

Meeting and Committee Structure 2021-22

The Full Governing Board will meet in each half-term (six meetings over the year). Additional meetings will be held as required.

The following two committees will operate throughout the 2021-22 school year:

- Personnel and Resources
- Curriculum, Performance and Community

The purpose of the committees is to provide appropriate time for scrutiny and discussion of specific areas of governance. The broad areas of responsibility of the two committees are as follows:

Personnel and Resources committee

- Finance
- Personnel including staff wellbeing
- Premises and health and safety
- Data protection compliance
- Website compliance
- Governor training (induction and CPD)

Curriculum, Performance and Community Committee

- Curriculum
- Performance (pupil progress and achievement)
- Attendance and behaviour
- SEND, nurture and pupil wellbeing
- Premiums (Pupil, PE and sports, catch up)
- Equality, diversity and inclusion
- Parent and carer engagement

Each committee will meet at least termly, with meetings usually held between the two scheduled meetings of the Full Governing Board each term.

Each governor is asked to agree to be a member of one of the two committees and to endeavour to attend all meetings of this committee. All governors are welcome to attend meetings of both committees.

Committees are accountable to the Full Governing Board. The Full Governing Board retains the authority to overrule or modify decisions taken at committee, to agree additional actions, to create or disband committees, or change a committee's terms of reference.

The Full Governing Board cannot delegate certain statutory responsibilities to committees or individuals. This includes responsibility for safeguarding as detailed in Part two of Keeping Children Safe in Education. (However, a governor can be identified to lead on the monitoring of safeguarding.) Additionally, the Full Governing Board may choose not to delegate certain responsibilities even if it legally could do so.

Policy and key document approval

A schedule of policies and key documents will be maintained, including the approval level for each policy/document as agreed by the Full Governing Board and meeting statutory any requirements. This policy schedule will be reported termly to the Full Governing Board by the Chair of Governors and the Headteacher. Appropriate action will be taken to address any identified policy gaps and overdue reviews taking account of governor and executive time and relative risks.

Committee reporting

Committees must promptly report to the Full Governing Board on their work, decisions made and any recommendations or items for consideration by the Full Governing Board.

The draft minutes of all committee meetings will be added to GovernorHub by the Clerk once they have been approved by the Committee Chair.

The second Full Governing Board meeting each term will include summary reports from each committee, and any items requiring consideration or approval by the Full Governing Board. The Committee Chairs and the Clerk will confirm with the Chair of Governors any agenda items for the Full Governing Board that have originated at Committees.

Terms of reference of the Personnel and Resources Committee

General terms

- To act on matters delegated by the Full Governing Board
- To contribute to the School Improvement and Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions
- To develop and review policies identified within the school's policy schedule and in accordance with its delegated powers

Meetings

- Quorum for this committee is four governors
- To hold at least one meeting each term but otherwise to meet as required
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher or committee chair)
- To receive reports concerning the work of the committee, from the Headteacher, governors with delegated responsibility and others, and to consider whether further action is required
- To establish role descriptions for individual governors leading on specific areas of the committee's work; to take responsibility as a committee to ensure all responsibilities are fulfilled, including managing any periods of absence or vacancies in roles
- To promptly report all decisions and recommendations to the Full Governing Board
- To promptly share minutes of meetings of the committee with the Full Governing Board (excluding matters deemed confidential)
- Decisions taken must be determined by a majority of votes of committee members present and voting

Finance

- To provide guidance and assistance to the Full Governing Board and the Headteacher on all matters relating to budgeting and finance, with reference to the 'Norfolk Scheme for Financing Schools'
- To review, adopt and monitor a **Finance** policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, headteacher and other nominated staff
- To review, adopt and monitor all additional financial policies, including a **Charging and Remissions** policy
- To review, adopt and monitor a **business continuity plan**
- To ensure the school maintains an **asset register**
- To recommend the level of delegation to the Headteacher for the day to day financial management of the school

- To review any internal or external audit reports on the effectiveness of the financial procedures and controls
- To establish and maintain a **three-year financial plan**, taking account the priorities of the school's improvement and development plan, roll projection and signals from central government and (if applicable) the local authority regarding future years' budgets, within the constraints of available information
- To draft and propose to the Full Governing Board for adoption an **annual school budget** considering the priorities of the school's improvement and development plan (or post-Ofsted action plan)
- To make decisions in respect of service level agreements and to consider the awarding of contracts by tender according to the stated amount within the Finance policy
- To ensure that enough funds are set aside for pay increments as set out in the Pay policy and as recommended by the Headteacher
- To ensure a system is in place, up to date, and from which it is possible to identify planned replacement of resources
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- Subject to the local scheme of delegation, to approve any budget virements that will from time to time be necessary in response to the evolving requirements of the school
- To monitor the impact of spending decisions upon educational achievement in school
- To receive at least termly budget monitoring reports from the Headteacher [monthly budgets to be reviewed by the Finance governor and shared on GovernorHub]
- To report at least termly to the Full Governing Board and to alert the Board of potential problems or significant anomalies at an early stage and provide the information the Board needs to perform its duties
- To review and complete the **School Financial Value Standard (SFVS)** and report this to the Full Governing Board prior to submission; to ensure the SFVS is submitted by the due deadline; to undertake any remedial action identified as part of the SFVS; and to receive and act upon any issues identified by a local authority audit
- To ensure the audit of unofficial school funds (where in place)
- The Chair of Governors should ensure a skills matrix has been completed by those governors directly responsible with financial management and signpost training where required
- To recommend to the Full Governing Board a policy for **payment of governors' allowances** and to be responsible for monitoring and reviewing this policy.

Personnel including staff wellbeing

- To ensure that the school is staffed sufficiently for the effective operation of the school and the fulfilment of the school's improvement and development plan
- To recommend an affordable **staffing establishment and structure** to the Full Governing Board that informs the first budget plan of the year, and to monitor and review to inform subsequent budget revisions
- To establish and oversee the operation of the school's **Performance Management** policies and **Capability** policies, including the arrangements and operation of the school's performance management procedures for the Headteacher
- To recommend a **Pay policy for all categories of staff** to the Full Governing Board, and to be responsible for the administration and review of this policy. *[Note: with the exception of the Headteacher, any governor employed by the school is excluded from taking decisions relating to pay; and the Headteacher is excluded from taking decisions relating to his/her own pay].*
- To ensure that staffing procedures (including **recruitment** procedures) follow equalities legislation
- To annually review procedures for dealing with **staff discipline, conduct and grievances** and make recommendations to the Full Governing Board for approval
- To ensure the **staff code of conduct** is updated annually
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the Full Governing Board **staff selection** procedures, ensuring that they conform with safer recruitment practice and the requirements of 'Keeping Children Safe in Education', and to review these procedures as necessary
- To ensure the school has capacity to support any **early career teachers** and that the Headteacher is fulfilling their responsibilities and to refer any concerns to the Full Governing Board
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training
- To monitor staff wellbeing including through monitoring staff absence and through a whole staff survey conducted at least annually
- To monitor staff training and continuing professional development

Premises and health and safety

- To provide support and guidance to the Full Governing Board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- To inform the Full Governing Board of the report and **set out a proposed order of priorities for maintenance and development**, for the approval of the Full Governing Board
- To arrange professional surveys and emergency work as necessary

- *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff; in this event the headteacher would normally be expected to consult the Committee Chair at the earliest opportunity.*
- To create a project group where necessary to oversee any major developments
- To establish and keep under review an **Accessibility Plan** and a **Premises Development Plan**
- To review, adopt and monitor a **Health and Safety** policy and a **First Aid** policy
- To review, adopt and monitor an **Educational Visits** policy including thorough **risk assessment**
- To ensure the Full Governing Board's responsibilities under section 89 of the Environmental Protection Act 1990 are discharged and the school's land is, so far as is practicable, kept clear of litter and refuse.
- To review, adopt and monitor a policy for the **Lettings**
- To develop a **plan for capital expenditure** and to implement the plan after approval by the Full Governing Board; to monitor expenditure against plan during any works

Other areas

- To review, adopt and monitor a **Data Protection** policy
- To monitor compliance with statutory requirements regarding **school information published on a website**
- To monitor and review governor induction, training and development and maintain **governor training records**
- To monitor the collective skills and expertise of the governing board, including through completion of a skills audit annually, and to establish training and development priorities

Policies for review/approval by the Personnel and Resources Committee

The school's policy schedule is a live document that will be maintained by the Headteacher and updated throughout the year to reflect the latest versions of school policies and approved delegations. The policy schedule will be reported to the Full Governing Board termly. At September 2021, the following policies fall under the remit of this committee:

Finance policies

- Charging and remissions¹
- Finance³
- Budgets and revisions³ **[first budget plan to be approved at FGB]**
- School Financial Value Standard (SFVS)³ **[approval at FGB]**
- Business continuity plan³ (and appropriate insurance)
- Asset register³

Personnel policies

- Staffing establishment and structure **[informs first budget plan to be approved at FGB]**
- Capability of staff¹
- Early career teachers¹ **[approval at FGB]**
- Staff discipline, conduct and grievance procedures¹ **[approval at FGB]**
- Staff code of conduct⁴
- Pay including Teachers' pay¹ and support staff **[approval at FGB]**
- Performance management/teacher appraisal²
- Recruitment and selection^{3,4} **[approval at FGB]**

Premises and health and safety policies

- Health and safety^{1,4} **[approval at FGB]**
- First aid in school^{1,4} **[approval at FGB]**
- Premises management documents¹, including:
 - Priorities for maintenance and development **[approval at FGB]**
 - Premises development plan
 - Plan for capital expenditure **[approval at FGB]**
- Accessibility plan¹
- Lettings
- Educational visits⁴ (including risk assessment)

Other policies

- Data protection¹
- School information published on a website¹
- Governor training records

Terms of reference of the Curriculum, Performance and Community Committee

General terms

- To act on matters delegated by the Full Governing Board
- To contribute to the School Improvement and Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions
- To develop and review policies identified within the school's policy schedule and in accordance with its delegated powers

Meetings

- Quorum for this committee is four governors
- To hold at least one meeting each term but otherwise to meet as required
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher or committee chair)
- To receive reports concerning the work of the committee, from the Headteacher, governors with delegated responsibility and others, and to consider whether further action is required
- To establish role descriptions for individual governors leading on specific areas of the committee's work; to take responsibility as a committee to ensure all responsibilities are fulfilled, including managing any periods of absence or vacancies in roles
- To promptly report all decisions and recommendations to the Full Governing Board
- To promptly share minutes of meetings of the committee with the Full Governing Board (excluding matters deemed confidential)
- Decisions taken must be determined by a majority of votes of committee members present and voting

Curriculum

- To review, monitor and evaluate the curriculum offer and ensure it meets statutory requirements
- To review and monitor arrangements for non-staff governors to link with curriculum leads among teaching staff
- To recommend for approval to the Full Governing Board the Self-Evaluation Form and the School Improvement and Development Plan
- To establish and oversee an annual programme of governor monitoring, including termly deep dives [Subject to any health and safety restrictions]
- To review governor monitoring reports and any recommendations made and consider whether further action is required
- To advise the Personnel and Resources committee on the relative funding priorities necessary to deliver the curriculum

- To review, adopt and monitor curriculum-related policies, and in particular a **relationships, sex and health education policy** that meets statutory requirements
- To review, adopt and monitor a **Remote Learning** policy (new for 2020)

Performance (pupil progress and achievement)

- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate **rates of progress and standards of achievement** by pupils, including any underachieving groups
- To oversee reporting to parents according to statutory requirements
- To set priorities for improvement, and to monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement
- To review, adopt and monitor an **Assessment** policy
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews, and evaluate the implementation of any improvement plans

Attendance and behaviour

- To recommend to the Full Governing Board a written statement of behaviour principles and a behaviour policy informed by this written statement.
- To review and monitor the **Behaviour** policy and any related system of rewards and sanctions.
- To review, adopt and monitor a **Combatting bullying** Policy
- To review, adopt and monitor an **Exclusion** policy either as a standalone policy or as part of the Behaviour policy
- To recommend to the Full Governing Board an **Attendance** policy and attendance targets for the year
- To provide additional time as needed to monitor school attendance and consider whether further information is required [note that attendance data is to be reported half-termly to each Full Governing Board meeting]

Pupil premium and PE and sports premium (and similar funding)

- To review and monitor the use and impact of pupil premium, PE and sports premium and any similar funding against plans approved plans
- To recommend to the Full Governing Board **plans for the use of future pupil premium, PE and sports premium** and similar funding

SEND, nurture and pupil wellbeing

- To ensure that the requirements of children identified as having special educational needs or disabilities (SEND) are met, as laid out in the Code of Practice
- To recommend for approval at the Full Governing Board an annual **SEN information report** that meets statutory requirements
- To monitor and evaluate the school's nurture programme to support the wellbeing of all pupils
- To receive termly reports from the SENDCo and an annual report from the SEND governor
- To monitor pupil wellbeing including through an annual whole school pupil survey

Equality, diversity and inclusion

- To monitor, evaluate and develop the school's approach to equality, diversity and inclusion and to identify where further action is required
- To ensure the requirements of the Public Sector Equality Duty are met including publishing **annual information** on people sharing protected characteristics, **and** updating **equality objectives** at least every four years

Parent and carer engagement

- To monitor, evaluate and develop the school's approach to working with parents and carers and to identify where further action is required to ensure meaningful engagement and consideration of parents' views
- To ensure parental engagement is used by the Full Governing Board to inform and influence strategic decision-making
- To review and approve the **Home-school agreement** and the **School Prospectus**
- To review, adopt and monitor the school's **Complaints Procedure**
- To monitor and evaluate the effectiveness of communication between the school and parents and carers
- To monitor and support the school's relationship with its PTA or any successor friends of the school
- To review and approve the **Social Media** policy

Policies for review/approval by the Curriculum, Performance and Community Committee

The school's policy schedule is a live document that will be maintained by the Headteacher and updated throughout the year to reflect the latest versions of school policies and approved delegations. The policy schedule will be reported to the Full Governing Board termly. At September 2021, the following policies fall under the remit of this committee:

Curriculum

- Curriculum offer and related policies
- Remote learning policy [new statutory requirement Oct 2020]
- Relationships, sex and health education^{1,4} (RSHE)
- Link governor arrangements
- Self-evaluation form **[approval at FGB]**
- School improvement and development plan **[approval at FGB]**
- Programme of governor monitoring **[reported to FGB]**

Performance

- Progress and achievement data **[reported to FGB]**
- Attendance policy^{1,3,4} and targets **[approval at FGB and data reported to FGB]**
- Combatting bullying⁴
- Assessment policy³
- Behaviour policy^{1,4} **[behaviour principles written statement to be approved by FGB]**
- Exclusion policy¹ [either standalone or as part of Behaviour policy]
- Pupil premium plan³ **[approval at FGB]**
- PE and sports premium plan³ **[approval at FGB]**
- Other premium plans (if any) **[approval at FGB]**

Other areas

- SEN information report¹ **[approval at FGB]**
- Equality information and objectives statement for publication¹
- Home-school agreement²
- School prospectus
- School complaints procedure¹
- Social media policy

Further policies and other documents directly approved by or reported to the Full Governing Board

Statutory

- Admission arrangements¹
- Statement of procedures for dealing with allegations of abuse against staff¹
- Child protection policy and procedures^{1, 4}
- Children with health needs who cannot attend school¹
- Designated teacher for looked-after and previously looked-after children¹
- Supporting pupils with medical conditions (including intimate care and medicine administration)¹
- Governors' allowances¹ (schemes for paying)
- Instrument of government¹
- Register of business interests of headteachers and governors¹
- Single central record (compliance)¹
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Other

- Minutes and papers considered at governing board and its committees²
- Online safety (and pupil online code of conduct)^{3,4}
- School self-evaluation of safeguarding³
- Harassment and discrimination including racial abuse⁴
- Low level concerns⁴
- Whistleblowing⁴

References

¹ [GOV.UK Statutory policies for schools August 2021 \[Accessed 12-09-21\]](#)

² NCC Governance Toolkit 2019/20

³ NCC Towards Excellence Feb 20 - Guidance for Governing Boards considering collapsing their committees

⁴ Safeguarding (listed in the school's 2021/22 safeguarding policy)