



North Wolds Federation

Governing Body Information For Parents 2020-2021



North Wolds Federation

Committee Composition 2020-2021

	Full	Resources	Curriculum and Community	Quality and Standards
Chair	Mike Eckersley	Marcus Hyde	Andrew Howson	Katey Belt
Vice Chair	Geoff Barnes	Cliff Buck	Geoff Barnes	Cliff Buck
Members	All Governors	Dave Walker, Andrew Howson , Mike Eckersley, Lydia Rusling, Marcus Hyde, Claire Smith, Richard Alderson, Nichola Allerston, Cliff Buck Andrew Smith	Andrew Howson , Geoff Barnes, Katie Belt, Lydia Rusling, Claire Smith, Claire Walker, Richard Alderson, Mike Eckersley, Colin Horton, Nichola Allerston Andrew Smith	Geoff Barnes, Katey Belt, Revd. Claire Walker, Mike Eckersley, Colin Horton, Marcus Hyde, Nichola Allerston, Cliff Buck Andrew Smith



TERMS OF REFERENCE 2020/21

Not approved at the 2020 September Full GB meeting. To go to the Jan 2021 Meeting

Full Governing Body

- Will consider and approve all policies to do with child protection and safeguarding including:
 - Children Missing in Education
 - Child Protection Procedure
 - Domestic Abuse,
 - E Safety
 - Peer On Peer Abuse
 - Photographs
 - Prevent
 - Recruitment, Selection and Induction,
 - Safeguarding & Child Protection
 - Social Networking
 - Swimming EAP
 - Swimming NOP
 - Youth Produced Sexual Imagery

Quality and Standards Committee

The committee has principal responsibility for monitoring, reviewing and reporting on all matters concerned with raising standards and improving the quality of teaching and learning in the school. The Committee will also be responsible for pupil admissions. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

The Committee will:

- Monitor, keep under review and report on student progress and achievement across all key stages
- and particularly in relation to agreed pupil end of key stage 1 and key stage 2 performance targets:
- Contribute as appropriate to the School Development Planning process
- Monitor and review the progress of selected key school improvement / development priorities
- Ensure that statutory targets for pupil performance are agreed, reported to the Local Authority
- and published in the School Prospectus
- Receive an analysis of the Analyse School Performance (ASP) data and LA School Profile data, and consider the school's performance in relation to all schools and similar schools nationally and within
- Lincolnshire
- Review school performance information for inclusion in the School Prospectus
- Monitor the school's performance, and the performance of vulnerable groups, and agree
- strategies for raising standards
- Within the agreed cycle, monitor self-evaluation procedures, including SEF to ensure that they are
- effective and up to date
- Review and monitor the implementation of an action plan following an OFSTED inspection
- Ensure school INSET days are linked to the school development plan priorities
- Ensure that the school complies with the current safeguarding legislation
- Review and approve the following policies:
 - Anti-Bullying
 - Assessment
 - Attendance
 - Behaviour and Discipline
 - Complaints
 - Confidentiality
 - Data Protection Policy
 - Feedback & Marking
 - Home School Agreement
 - Inclusion
 - Race Equality & Racial Incidents
 - Recordkeeping & Reporting
 - Uniform;

Curriculum and Community

The Curriculum and Community committee will oversee the Curriculum intent and implementation. They will also oversee all things pertaining to Church school Status. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

The committee will:

- Ensure that the school curriculum is broad and balanced and relevant to the needs of all children
- Ensure that the National Curriculum and Religious Education is delivered and in accordance with the legal framework
- Ensure that the school meets the legal requirement for collective worship in Voluntary Controlled Schools
- Ensure that good links with the church are maintained
- Review the schools Section 48 Self Evaluation
- Review and monitor the implementation of an action plan following an S48 inspection
- Ensure appropriate arrangements are made for pupils with special educational needs
- Monitor and review the provision for gifted and talented pupils
- Monitor and review all curriculum related policies in line with an agreed policy review cycle and make recommendations, as necessary, to the Governing Body
- Contribute as appropriate to the School Development Planning process
- Review the School Prospectus for approval by the Full Governing Body
- Ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements
- Selectively monitor off-site visits and activities of more than 24 hours involving a potential hazard
- Review and approve the following policies:
 - Able and More Able
 - Art
 - Calculation
 - Collective Worship
 - Communications
 - Computing;
 - Curriculum/IPC
 - Design and Technology
 - EAL
 - Educational Visits
 - English
 - Evaluations & Target Setting
 - EYFS
 - Geography
 - Handwriting
 - History
 - Homework
 - Maths
 - MFL
 - Music
 - P.E.
 - PHSE & Citizenship
 - R. E.
 - Science
 - SEND
 - Sex and Relationships Policy
 - Working with Governors
 - Working with the Media

Resources Committee

The Committee will report recommendations and/or decisions, as appropriate to the full Governing Body. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

FINANCE

- To oversee preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the Governing Body.
- To recommend the final budget for approval by the full Governing Body.
- To ensure that the approved budget is sent to the LEA by their set deadline.
- To evaluate spending to ensure the budget provides value for money in terms of raising standards of education.
- To agree the level of delegation to the head-teacher for the day-to-day financial management of the school.
- To monitor expenditure and ensure corrective action is taken where necessary.
- To monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LEA.
- To approve transfer between budget headings (virement) within agreed limits.
- To ensure accurate accounts are kept.
- To ensure key financial decisions are properly recorded.
- To authorise signatories for the school bank account for notification to the Count Treasurer .
- To ensure the audit of non-public (voluntary) funds, including school funds, trading accounts, subscription funds, charity funds as well as club and society accounts, which must be run in accordance with LEA regulations.
- To ensure recommendations arising from school audits are properly implemented.
- To establish and oversee the maintenance of procedures for governors to claim expenses.
- To ensure a register of pecuniary and business interests for governors and staff is kept which should be open to inspection.
- Authorise write offs and disposal of surplus equipment in line with LEA regulations.
- Contribute as appropriate to the School Development Planning process.

PREMISES

To organise the preparation and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements, in liaison with the LEA.

- To report on the financial implications and monitor the implementation of the plan.
- To agree the level of delegation for responsibility for the day-to-day responsibility for the premises.
- To agree major capital works and improvements. To ensure self-help procedures are followed for all mechanical, electrical, new build and improvement works.
- To ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work.
- To consider, approve or propose amendments to the LA's annual consultation with schools on asset management plans, local policy statement and statement of priorities.
- To ensure in accordance with Special Educational and Disability Act 2001 the preparation, regular review and revision, where necessary, of a written Accessibility Plan:
- To increase the extent to which disabled pupils can participate in the curriculum

- To improve the physical environment of the school to increase participation of disabled pupils and adults
- To improve the delivery of information.
- To receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with Lincolnshire procedures.
- To monitor the use of on-site environmental facilities and their impact on teaching and learning.
- To set the level of maintenance service the school is able to purchase from service providers.
- To oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits.
- To ensure the security of the school premises and fire safety measures, including the alarm systems and fire drill.
- To ensure the school complies with health and safety regulations.
- To determine a policy and scale of charge for the letting of premises outside school hours; to monitor and review the implementation of that policy; to ensure all statutory requirements for letting premises are satisfied.
- Contribute as appropriate to the School Development Planning process
- Ensure that the Health and Safety at the school is reviewed through regular inspections

STAFFING

- Monitor the implementation of the school's Performance Management Policy.
- Monitor the school's compliance with the phased workforce reforms set out in the National Agreement on Workforce Re-modelling.
- Decide arrangements for all staff appointments, except for the appointment of the Head-teacher and Deputy Head-teacher, which is the responsibility of the full Governing Body.
- In relation to staff appointments, including internal promotions, agree the appropriate level of delegation to the Head-teacher.
- Ensure there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, redundancy, pay and staff absence, including sickness. Where Lincolnshire County Council model policies and procedures are not adopted, carry out consultation with staff and unions.
- Review the staffing structure on a regular basis, especially following a resignation, taking into account the needs of the school development plan.
- Monitor the use of the school's In-Service Training (INSET) budget for staff training and review its effectiveness.
- Ensure that there is a policy for Race Equality, that it is implemented and regularly reviewed.
- Ensure that a strategic plan for Workforce Re-modelling is drawn up which meets legal requirements and is implemented.
- Contribute as appropriate to the School Development Planning process
- The committee will also review and approve the following policies:-

- Accessibility
- Admissions
- AUP Staff
- Appraisal
- Asthma
- AUP Pupil
- Best Value Statement
- Breakfast club policy
- Capability
- Charging
- Code of Conduct
- CPD

- Critical Incident Plan
- Drugs
- Equal Opportunities
- Ex-Offenders
- Finance & Financial Control
- Food Allergy
- Governor Expenses
- Head Injury Policy
- Health & Safety
- Intimate Care
- Managing Change
- Medicines
- Mobile phone code of conduct
- Pay
- Positive Handling
- PPA Cover
- Pupil Premium
- Sickness Absence Policy for Staff
- Smoking
- Staff Induction
- Staff Leave of Absence
- Sun Safety
- Supervision
- Support staff appraisal
- Teacher Disciplinary
- Teacher Grievance
- Twitter
- Whistleblowing

STRATEGY

- The committee will be formed of the Chair and Vice Chair of the Full Governing Body, the Executive Head Teacher and the Heads of schools within the Federation, the Chairs of each of the Q & S, Resources and the C & C committees. It is suggested that observers are welcome to attend, particularly if an item of specific interest is being discussed.
- The Chair and Vice Chair of the Governing Body will hold the same positions within the committee.
- The committee will explore best practise frameworks and ways for the strategic development of the Federation.
- The committee will not be decision making.

PAY & PERFORMANCE MANAGEMENT

- The committee will meet to review the performance management of the Executive Head Teacher of the Federation with guidance and support from the Educational Advisor.
- The committee will be formed of the Chair of the full governing body plus at least 3 other members of the Resource committee.
- There will need to be at least 3 governors present to make a decision.
- The committee will need to record minutes to show that they have considered the financial implications in the school budget of any pay increments or ex gratia payments awarded.
- The committee will consider and authorize pay increments for the Executive Head Teacher based on their assessment of his/her performance management results.
- The committee will report all decisions to the Full Governing body, although the salary figures discussed during meetings will remain confidential. I.e. The FG would be advised that the Head's targets have been met and a one point increase in the pay scale has been approved, but no details of the amounts would be disclosed.