



**Alexandra Infant School and Alexandra Junior School**

**Committee Structure**

**and**

**Terms of Reference**

## The Role of the Chair of the Governing Body

- ❖ To ensure the business of the Governing Body is conducted properly, in accordance with legal and Stoke on Trent Council delegation requirements.
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – the Head Teacher, Staff Governors, Pupils, Staff Members**

## The Role of the Clerk to the Governing Body

- ❖ To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- ❖ To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the Governing Body
- ❖ To attend meetings of the Governing Body and ensure minutes are taken
- ❖ To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Head Teacher**

## The Role of the Chair of a Committee

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – none**

## The Role of the Clerk to Committees

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

**Disqualification – the Head Teacher**

# 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 approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually\***
- To meet soon after the LA's termly briefings for Chairs and Head Teachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher
- To undertake tasks delegated to them by the Governing Body
- *Additional items which individual Governing Bodies 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**

16/1/18

<b>Name of Governor</b>	<b>End of term of Office</b>
Mrs A Walmsley White	Aug 2020
Mrs. J Gilson	Aug 2024
Mr. P. Guest	Aug 2024
Mrs .S. Adams	Aug 2024
Mr .M. Bennett	Aug 2020
Mrs. A. Lupton	Aug 2024
Miss J Rowe	Aug 2024
Mr R Muller	Aug 2024
Mr A Powell	June 2024
Ms A Allcock	Dec 2022
Mrs N Din	Aug 2024
Mr Imran Shah	April 2023
Miss Sithembinkosi Mudumo	March 2022

<b>Chair of the Governing Body</b>	Mrs A Walmsley White
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<b>Vice-Chair of the Governing Body</b>	Mr Andrew Powell
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<b>Clerk (s) to the Governing Body</b>	Governor Support
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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# Hearings Committee

Governors Chosen from the Personnel Committee

## Terms of reference:

- 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 e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action\***
- 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:
- *Additional items which individual Governing Bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – not less than 3 members of the Governing Body

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher

(It is **suggested** that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	16/1/18
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Mr. Matthew Bennett	December 2015
Mr A Powell	Jan 2018
Ms A Allcock	Jan 2018

<b>Chair of the Committee</b>	Matthew Bennett
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<b>Clerk to the Committee *</b>	Elected at meeting
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\*May be provided by LA when Area Insurance purchased

<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	December	<b>2015</b>
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<b>Date of review</b>	16 January 2018
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# Dismissal Appeals/Complaints Committee

**Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- Any items which individual governing bodies may wish to include

\*cannot be delegated to an individual

**Membership** – no fewer members than the Hearings Committee

**Disqualification** – The Headteacher  
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	16/1/18
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Mr. P. Guest	December 2015
Mrs. J. Gilson	December 2015
Mrs .N. Din	July 2016

<b>Chair of the Committee</b>	Mr .P .Guest
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<b>Clerk to the Committee *</b>	Elected at meeting
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	December 2015
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<b>Date of review:</b>	
January	2018

# Finance, Personnel and H & S Committee

## Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial 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 the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- 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
- *Additional items which individual Governing Bodies may wish to include*

## 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 review of any person employed to work at the school

<b>These terms of reference agreed by the Governing Body</b>	26/03/15
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<b>Name of Governor/Associate Member</b>	<b>Date Appointed to the Committee</b>
Mr Matthew Bennett	December 2015
Mrs D Shaw	January 2018
Mr A Powell	January 2018
Mrs Julie Gilson	December 2015
Mrs Sally Adams	December 2015
Mr R Muller	January 2018
Mrs J Rowe	January 2018
Mrs A Lupton	January 2018
Ms A Allcock	January 2018

<b>Chair of the Committee</b>	Mr Matthew Bennett
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<b>Clerk to the Committee</b>	LA Governor Support
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	December 2015
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<b>Date of review:</b>	January 2018
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# Standards and Provision Committee

## Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	14/07/16
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<b>Name of Governor/Associate Member</b>	<b>Date Appointed to the Committee</b>
Mrs D Shaw	January 2018
Mrs M Tatton	January 2018
Mr R Muller	January 2018
Mrs J Rowe	January 2018
Mrs A Lupton	January 2018
Mrs N Din	January 2018
Mrs S Adams	January 2018
Mrs A Walmsley White	January 2018
Mr P Guest	January 2018
Mrs J Gilson	January 2018

<b>Chair of the Committee</b>	Mrs A Walmsley White
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<b>Clerk to the Committee</b>	Elected at the meeting
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	December 2015
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<b>Date of review:</b>	January 2018
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# Head Teacher's Performance Review Group

## Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, 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 – 2 or 3 out of 4, but** 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 Head Teacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	December 2015/15
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Mrs A Walmsley White	January 2018
Mrs M Tatton	January 2018
Mr A Powell	January 2018
Mr M Bennett	January 2018

<b>Chair of the Group</b>	Mrs A Walmsley White
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<b>Review Officer</b>	External Consultant
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<b>Quorum (minimum of 2 suggested)</b>	2
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<b>Date Group established</b>	December 2015
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<b>Date of review:</b>	January 2018
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