the DfE document entitled "*Exclusion from maintained Schools, Academies and Pupil Referral Units in England – A Guide for those with legal responsibilities in relation to exclusion*" published 1st September, 2012.
- To consider the appropriateness of any permanent exclusion*
- To consider whether the Head Teacher has complied with the correct exclusion procedures and had regard to Government guidance before excluding any pupil*
- To consider any representations made by parents or the pupil.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee*
- *Any items which individual Governing Bodies may wish to include*

***cannot be delegated to an individual**

Administrative Responsibilities

To ensure there are effective Clerking arrangements in place for the Committee
To submit minutes to the full Governing Body.

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

COMPLAINTS COMMITTEE
(statutory)

Membership

Mrs. G. Haydock
Mrs. L. Finney
Mr. W Wiswell
Dr D Martlew

Quorum

Must be three Governors

Terms of Reference

To consider, investigate and respond to any complaint referred to the Committee in accordance with procedures adopted by the Governing Body.

To ensure that there are effective Clerking arrangements in place for the Committee.

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

HEAD TEACHER'S PERFORMANCE REVIEW PANEL
(statutory)

Appointed Governors

Dr D Martlew
Mrs J Cutler
Reverend R. Middleton
Mrs C Bond
Mr W Wiswell

Quorum

Three Governors

Meetings

Each autumn term before the 31st December

TERMS OF REFERENCE - HEAD TEACHER APPRAISAL

(To be conducted by 2 or 3 "Appointed Governors" with an External Adviser or School Improvement Partner (SIP))

To carry out the Head Teacher's annual performance review as laid down in current legislation and the School's Performance Management Policy.

To review the Head Teacher's performance over the previous academic year and to set and agree performance objectives for the forthcoming year.

To report the outcomes of the Performance Review to the appropriate Committee with responsibilities for taking decisions on pay.

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**SALARIES APPEALS COMMITTEE AND STAFF DISCIPLINE AND GRIEVANCE
APPEALS COMMITTEE**

Membership

Ant three Governors drawn from the Governing Body who have no conflict of interest or prior involvement

Quorum

Must be three Governors

Terms of Reference

To consider and decide upon any salary/pay decisions made by the Finance and Staffing Committee.

Terms of Reference

To consider and decide on any appeal against any disciplinary decisions of the Finance and Staffing Committee.

ST. JAMES' CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS COMMITTEE
(Voluntary Aided Schools only)

Membership

The Head Teacher
Mrs Finney
Reverend R Middleton

Quorum

Must be three Governors

Meetings

As and when required

Terms of Reference

To determine within statutory provisions and the Governing Body policy whether any child should be admitted to the school.

To review admissions arrangements and to make recommendations for changes to the Governing Body.

To have regard to any guidance/advice on Admissions from the Diocesan Board of Education.

To have regard to any guidance or statutory requirements published by the Department for Education.

To prepare information concerning admissions.

To monitor, review and adopt policies on behalf of the full Governing Body as agreed in the School's policy schedule.

Membership – It is considered good practice to appoint the Head Teacher onto any admissions committee, but Head Teachers cannot act in place of the Governing Body in determining the school's admissions policy, or in deciding on the admission of any individual child.