

# NEWPORT PRIMARY SCHOOL - COMMITTEE MEMBERSHIP AT A GLANCE

Governing Board Membership	Type	Appointed By	Term of Office		Attendance 2020/21
			Start	End	
Mrs Patricia Maxwell	Head	Ex Officio	27/02/2017	N/A	6 out of 6
Miss Siobhan Gazeley	LA	GB	24/09/2019	23/09/2023	5 out of 6
Ms Ann Marie Coulton	Co opted	GB	01/06/2019	31/05/2023	6 out of 6
Mr Jonathan Woodhouse	Co opted	GB	15/09/2020	14/09/2024	5 out of 6
Mrs Claire Risker	Co opted	GB	13/11/2018	12/11/2022	4 out of 6
Mrs Julie Thomas	Co opted	GB	10/11/2020	09/11/2024	5 out of 5
Mrs Margaret Walters	Co opted	GB	13/11/2018	12/11/2022	6 out of 6
Councillor A Hellaoui	Foundation	Trust	11/02/2020	10/02/2024	6 out of 6
Mrs J Smith	Foundation	Trust	01/09/2018	31/08/2022	6 out of 6
Mrs Tracy Houston	Observer	GB	01/09/2018	31/08/2022	6 out of 6
Miss Stacey Carlisle	Observer	GB	12/12/2017	11/12/2021	6 out of 6
Mrs Amie Baillie	Observer	GB			
Mrs Abida Nayyar	Parent	Elected	06/03/2018	05/03/2022	5 out of 6
Vacancy	Parent	Elected			
Mrs Melanie Daley	Staff	Elected	13/03/2018	12/03/2022	4 out of 6

Full Governing Board/Raising Achievement	Full Governing Board/Finance & Resources	Perf Mgt	Safer Rec Trained	Governor Responsibility
Patricia Maxwell	X		29/11/17	Improving Conditions for Learning
Siobhan Gazeley,	Co-Chair(aut 22)	X		Learning Community
Ann Marie Coulton	X		x	
Claire Risker	X			Safeguarding
Alma Hellaoui,	Co-chair(aut 22)	X		SEND
Margaret Walters	X			
Jacqueline Smith	X		03/01/15	Raising Standards
Julie Thomas	X			
Tracy Houston	Observer		29/11/17	
Stacey Carlisle	Observer		28/11/18	
Abida Nayyar	X			Learning Community/Safeguarding
Melanie Daley	X		28/11/18	Develop the School as a Professional Learning Community Health & Safety
Jonathan Woodhouse				Safeguarding

Former Governor/s	Appointed by	Term of Office	
		Start	End
Mrs T Harvey	Trust	01/09/2018	30/11/2019
Miss S Dearlove	GB	01/12/2015	30/11/2019
Mr Olalekan Odedeyi	Parents	08/10/2018	11/11/2020

School Governing Body recognises its responsibility to be the final arbiter on all policy matters and decisions concerning the management of the school.

Updated 11 November 2020

It is the Governing Body's intention following the guidelines within the Governing Body Decision Planner to delegate responsibilities adequately to a number of Committees and to the Head and staff to ensure the most efficient and effective delivery of policy. The Committee Member matrix attached identifies the membership of each committee and identifies governors' links to the curriculum.

The quorum for any committee meeting and for any vote must be three who are members of the committee or more, as determined by the committee. Each committee will be responsible for appointing a Chair and Clerk to the committee.

The Chair of the appointed committee or the Chair of Governors will sign, as a true record, all minutes of meetings.

### **FINANCE AND RESOURCES COMMITTEE REMIT** - Quorum 3

- To consider and approve a budget for the financial year.
- Monitor expenditure and income against agreed budget – at least three times per year (approved report to be submitted to the LA).
- To vire between budget headings during the course of the year:  
Spending Limits:
  - a) To the Head Teacher: Delegated powers up to a ceiling of £10,000 on any single item purchase, without reference to the Finance Committee (unless these purchases have already been agreed by governors within the reported School/Premises or ICT Development Plans). Any emergency expenditure of more than £5,000 on maintenance of the site will be reported to the committee;
  - b) Committee Level: expenditure up to £15,000;
  - c) Any expenditure over £15,000 will be submitted for approval to the full Governing Body with the recommendation of the Committee.
  - d) Tenders will be sought in accordance with the LA Financial Regulations.
- To monitor spending and examine out-turn figures during the financial year.
- To monitor Pupil Premium and Sports Fund expenditure and ensure publication on the school website
- To establish and maintain an up to date 3 year financial plan.
- Review the Whistleblowing Policy as part of the agreed policy cycle.
- To advise the Governing Body and approve the school's charging policy.
- Implement, review and approve finance policy and related policies annually.
- Review and approve the Financial Regulations on an annual basis.
- Review and approve the School Pay Policy on an annual basis (During the Autumn Term).
- To determine charges for lettings.
- Monitor progress of action plan following audit inspection (where applicable).
- To consider matters relating to competitive tendering in accordance with LA Financial Regulations.

### **SCHOOL FINANCIAL VALUE STANDARDS (SFVS) REMIT**

- To consider annually the Schools Financial Value Standards (SFVS).
- To approve and sign off SIC (Statement of Internal Control) after considering the latest Audit Report, Self Evaluation of Internal Control Systems and pre- certification checklist for governors.
- To consider benchmarking data annually in order to plan and manage the budget, identify areas and set targets for improved use of resources, achieve value for money and improve effectiveness to improve performance, delivering educational services to a defined standard.

### **STAFFING REMIT**

- To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment Guidelines.
- To review and approve criteria and procedures for dealing with redundancy.
- Ensure up to date and relevant training regarding safeguarding procedures are in place and monitor the effectiveness of policies and practices.
- To determine the number and deployment of posts above the basic level.
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy.

- To liaise with the Raising Achievement Committee in relation to schools needs and priorities, including Disability Discrimination Act and Equal Opportunities compliance.

### **PAY REVIEW REMIT**

- To implement the Governing Body's pay policy for all staff (teaching and non-teaching) including the annual review of teachers' salaries, Head Teachers and Deputy Head Teachers, as required by law.
- To ensure that arrangements for Appraisal/Threshold Payments are implemented.
- Consider recommendation for incremental points following Staff and Head Teachers Appraisal.
- The Head Teacher will, report annually to this committee, in an anonymised format the most recent performance management outcomes for staff and their relationship to salary progression this report could include:
  - a) Any appeals or representations on an individual on the grounds of alleged discrimination, including the circumstances, where teachers have not made satisfactory progress towards objectives
  - b) Any instances where the training and development set out in the training and development annex of a planning and review statement has not been provided
- Where the relevant personal data is available the Head Teacher will include an analysis of the cases specified, above. However, the report will not enable any individual to be identified.
- To determine the grades for non-teaching staff in accordance with the LA Job Evaluation scheme.
- Review any amendments to the School's ISR. (Individual School Range) in line with the STPCD and make recommendations to the full Governing Body for approval. (School Teachers Pay and Conditions Document Setting Schools ISR)

### **PREMISES HEALTH & SAFETY REMIT**

- To consider and report to the Governing Body on aspects of building and premises, including monitoring the (DDA) Disability Discrimination Action Plan and Disaster Recovery Plan.
- To review the Health and Safety Policy and Training.
- To maintain a high standard of Health and Safety for all.
- To consider and prioritise future developments relating to the building/premises.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to the Governing Body's policy.
- To consider any requests from the school for residential educational visits and journeys relating to the curriculum.
- The named governor for Health and Safety to monitor risk assessment and report annually to the full governing body.

### **RAISING ACHIEVEMENT COMMITTEE REMIT** - Quorum 3

- To liaise with the Head Teacher over the preparation, monitoring and evaluation of School Development/Improvement Plans.
- To contribute, monitor and evaluate the School Self Evaluation Form.
- To monitor/evaluate progress against the OFSTED Action Plan (where applicable).
- To advise the Governing Body on curriculum organisation.
- To advise the Governing Body in establishing a curriculum policy statement.
- In liaison with the Head Teacher, agree targets aimed at raising standards of pupil performance including attendance targets.
- Monitor the effects of pupil attendance, fixed term and permanent exclusions on pupil attainment through the Head Teacher's report.
- To monitor and evaluate pupil performance across all year groups, including targeted groups: i.e Ability Groups and Vulnerable groups eg Looked After Children, Ethnic Minority/English as an Additional Language, SEND, Travellers, Refugees/Asylum Seekers, Excluded Pupils, termly using external comparative data and the school pupil tracking systems.
- To approve policies for sex education, religious education, collective worship, SEND, Inclusion and other policies related to the Curriculum.
- Monitor the effectiveness of the way school promotes Parental Engagement and extended activities.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision ie SEND, EYFS.

- Monitor safeguarding arrangements and ensure that policies and procedures and training in school complies with the law at all times.
- Ensure pupils' spiritual, moral and cultural development including the promotion of fundamental British values, are at the heart of the school's work.
- Governor Visits reports to be completed by individual governors and report to full Governing Body.

***Concerns/Appeals Committee – Pool Membership (all governors except those employed in school in any capacity)***

**COMPLAINTS/CONCERN AND APPEALS COMMITTEES** - Quorum 3

**Pool Membership** to be identified as required. Staff Governors cannot sit on either the complaint or appeals committee. A Governor who serves on a Complaints Committee may not serve on an Appeals Committee. (Gender balance of governors should sit on each Committee if possible subject to availability of respective governors). ***Where insufficient governors can be appointed as a result of governors being tainted by prior knowledge of lack of suitable experience Governors external to the governing body may be appointed with delegated powers.***

**Chair of Complaints/Appeals Committee** - Appointed at the meeting.

**Complaints/Concerns Committee Remit** - in full accordance with the schools' approved Behaviour/Complaints Policy

- To consider matters relating to pupil behaviour.
- To determine matters relating to the reinstatement of a permanently excluded pupil.
- To receive and act on any complaint from parents according to school policy.
- To discuss the need for staff reduction, and, if necessary set the criteria for nominating a member of staff as redundant.
- To determine which member(s) of staff will be nominated for dismissal/redundancy by applying the criteria established.
- To liaise and carry out formal consultation with representatives of recognised Trade Unions prior to the meeting of the nominating Committee.
- To consider any issue relating to capability, disciplinary or grievance.
- To consider appeals following Appraisal reviews to meet within 10 working days of receipt of an employee's notification of appeal.
- Confirm decision following Appraisal appeal within 10 days of the date in which it met and made the decision.
- To meet when required.

**APPEALS COMMITTEE REMIT**

- To hear an appeal from a member of staff regarding the decision to dismiss that member of staff, and determine, in the light of the appeal, whether the decision to dismiss should be upheld.
- To consider any appeal against grading from a member of the non-teaching staff and decide whether the appeal can be upheld.
- To hear appeals in respect of capability, disciplinary or grievance.
- To consider any appeal against salary assessment/grading from members of staff (teaching and non-teaching) and determine whether the appeal can be upheld.
- To hear pay appeal following decision of original Appraisal decision.

**APPRAISAL COMMITTEE REMIT** - Minimum of 2 Appointed Governors

Appraisal regulations require governing bodies to appoint two or three governors to appraise the Head Teacher. The appointed governors **must** undertake the performance review with the support of an External Adviser to ensure that clear objectives are set and monitored. Clear assessment should be made of performance overall and in particular the extent to which the Head Teacher has achieved his/her objectives. They must prepare a written statement recording the main points made by the appraiser, the Head Teacher's response and the conclusions reached.

The recommendation for deciding whether or not to award a performance point on the pay spine is delegated to the governors conducting the performance review who will make a recommendation to the Finance and Resources Committee who must be mindful of the School's Pay Policy.

Any alteration to the school ISR (Individual School Range) must be made with the approval of the full governing body.

- To agree objectives with the Head Teacher and ***External Adviser*** in respect of performance management.
- To monitor objectives with the ***External Adviser*** half yearly.