



GREEN LANE PRIMARY ACADEMY



GOVERNING BODY COMMITTEE STRUCTURE

The Academy Governing Body recognises that it is responsible for the conduct of the school, and must promote high standards of educational achievement at the school. It is the school's accountable body and as such has the following major responsibilities:

- **Strategic Role** - to provide a strategic view of the school by establishing a vision and setting the purpose and aims of the school within an agreed policy framework. To appoint and appraise all staff. To agree the school improvement plan which includes setting targets with supporting budgets and staffing structures;
- **Critical Friend** – to monitor and evaluate the work of the school, the effectiveness of the policy framework, progress towards targets, and the effectiveness of the school improvement plan. This includes; offering support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed.
- **Accountability** – to be accountable for its decisions to; each other for agreed actions, Pupils, Parents, Members, Staff, Community, Secretary of State, Ofsted, and to the Local Authority in relation to vulnerable and disadvantaged young people.

It is the Governing Body's intention following the guidelines within the Articles of Association (AA), Funding Agreement and Academies Financial Handbook (AFH) to delegate responsibilities adequately to Committees and to the Head Teacher and staff. This to ensure the most efficient and effective delivery of policy. The detail below identifies the membership and terms of reference of each committee.

FULL GOVERNING BODY - TERMS OF REFERENCE: Chair: M Pagan Quorum: From the Articles of Association - 'Shall be any three governors, or, where greater, any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting.'

Procedural/Operational

- 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 determine the election procedures for parent and staff governors
- To hold Governing Body meetings in accordance with the Articles of Association (at least 3 per 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 - including the membership and terms of reference
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals*
- To review the delegation arrangements annually*
- To publish an annual prospectus, containing at least the prescribed information.
- To publish an Annual Trustees Report, containing at least the prescribed information.
- To determine admission arrangements, numbers and appeal arrangements.
- To decide school session times and dates of school terms and holidays.
- 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 recommend the appointment of the external auditors on an annual basis to members and enter into a letter of engagement
- To set up a Register of Governors' Business Interests
- To monitor and review the procedure for Pecuniary Interests
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
- To ensure all documents required under statutory regulation are published on the academy's website
- To undertake an annual review of governing body performance
- To manage risk by establishing a register and reviewing and monitoring regularly.

- Any items which individual governing bodies may wish to include

Policy Review

- To review and approve all statutory policies in the line with requirements
- To review policy list annually and delegate to the appropriate committee/member of staff

The review will include the following:

- To review and agree all finance related policies.
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration.
- To approve and review a Performance Management policy for all staff.*
- To review and agree all staffing related policies.
- To review and agree all Premises/Health and Safety related policies.
- To review and approve policies for sex education, religious education, collective worship, SEN, Inclusion and other policies related to the Curriculum.
- To review and agree all academic, inclusion and safeguarding related policies.

Raising Achievement and Pupil Wellbeing

- To liaise with the Head Teacher over the preparation, monitoring and evaluation of Academy Improvement Plan and formally approve and adopt the Academy Development Plan
- To review and monitor the Academy Self Evaluation Form annually
- To contribute to, monitor and evaluate the Academy Self Evaluation Form.
- Establish a curriculum policy statement
- In liaison with the Head Teacher, agree targets aimed at raising standards of pupil performance including attendance targets.
- Monitor pupil attendance, fixed term and permanent exclusions on pupil attainment including effects on pupil attainment
- To monitor and evaluate pupil performance across all year groups termly, including targeted groups: e.g. Ability Groups and Vulnerable groups, Looked After Children, Ethnic Minority/English as an Additional Language, SEN, etc. using any available external data and academy pupil tracking systems.
- To update and publish, annually, a SEND information report
- To monitor the impact of Pupil Premium Funding
- To monitor impact of Sports Premium Funding
- To oversee arrangements for individual governors to take a leading role in specific areas of provision ie SEN, EYFS.
- Governor visits reports to be completed by individual governors and report to full Governing Body.
- To promote and support the broad principles of inclusion and diversity in the academy.
- To ensure academy compliance with Equal Opportunities and Equality Legislation.
- To consider all safeguarding and pupil wellbeing issues in the academy.

Finance & Audit

- To consider the academy indicative funding, notified annually by the DfE, and to assess its implications for the academy.
- To approve a balanced budget, and any significant changes to that budget, for the financial year to 31 August, which can draw on unspent funds brought forward from previous years. The board **must** minute its approval*
- The academy trust must submit to ESFA, in a form specified by ESFA a budget forecast return outturn and a 3-year budget forecast return which must be approved by the trustees before submission
- Consider financial priorities and proposals, in consultation with the Head Teacher, assuring that they align with the stated and agreed aims and objectives of the academy.
- To receive and make decisions on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any reserves or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Improvement Plan
- To agree limits of delegation as outlined in the Academy Financial Regulations Manual. Tenders will be sought in accordance with the Quotations and Tenders Section of the Academy Financial Regulations Manual and where applicable in line with EU Procurement Rules
- To monitor and review expenditure on a regular basis in line with the AFH requirements, and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE

- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To ensure the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the DFE guidance issued to academies
- To receive auditors' reports and to decide upon appropriate action in response to audit findings.
- To consider the adequacy and effectiveness of the Academies systems of internal control and its arrangements of risk management

Staffing

- To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment guidelines.
- To oversee the process leading to staff reductions
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy.
- To keep under review staff work/life balance, working conditions and well-being.

Premises/Health & Safety Remit

- To approve and adopt the Health and Safety Policy and to keep its practice under review and to make revisions where appropriate
- To consider and report to the Governing Body on aspects of building and premises, including monitoring the (DDA) Disability Discrimination Action Plan (Access Plan) and the Disaster Recovery Plan.
- To decide the priorities, including Health and Safety, for the maintenance and development of the academy's premises
- To review Health and Safety Training Needs.
- 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 academy's premises by outside users, subject to the Governing Body's policy.

(N.B. As the Academy operates a combined Committee – staff may be members but should not participate as members when Audit matters are discussed. They may remain in attendance to provide information and participate in discussions.)

STAFF APPRAISAL AND PAY REVIEW COMMITTEE

Chair: M. Pagan

Quorum: 2

Teaching and Support Staff Remit

- To implement the academy's Pay Policy for all staff (teaching and non-teaching) including the annual review of teachers' salaries, as required by law.
- To ensure that arrangements for Appraisal/Threshold Payments are implemented.
- In consultation with the Head Teacher, and taking into account the recommendations from Appraisal Reviewers, review the performance and pay of all other members of staff annually in line with legal requirements and with reference to the appraisal process.
- To consider recommendations from Performance Management Reviewers on relation to Pay Progression.
- Ensure that each member of teaching staff is notified of his/her annual salary for the academic year.
- To determine the grades for non-teaching staff

Head Teacher Appraisal Remit

Appraisal regulations require governing bodies to appraise the performance of the Head Teacher. The appointed governors should undertake the performance review with the support of an External Adviser to ensure that clear objectives are set and monitored.

- To agree objectives with the Head Teacher and **External Adviser** in respect of performance management.
- To monitor objectives with the **External Adviser**
- Clear assessment should be made of performance overall and in particular the extent to which the Head Teacher has achieved her objectives.
- To deciding whether or not to award a performance point on the pay spine in line with academy's Pay Policy.
- To consider and make recommendations to the Governing Body on the appraisal, remuneration and terms and conditions of service of the Head Teacher.

The recommendation for *any* alteration to the school ISR (Individual School Range) must be made with the approval of the full governing body.

COMPLAINTS/CONCERNS COMMITTEE

Quorum: 2

Pool Membership for Complaints and Appeals Committees. 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.

Chair of Complaints Committee: Appointed at the meeting.

Complaints/Concerns Committee Remit (in full accordance with the academy's 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 academy 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 meet when required

APPEALS COMMITTEE

Quorum: 2

Chair of Complaints Committee: Appointed at the meeting.

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 consider appeals following Appraisal reviews to meet within 10 working days of receipt of an employee's notification of appeal.
- Confirm decision following Appraisal within 10 days of the date in which it met and made the decision.
- To meet when required.

