

## Holland Moor Primary School, Cornbrook, Skelmersdale



### **1.Holland Moor operates as a full governing body with a limited number of committees formed as necessary.**

We refer to this model as ‘the circle’. The whole governing body conducts its work as a single team. The governing body meets ten times a year to, for example:

- Consider the self-evaluation framework (SEF) and any school data
- Benchmark itself against other schools
- Receive and discuss reports
- Agree appropriate activities; and
- Undertake satisfactory functions.

The advantages of this model:

- All governors have access to information and reporting at the same time. This avoids repetition and prevents different messages going out to different groups and individuals.
- Some decisions can only be made by the full governing body, so it saves discussion time.
- The chair and headteacher have more overall strategic control of the agenda.
- The chair and headteacher have more control of decision- making.
- The chair and headteacher are able to manage communications more effectively, especially if the school is going through significant change or crisis.
- Governors’ knowledge and understanding of how the school works is increased.
- Staff with a particular area of responsibility can report to all governors in more detail. This improves knowledge and relationships between governors and staff and enables strategic priorities to be shared.
- Governors can ask more specific questions, which increases their understanding and enables them to fulfil their monitoring and evaluation role more rigorously.
- Meetings are more frequent, so decisions can be made more quickly.
- Governors with a specialist knowledge or skill can use it more effectively.

## **2.The full governing body accepts responsibility for all financial issues.**

### **Responsibilities**

1. To provide guidance and assistance to the headteacher and the governing body on all financial issues.
2. To recommend to the governing body internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the headteacher and to make recommendations to the governing body for approval.
4. To consider budget monitoring reports relating to all public funds (ie school budget share and any other funds delegated and devolved by the LA, including Standards Fund) and make recommendations to the governing body.
5. To recommend virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's internal financial regulations.
6. To consider and make recommendations on all school finance policies and their implementation, including those relating to charges and remissions, lettings and income.
7. To contribute to the school's development plan and ensure it includes consideration of the longer term resource requirements of the school.
8. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
9. To consider audit reports and other relevant reports and make recommendations to the governing body.
10. To consider and advise on any financial matter referred to it by the governing body.
11. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

## **3. The full governing body accepts responsibility for all curriculum issues.**

### **Responsibilities.**

1. To ensure that the curriculum provided meets the statutory requirements, including those for reporting.
2. To review the aims of the school curriculum in relation to the current statutory requirements, including those for Religious Education, Collective Worship and Sex Education.
3. To review and recommend home- school agreement to the governing body.
4. To advise on ways in which governors can be involved in curriculum aspects of the School Development/ Improvement Plan and the Self Evaluation Form.
5. To prepare or review any curriculum policy document which is the responsibility of the governing body.

6. To make recommendations to the governing body on assessment policies, or arrangements.
7. To consider all the available data provided by the school and the local authority and to set and publish targets within the statutory time frames.
8. To monitor pupil progress in relation to the targets set and with specific reference to particular groups.
9. To monitor the impact of curriculum policies and planning on students' learning.
10. To contribute to the School Profile or its successor.
11. To receive reports from the nominated governors, as decided by the whole governing body.
12. To be mindful of the requirements of the Disability Discrimination Act.

#### **4. The full governing body accepts responsibility for all premises issues including health and safety.**

##### **Responsibilities**

1. To exercise delegated responsibilities for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and ground and prepare a statement of priorities for maintenance and development for the approval of the governing body.
3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.
5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.
8. To determine the use of the schools premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.

11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Disability Discrimination Act.

## **5. The full governing body accepts responsibility for all issues of Public Relations.**

### **Responsibilities**

- (a) To assist the headteacher in recruiting the support and involvement of business and industry.
- (b) To formulate a publicity and marketing policy for approval by the governing body and oversee its implementation.
- (c) To assist in preparing the school prospectus for approval by the governing body.

## **6. The governing body accepts responsibility for all standards and effectiveness issues.**

### **Responsibilities**

1. To monitor and evaluate progress in meeting the key targets identified in the School Improvement Plan;
2. To monitor and evaluate the impact of the school improvement plan, curriculum policies and planning on the key areas of Achievement, Quality of Teaching, Leadership and Management and Behaviour and Safety;
3. To monitor pupil progress in relation to the targets set and with specific reference to particular groups;
4. To receive and critically review school performance data including that from the Lancashire School Improvement Profile, Fischer Family Trust and RAISE online;
5. To monitor the progress and evaluate the impact of support received from the local authority or other brought in services;
6. To monitor and evaluate aspects of the school's provision eg pastoral care, guidance and support, leadership and management, SEN and inclusion, attendance and safeguarding;

7. To ensure members of the committee and other governors have a clear understanding of the vision and aims and strengths and weaknesses of the school so they can actively contribute to the completion of the Record of School Evaluation (RoSE) or other self- evaluation methods;
8. To request and receive reports, as and when required, from key members of staff e.g. curriculum leaders and senior leaders;
9. To ensure that committee members and other governors keep themselves informed of the key initiatives and take part in appropriate training and development activities;
10. To contribute to the preparation of any appropriate action or development plans.

## **7. The governing body accepts full responsibility for all staffing issues.**

### **Responsibilities**

1. To prepare staff policies for approval by the governing body.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher and one committee member the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under ones term's duration.
6. To ensure that consultations take place as required (eg over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training to ensure it meets the needs of the school development/ improvement plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full governing body.
11. Review annually the unit total of the school and the effect, if any on the ISR.

## **8. Committees**

### **A) Pupil Discipline- Pupil Welfare Committee**

The main purpose of this committee is to deal with cases of fixed period or permanent exclusions and therefore the terms of reference are more prescriptive than for the working committees.

The use of *italics* indicates where, if adopting these terms of reference, the governing body may wish to make an alteration. References are to the notes on pages 13 and 14.

#### **Membership**

Members of the committee considering a particular case should have no prior knowledge of that incident.

*Minimum of 3*, excluding the headteacher (who presents the exclusion case(s))

The remit of this committee can be extended to consider matters other than exclusion hearings in which cases the headteacher would be a member of the committee.

#### **Quorum**

The quorum shall be a minimum of 3 governors.

#### **Meetings**

The clerk to the committee shall be responsible for convening any meetings of the committee.

Meetings to consider exclusions are half as and when necessary, within the prescribed timescales.

#### **Responsibilities**

##### **1. Exclusions**

To deal with cases of fixed period or permanent exclusion of pupils from the school, according to the prescribed procedures.

In all cases, parents have the right to make representations and may, if they wish, be accompanied by a friend.

(a) To hear the case, see all relevant documents and allow representation to be made by the parents concerned.

(b) To consider and to decide whether to confirm the exclusion, or direct the reinstatement of the pupil, as appropriate to the particular case.

(c) To inform parents, the headteacher and the LA of the decision.

##### **2. Pupil Welfare**

(a) To contribute to the review of the Behaviour Policy and to make recommendations to the governing body.

(b) To receive regular reports from the headteacher on pupil behaviour matters.

- (c) To contribute to the review of the anti- bullying policy.
- (d) In all secondary schools, including short stay and special schools:
  - to agree membership/partnership arrangements for Behaviour and Attendance Boards
  - to receive reports on agreed targets and identified local practices.

## **B) Complaints Appeal Committee**

These terms of reference are taken from the County Council's Guidance on School Complaints Procedures for Schools.

The use of *italics* indicates where, if adopting these terms of reference, the governing body may wish to make an alteration.

### **Membership**

The committee will consist of a minimum of 3 governors. Neither the headteacher nor the chair of governors will be a member of the committee as they may have been involved in the matter under consideration at an early stage. The chair of the committee will be elected by the committee. Committee members must be impartial and have no prior involvement with the complaint or the circumstances surrounding it.

### **Quorum**

The quorum shall be a minimum of 3 governors.

### **Meetings**

Meetings will be held when required to consider formal appeals made under the Procedures for Handling Complaints in Holland Moor Primary School.

### **Responsibilities**

Wherever possible the governing body would wish to see complaints resolved at an informal stage but:

- 1) The main function of the committee will be to undertake the duties of the governing body in the consideration of complaints made under the procedures for Handling Complaints in Holland Moor Primary School.
- 2) Complaints covered by statutory procedures will not be considered by this committee.
- 3) The committee will seek advice from the Senior Area Human Resources Officer or Governor Services Manager, or in the case of the voluntary aided school the Diocesan/ Church Authority Education Officer, as appropriate.
- 4) In considering the complaint the Complaints Appeals Committee will:
  - consider the written materials;
  - consider the complaint and the headteacher's (or chair's) action;
  - invite the headteacher or chair of governors (as appropriate) and the complainant to the meeting; and
  - seek advice and support as necessary;

At the end of their consideration, the committee will:

- determine whether to dismiss or uphold the appeal in whole or part;
- where the complaint is upheld, decide on appropriate action;
- advise the complainant and headteacher (chair | ) or its decision;
- advise the complainant of any further action they may wish to take if they remain dissatisfied;
- arrange for amendments to be made to the School's Complaints Register and for the matter to be reported, in general terms, to the governing body.

#### **The chair of the committee**

The chair of the committee has a key role ensuring that:

- the remit of the Committee is explained to the parties and each party has the opportunity of putting their case without undue interruption;
- key issues are addressed;
- key finding of fact are made;
- parents and others who may not be used to speaking at such a hearing are put at ease;
- the rules of natural justice are followed;
- the complainant is notified of the panel's decision, in writing, with details of any further rights of appeal; and
- the governing body are notified of any changes to procedure or reviews of policy recommended by the committee.

### **C) Performance Management ( Committee of Appointed Governors)**

#### **Membership**

The committee will consist of three members of the governing body, none of whom must be employed at the school.

The committee will elect a chair from within its membership.

Membership and the terms of reference of this committee will be reviewed annually in the spring term.

#### **Quorum**

The quorum shall be a minimum of 3 governors.

#### **Meetings**

The performance Management Committee through its chair is responsible for the arrangements for the Review/Objective setting meeting and any monitoring meetings.

#### **Responsibilities**

- 1) The establishment with the School Improvement Partner of the headteacher's objectives.
- 2) The monitoring of progress towards the objectives.

- 3) The arrangements for the Review.
- 4) The Review and the decision on whether or not objectives have been met, in consultation with the SIP or External Adviser.
- 5) The making of recommendations to the Pay Committee in relation to the awarding of performance related salary increases for the headteacher.
- 6) Monitor the effectiveness of the Performance Management Policy.

It is permissible for the Pay Committee to be the Performance Management Committee.

The governing body will also appoint a Review Officer/s in case the process and outcome of review and objectives setting for the headteacher is challenged.

#### **D) Pay Committee**

The use of *italics* indicates where, if adopting these terms of reference, the governing body may wish to make an alteration. References are to the notes on pages 13 and 14.

##### **Membership**

The committee shall consist of (x) members of the governing body (see notes below)

The membership of the committee shall be reviewed and determined annually by the governing body. The agreed membership of the committee is attached.

##### **Quorum**

The quorum shall be a minimum of 3 governors.

##### **Meetings**

The clerk to the committee shall be responsible for convening any meetings of the committee.

##### **Responsibilities**

- 1) To implement the school's pay policy including the pay for individual members of staff.
- 2) To agree any salary progression on the Individual School Range (ISR) for the headteacher, deputy headteachers and assistant headteachers.
- 3) To review annually for September the salaries of all teaching staff in light of recommendations made by the headteacher and to provide individual members of staff with a statement of salary.

**NOTE** a) Membership of this committee is open to all governors, but governors who may stand to gain directly and indirectly from any decision must not take part in those decision making processes ( see the Schedule from The School Governance (Procedures, England Regulations 2003)

b) No governor who is a member of staff employed at the school can take part in any decisions about the pay or performance of an individual ( Schedule 6, paragraph 4)

c) The normal rules of withdrawal also apply (see the Schedule from The School Governance (Procedures, England Regulations 2003)

It is permissible for the Pay Committee and the Performance Management Committee to have the same membership.

#### **E) Staffing Review and Dismissal Committee**

The use of *italics* indicates where, if adopting these terms of reference, the governing body may wish to make an alteration. References are to the notes on page 13 and 14.

##### **Membership** (see notes below)

The committee shall consist of (x) members of the governing body.  
(It is recommended that the chair of governors is a member of this committee)  
The headteacher would be present at all meetings to provide information and advice to the committee.

##### **Quorum**

The quorum shall be a minimum of 3 governors.

##### **Meetings**

As required.

##### **Responsibilities**

- 1) To determine the need for staffing reduction/redundancy.
- 2) To determine selection criteria.
- 3) To consult with trade unions and staff.
- 4) To make decisions on the selection of nominees for redundancy.
- 5) To consider representations against nominations for redundancy.
- 6) To observe the Guidelines adopted by the governing body.

Appeals relating to decisions of this committee are heard by the remaining eligible members of the governing body. The Appeal Committee must have more members than the Staffing Review and Dismissal Committee (SRDC) therefore the number of available governors determines the size of SRDC. Members of staff who would have a material interest in the outcome of the decisions taken by either SRDC or the Appeal Committee cannot be involved at any stage.

#### **F) Grievance Committee**

##### **Membership**

The committee shall consist of (x) members.

##### **Quorum**

The quorum shall be a minimum of 3 governors.

##### **Meetings**

The committee will meet as and when required.

##### **Responsibilities**

To consider and make decisions about matters relating to staff grievance procedures in accordance with the LA or Diocesan model policy, as adopted by the governing body.

- 1) To hear both sides of a case, see all relevant documents, to hear and question witnesses, allow parties to make submissions, each of them being accompanied by a friend/ representative, if they so wish.
- 2) To consider and make any initial decisions about matters relating to staff grievance in accordance with adopted procedures.

#### **G) Staff Attendance, Discipline and Dismissal Committee**

##### **Membership**

The committee shall consist of (x) members of the governing body. The headteacher is not a member of this committee as he/she will usually be presenting a case for consideration.

##### **Quorum**

The quorum shall be a minimum of 3 governors.

##### **Meetings**

The committee will meet as and when required.

##### **Responsibilities**

- 1) To receive reports on the attendance of staff and if necessary to recommend dismissal.
- 2) To receive reports relating to staff discipline in accordance with laid down procedures and if necessary recommend dismissal.
- 3) To work within the governing body's agreed procedures.

**NOTE:** Model Procedures for Attendance and Dismissal, issued by the LA, allow for the governing body to empower the Staff Discipline and Dismissal Committee to sit as the Attendance and Dismissal Committee.

#### **H) Appeals Committee (Staffing Matters)**

##### **Membership**

Membership shall consist of greater than or equal to the original decision-making committee panel, excluding the headteacher.

The headteacher may attend to give advice, present the case or appear as a witness.

##### **Quorum**

The quorum shall be a minimum of 3 governors.

##### **Meetings**

As required, with local authority and diocesan/ church authority involvement as appropriate.

##### **Terms of reference**

To deliberate on any appeal, in accordance with laid down procedures, from any other appropriate staff related committee.