

Pot Kiln Primary School



Committee Structure and Terms of Reference

Date approved by the Full Governing Body:

Signed:  15.10.19

Date of Review: Autumn Term 2020

The Governing Body

The Governing Body needs to take a strategic role, act as a critical friend to the School 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 members 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 keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually***
- *Any items which the Governing Body may wish to include*

***these matters cannot be delegated to either a committee or an individual**

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

These terms of reference agreed by the Governing Body | 15.10.19

Name of Governor	End of term of Office
Mrs L Arnold	23/09/2020
Mrs L Kapović	ex-officio
Mrs L Ford-Platt	09/10/2021
Mr G Jones	13/03/2021
Mrs B Jordan	10/12/2021
Mr P Korabik	01/04/2023
Mrs F Lock	15/07/2023
Mr K O'Connell	30/12/2022
Mr A Platt	15/07/2023
Mr B Troughton	26/3/2022

Chair of the Governing Body	Lou Arnold
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Vice-Chair of the Governing Body	Lesley Ford-Platt
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Clerk (s) to the Governing Body	Gill Philips
Quorum:	One half of the number of Governors in post

Pot Kiln Primary School

Appeals Committee

Terms of Reference To consider any appeal against a decision to dismiss a member of staff, made by the Hearings Committee (Cannot be delegated to an individual).

To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures, eg. Disciplinary, grievance, capability (Cannot be delegated to an individual).

To consider any appeal against selection for redundancy (Cannot be delegated to an individual).

Any items which individual Governing Body's may wish to include.

Membership It is suggested that due to prior probable knowledge, the Chairman of Governors should not be a member. Should an Appeals Committee need to meet, the Chairman of Governors & Headteacher will select 3 Governors from the pool of members.

Disqualification Headteacher, Any member of the Hearings Committee

Quorum 3

Members	Name	G/AM	Date Appointed
	Mrs L Ford-Platt		15.10.19
	Mr G Jones		15.10.19
	Mr P Korabik		15.10.19
	Mr K O'Connell		15.10.19
	Mr A Platt		15.10.19
	Mr B Troughton		15.10.19

TOR Approved

Chairman * indicates chairman

Clerk

Membership reviewed Annually

Pot Kiln Primary School Finance & Personnel Committee

Terms of Reference

- In consultation with the Headteacher, to approve the first formal budget plan of the financial year.
- To establish and maintain an annual financial plan and further 2 year strategic 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 Pot Kiln Primary School operates within the Financial Regulations of Suffolk County Council, and the Department for Educational Standards.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review Charges and Remissions Policy, and Financial Policy.
- To make decisions on expenditure following recommendations from other committees, eg Buildings proposals.
- To prepare financial statements for inclusion in the Governing Body papers.
- To determine whether sufficient funds are available to pay increments.
- To monitor Devolved Capital Funding.
- To monitor Special Educational Needs Budget.
- To monitor Pupil Premium funding.
- To monitor Sports Grant funding.
- To draft and keep under review the staffing structure in consultation with the Headteacher .
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment and procedure for all staff.
- To establish and review a Performance Management Policy for all staff.
- To review the application of the system of appraisal of staff.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendation to the Governing Body in respect of the annual performance review of the Headteacher and other staff.
- To consider any appeal against a decision on pay grading or pay awards.
- To ensure that any Governor sitting on Finance & Personnel Committee regularly receive appropriate training as and when it ever becomes available.

Membership

5 + Headteacher

Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance of any person employed to

work at Pot Kiln.

Quorum

3

Members

Name	G/AM	Date Appointed
Mrs L Kapović		15.10.19
Mr A Platt*		15.10.19
Mrs B Jordan		15.10.19
Mrs L Arnold		15.10.19
Mr K O'Connell		15.10.19
Mrs L Ford- Platt		15.10.19
Mr G Jones		15.10.19

Chairman

* indicates chairman

Clerk

LA

TOR Approved

1.10.19

Membership reviewed

Annually

Pot Kiln Primary School Hearings Committee

To make any determination to dismiss any member of staff (Unless delegated to the Headteacher).

To make any decisions under the Governing Body's personnel procedures, eg disciplinary, grievance, capability where the Headteacher is the subject of the action (Cannot be delegated to an individual).

To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (Unless delegated to the Headteacher).

To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others.

To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications , and the operation of the Governing Body's Charging Policy.

Any additional items which individual Governing Bodies may wish to include.

Terms of Reference

It is suggested that due to prior probable knowledge, the Chairman of Governors should not be a member. Should a Hearings Committee need to meet, the Chairman of Governors & Headteacher will select 3 Governors from the pool of members.

Membership

Headteacher

Disqualification

3

Quorum

Members

Name	G/AM	Date Appointed
Mrs L Ford-Platt		15.10.19
Mr G Jones		15.10.19
Mr P Korabik		15.10.19
Mr K O'Connell		15.10.19
Mr A Platt		15.10.19
Mr B Troughton		15.10.19

* indicates chairman

Chairman

TBA

Clerk

LA

TOR Approved

Membership reviewed

Annually

Pot Kiln Primary School

Headteacher's Performance Review Group

Terms of Reference

- To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets
- To decide, with the support of the School Improvement Partner (SIP), 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 Finance Committee in respect of awards for the successful meeting of targets set
- Additional items which individual Governing Bodies may wish to include

Membership

In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors.

Disqualification

The Headteacher and Staff Governors

Quorum

2

Members

Name	G/AM	Date Appointed
Mrs L Arnold		15.10.19
Mrs L Ford-Platt		15.10.19
Mr K OConnell		15.10.19

Chairman

* indicates chairman

Clerk

LA

TOR Approved

Membership reviewed

Annually

Pot Kiln Primary School

Inclusion & Discipline Committee

Terms of Reference	<p>To ensure that the guidance contained in 'Improving Behaviour and Attendance' document is practised in Pot Kiln Primary School, with specific reference to the role assigned to the Governing Body.</p> <p>To review the Behaviour; Attendance and Punctuality; Special Educational Needs; Supporting Pupils with Medical Needs; Child Protection; Race Equality and Equal Opportunities Policies, and make recommendations on changes to the Governing Body.</p> <p>Monitor attendance, behaviour and exclusions.</p> <p>Consider Local Authority papers on issues of concern to the committee.</p> <p>A sub-committee of the Discipline Committee will meet:</p> <p>To consider representations of parents in the case of exclusions of five days or less (Committee may not re-instate).</p> <p>To consider representations from parents in the case of exclusions totalling more than five, but not more than fifteen school days in one term (Meeting to be held between sixth and fiftieth school days after receiving notice of exclusion).</p> <p>To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than fifteen school days in one term, or where a pupil is denied the chance to take a public examination (Meeting to be held between sixth and fifteenth school days after receiving notice of exclusion).</p> <p>If the Clerk cannot recruit three governors from the Inclusion Committee for an Exclusion Hearing, then other governors can be called (In line with disqualification factors).</p>																					
Membership	<p>3 governors will be drawn for the Inclusion Committee membership, to consider particular exclusions. If a governor has a connection with the pupil, or the incident that could affect their ability to act impartially, they should not serve at the hearing.</p>																					
Disqualification	<p>Headteacher and any Governor with prior knowledge of the pupil, or incident. (It is also suggested that neither the Chair of Governors, nor a member of staff, due to probable knowledge, should be a member of the Discipline Committee)</p>																					
Quorum	3																					
Members	<table><thead><tr><th>Name</th><th>G/AM</th><th>Date Appointed</th></tr></thead><tbody><tr><td>Mrs L Ford-Platt</td><td></td><td>15.10.19</td></tr><tr><td>Mr G Jones</td><td></td><td>15.10.19</td></tr><tr><td>Mr P Korabik</td><td></td><td>15.10.19</td></tr><tr><td>Mr K O'Connell</td><td></td><td>15.10.19</td></tr><tr><td>Mr A Platt</td><td></td><td>15.10.19</td></tr><tr><td>Mr B Troughton</td><td></td><td>15.10.19</td></tr></tbody></table>	Name	G/AM	Date Appointed	Mrs L Ford-Platt		15.10.19	Mr G Jones		15.10.19	Mr P Korabik		15.10.19	Mr K O'Connell		15.10.19	Mr A Platt		15.10.19	Mr B Troughton		15.10.19
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TOR Approved																						
Membership reviewed	Annually																					

Pot Kiln Primary School Learning & Achievement Committee

Terms of Reference	<p>To consider and advise the Governing Body on standards and other matters relating to Pot Kiln Primary School's curriculum, including statutory requirements and the school's Curriculum Policy, including Profile and Prospectus.</p> <p>To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.</p> <p>To make arrangements for the Governing Body to be represented at School Improvement discussions with the Local Authority, and for reports to be received by the Governing Body.</p> <p>To make arrangements for the Governing Body to be represented at discussions with the Local Authority on Statutory Targets.</p> <p>To oversee arrangements for individual governors, to take a leading role in specific areas of provision, eg Special Educational Needs, Literacy, Numeracy, and to receive regular reports from them and advise the Governing Body.</p> <p>To oversee arrangements for Educational Visits, including the appointment of a named co-ordinator.</p> <p>To regularly monitor attainment and consider progress against targets, including arrangements for Statutory Targets.</p> <p>To ensure that any Governor sitting on Curriculum Committee regularly receives appropriate training as and when it ever becomes available.</p>
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Membership Whole Governing Body

Disqualification

Quorum 3

Members	Name	G/AM	Date Appointed (at first L&A Committee)
	Mrs L Arnold		15.10.19
	Mrs L Kapović		15.10.19
	Mrs L Ford-Platt		15.10.19
	Mr G Jones		15.10.19
	Mrs B Jordan		15.10.19
	Mr P Korabik		15.10.19
	Mrs F Lock		15.10.19
	Mr K O'Connell		15.10.19
	Mr A Platt		15.10.19
	Mr B Troughton		15.10.19

TOR Approved

Chairman

Clerk

Membership reviewed Annually

Pot Kiln Primary School

Premises, Health & Safety Committee

Terms of Reference

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 Finance Committee on premises-related expenditure.

In consultation with the Headteacher, and the Finance Committee, 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.

To ensure that any Governor sitting on Premises, Health & Safety Committee regularly receives appropriate training as and when it ever becomes available.

Membership

6

Disqualification

Quorum

3

Members

Name	G/AM	Date Appointed
Mrs L Arnold		15.10.19
Mrs L Kapović		15.10.19
Mrs B Jordan		15.10.19
Mr P Korabik		15.10.19
Mrs F Lock		15.10.19
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Chairman

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Membership reviewed

Annually