



PENNINE WAY PRIMARY SCHOOL

GOVERNING BOARD

AND

COMMITTEE STRUCTURES

**September 2021
(Review September 2022)**

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Section 1 - Standing orders (for the procedural workings of the governing board)

The governing board of **Pennine Way Primary School** constituted on 14th November 2014 in line with the School Governance (Procedures) (England) Regulations 2014. The following are the procedures adopted herewith:

Meetings of the governing board

The governing board notes the requirement to meet at least three times in each school year. Meetings will be scheduled as part of an annual timetable, and the governance professional in consultation with the chair and the headteacher will draw up the agenda. Signed minutes will be kept by the governance professional and are available for inspection at school.

Terms of office

The governing board resolves that both the chairman and vice-chairman of governors will have a term of office of one year and the term of office will end on the date of the first governing board meeting after the anniversary of his/her election.

Election of chairman and vice-chairman

The governing board resolves that the following process will apply to the election of chairman and vice-chairman:

- Governors will be able to submit verbal nominations at final meeting of the academic year.
- A governor can nominate him/herself for office.
- Nominees will be asked to leave the room whilst the election process takes place.
- If there is a tie, governors should discuss the strengths of the nominees further, and another vote will be taken.
- Nominees will return to the meeting and the governance professional will announce the result.

Terms of office for each category of governor

The governing board resolves to have the same terms for all categories of governor. The agreed term is four years.

Appointment of the governance professional

The governing board resolves that **Mrs Sue Glendinning** acts as the governance professional.

Quorum

The governing board notes the requirements in respect of a quorum in that one half of complete membership are required to be present before decisions can be made.

Committees and working parties

Committees are set up with delegated powers by the governing board (minuted at full governing board meetings). The establishment, terms of reference, constitution and membership of committees will be reviewed annually.

Working parties may be set up by the governing board but do not have any delegated powers and cannot make any decisions

A working party can only bring recommendations to the full governing board.

Membership of committees

Terms of reference – See section 6

Full membership – See section 4

Quorum for all committee meetings is 3 governors.

Each committee will nominate a governance professional (this cannot be the chair).

Committee minutes will be taken of each committee meeting and circulated to the following meeting of the full governing board.

Delegation of functions

The governing board agrees the delegation of the functions as described in the terms of reference for each committee in section 6.

Declaration

The governing board, at its meeting on **20 September 2021** resolved to adopt the standing orders.

The governance professional to the governing board holds a copy in the formal governing board records, and a copy has been retained at the school for reference.

Section 2 - Instrument of Government

CUMBRIA COUNTY COUNCIL
INSTRUMENT OF GOVERNMENT

- 1 The name of the school is **Pennine Way Primary School**.
2. The school is a foundation school.
3. The name of the governing body is "**The Governing Body of Pennine Way Primary School**"
4. The governing body shall consist of:
 - a. 4 parent governors
 - b. 1 LA governor
 - c. 2 staff governors
 - d. 3 co-opted governors
5. Total number of governors 10
6. Any existing or previous instrument of government for the school shall be revoked with effect from the coming into operation of the new instrument of government.
7. This instrument of government comes into effect on 14th November 2014.
8. This instrument was made by order of Cumbria Local Education Authority on the 14th day of November 2014

The Common seal of)

CUMBRIA COUNTY)

COUNCIL was hereunto)

Affixed in the presence of:) c20846

Section 3 - Code of practice for governing boards and governors

An effective governing board must have a clear sense of purpose and direction for its school. The governing board is accountable to the school community and broader community for the effectiveness of the school. In its work, the governing board will collaborate with, and be questioning of, the headteacher and staff, who are responsible for the day-to-day management and operation of the school.

The governing board has the following core strategic functions:

- Certifying the strategic direction of the school by:
 - Setting and ensuring there is clarity of vision, ethos, and strategic direction, determining priorities and setting targets. Complying with all statutory duties.
- Ensuring accountability by:
 - Appointing a headteacher who is fit for purpose and holding the executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
 - Ensuring the voice of stakeholders are heard.
- Managing financial performance by:
 - Overseeing the financial performance of the organisation and making sure that its money is well spent.

As individuals on the governing board we agree to fulfil our roles and responsibilities

- 1) We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day to day management.
- 2) We will develop, share, and live the ethos and values of our school.
- 3) We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
- 4) We will work collectively for the benefit of the school.
- 5) We will be candid but constructive and respectful when holding senior leaders to account.
- 6) We will consider how our decisions may affect the school and local community.
- 7) We will stand by the decisions that we make as a collective.
- 8) Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
- 9) We will only speak or act on behalf of the board if we have the authority to do so.
- 10) We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
- 11) When making or responding to complaints we will follow the established procedures.
- 12) We will strive to uphold the school's reputation in our private communications (including on social media).

Demonstrate our commitment to the role

- We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees where required.
- We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will continue to honour the commitments made in this code.
- We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

- We will develop effective working relationships with school leaders, staff, parents, and other relevant stakeholders from our local community.
- We will express views openly, courteously, and respectfully in all our communications with board members and staff both inside and outside of meetings.
- We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

- We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils, or families.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.
- We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

- We will declare any business, personal or other interest that we have in connection with the board's business and these will be recorded in the Register of Business Interests.
- We will also declare any conflict of loyalty at the start of any meeting should the need arise.
- If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
- We accept that the Register of Business Interests will be published on the school website.
- We will act in the best interests of the school as a whole and not as a representative of any group.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- We accept that information relating to board members will be collected and recorded on the DfE's national database of governors (Get information about schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions

Revised September 2021

Review July 2022

The Seven Principles of Public Life The Nolan Principles

Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example

Section 4 – Scheme of Delegation Governing Board Decision Planner

This planner shows to which level the governing board may legally delegate functions

KEY
Level 1: Full governing board. **Level 2:** A committee of the governing board. **Level 3:** An individual governor. **Level 4:** Headteacher.

Column blank: Action could be undertaken by this level.

Column blocked off: Function cannot be legally carried out at this level.

***Although decisions may be delegated, the governing board as a whole remains responsible for any decision made under delegation**

Key Function	No	Tasks	Decision Level				
			1	2	3	4	
Budgets	1	To approve the first formal budget plan each financial year	X				
	2	To monitor monthly expenditure.		X		X	
	3	To establish a charging and remissions policy		X			
	4	Miscellaneous financial decisions		X		X	
	5	To enter into contracts (GB may agree financial limits)	X			X	
	6	To make payments				X	
Staffing	7	Headteacher appointments (selection panel)	X				
	8	Deputy appointments (selection panel)	X				
	9	Appoint other teachers		X		X	
	10	Appoint non-teaching staff		X		X	
	Committee > GB Ratify	11	Agree a pay policy	X			
	Pay Policy Cttee > GB	12	Pay discretions	X			
		13	Establishing disciplinary/capability procedures	X			X
	GB must act through Staff Dismissal Committee	14	Dismissal of headteacher		X		
		15	Dismissal of other staff		X		
	C of G > Committee	16	Suspending head		X		
	17	Suspending staff (except head)		X		X	
	18	Ending suspension (head)		X			
	19	Ending suspension (except head)		X			
	20	Determining staff complement	X				
	22	Determining dismissal payments/ early retirement		X			
Curriculum	23	Ensure National Curriculum (NC) taught to all pupils and to consider any disapplication for pupil(s)	X			X	
	24	To establish a curriculum policy				X	
	25	To implement curriculum policy				X	
	26	To agree or reject and monitor curriculum policy		X			
	27	Responsible for standards of teaching				X	
	28	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)				X	
	29	Responsibility for individual child's education				X	
	30	Provision of sex education – to establish and keep up to date a written policy	X			X	
	31	To prohibit political indoctrination and ensuring the balanced treatment of political issues	X			X	
	32	To establish a charging and remissions policy for activities (non-NC based)		X			
Performance management	33	To formulate a performance management policy		X			
	34	To establish a performance management policy		X			
	35	To implement the performance management policy				X	
	36	To review annually the performance management policy		X			
Discipline/Exclusions	38	To establish a discipline policy	X				
	39	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X			
	40	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X			
Admissions	41	To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing board)	X				

	44	Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing board)	X			
Religious Education	47	Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) NB this must fall into line with locally agreed syllabus	X			X
Collective Worship	51	In all maintained schools to ensure that all pupils take part in a daily act of collective worship (after consulting GB)				X
	52	To make application to the advisory councils, SACRE, concerning the requirements for collective worship (schools without a religious character) to disapply (after consulting GB)				X
	53	Arrangements for collective worship (schools without religious character (after consulting GB)				X
Premises & Insurance	55	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision)	X			
	56	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision)	X			
	57	Procuring and maintaining buildings, including developing properly funded maintenance plan		X		
Health & Safety	58	To institute a health and safety policy (in community and VC schools this would be the LA)	X			
	59	To ensure that health and safety regulations are followed	X			X
School Organisation	60	To publish proposals to change category of school	X			
	62	To set the times of school sessions and the dates of school terms and holidays except in community and VC schools where it is the LA	X			
	63	To ensure that the school meets for 380 sessions in a school year	X			X
	64	To ensure that school lunch nutritional standards are met where provided by the governing board.		X		
	67	To ensure provision of free school meals to those pupils meeting the criteria				X
	68	Adoption and review of home-school agreements	X			
GB Procedures	69	To draw up instrument of government and any amendments thereafter	X			
	70	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing board	X			
	71	To appoint and dismiss the governance professional to the governors	X			
	72	To hold a full governing board meeting at least three times in a school year or a meeting of the temporary governing board as often may require	X			
	73	To appoint and remove community or sponsor governors.	X			
	74	To set up a Register of Governors' Business Interests	X			
	75	To approve and set up a Governors Expenses Scheme	X			
	76	To discharge duties in respect of pupils with special needs by appointing a "responsible person" in community, voluntary and Foundation Schools			X	
	77	To consider whether or not to exercise delegation of functions to individuals or committees	X			
	78	To regulate the GB procedures (where not set out in law)	X			
Federations	79	To consider forming a federation or joining an existing federation	X			
	80	To consider requests from other schools to join the federation	X			
	81	To leave a federation	X			
Extended Schools	82*	To decide to offer additional activities and to what form these should take	X			
	83	To put into place, the additional services provided	X			
	84	To ensure delivery of services provided	X			
	85*	To cease providing extended school provision	X			

Section 5 – Pennine Way Primary School Governing Board and Committee Membership

Full governing board		Position	Curriculum responsibility
Pamela Brown	Parent Governor		EYFS
James Issitt	Parent Governor		Drama and music
Alan Greenfield	Parent Governor		Eco warrior
	Parent Governor		
Teresa Mulholland	LA Governor	Vice Chair	PE, Sport funding
Andrew Beattie	Staff Governor	Deputy Head	
Sue Blair	Staff Governor	Headteacher	
Jonathan Dees	Co-opted Governor		SEND
Caroline Carson	Co-opted Governor		Pupil Premium, English
Sean Reed	Co-opted Governor	Chair	Safeguarding, Maths,
Kenny Boom	Associate Member		
Chris Kania	Associate Member		Inclusion

Staffing and Finance Committee	
Jonathan Dees	Chair
Pamela Brown	Committee Clerk
Sue Blair	
Chris Kania	
Sean Reed	

Pay Committee	
Jonathan Dees	Chair
Sean Reed	Committee Clerk
Pamela Brown	
Alan Greenfield	

Premises, H+S / Catering Committee	
Sean Reed	Chair
Kenny Boom (Co-opted)	Committee Clerk
Sue Blair	
Alan Greenfield	
Chris Kania (Co-opted)	

Curriculum SEND Committee	
James Issitt	Chair
Caroline Carson	Committee Clerk
Andrew Beattie	
Pam Brown	

Safeguarding Committee	
Teresa Mulholland	Chair
Ramy Hassan	Committee Clerk
Andrew Beattie	
Chris Kania (Co-opted)	
Sean Reed	

Disciplinary Committee	Staff Dismissal Committee	Grievance Committee
Teresa Mullholland	Caroline Carson	Teresa Mullholland
Pamela Brown	Jonathan Dees	Pamela Brown
Alan Greenfield	James Issitt	Alan Greenfield

Appeals Committee
Three external governors required

Exclusions Committee	Admissions Committee	Official complaints Committee
Pamela Brown	Pamela Brown	Caroline Carson
Caroline Carson	Caroline Carson	Jonathan Dees
Jonathan Dees	Jonathan Dees	James Issitt

Section 6 – Committees: Terms of Reference

The Role of the Chairman of the Governing Board

- ❖ To ensure the business of the governing board is conducted properly, in accordance with legal and Cumbria County 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 board acts as a sounding board to the headteacher and provides strategic direction

Disqualification – the headteacher, staff governors, staff members, pupils

The Role of the Governance Professional to the Governing Board

- ❖ To work effectively with the chairman of governors, the other governors and the headteacher to support the governing board
- ❖ To advise the governing board on constitutional and procedural matters, duties and powers
- ❖ To convene meetings of the governing board
- ❖ To attend meetings of the governing board and ensure minutes are taken
- ❖ To maintain a register of members of the governing board and report vacancies to the governing board
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the governing board from time to time

Disqualification – governors, associate members, the headteacher

The Role of the Chairman 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 – staff governors, the headteacher

The Role of the Governance Professional to a Committee

- ❖ 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 board from time to time

Disqualification – the headteacher, staff governors

The Governing Board

The governing board 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	
Name of governor	End of term of office
Andrew Beattie	1 September 2025
Sue Blair	Ex officio
Pamela Brown	1 September 2025
Caroline Carson	September 2023
Jonathan Dees	March 2024
Alan Greenfield	1 September 2025
James Issitt	September 2022
Sean Reed	September 2023
Teresa Mulholland	September 2025
Vacancy	
Chairman of the governing board	Sean Reed
Vice-chairman of the governing board	Teresa Mullholland
Governance professional to the governing board	Sue Glendinning
Quorum: One half of the number of governors in post = 5	Full complement = 10 Currently = 9

Terms of reference:

- **To agree constitutional matters***, including procedures where the governing board has discretion
- To seek to fill vacancies as they arise and **to appoint new governors*** where it is possible for the governing board to do this, e.g. Co-opted governors
- **To hold at least three governing board meetings a year***
- **To appoint or remove the chair and vice chair***
- **To appoint or remove a governance professional to the governing board***
- **To establish the committees of the governing board and their terms of reference***
- To elect the chair of any committee, or to delegate this to the committee itself
- **To appoint or remove a governance professional to each committee***
- **To suspend or remove a governor***
- **To decide which functions of the governing board will be delegated to committees, groups and individuals, and review these annually***
- **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 board is necessary***
- To approve the first formal budget plan of the financial year - if not delegated to a committee
- To keep school policies and practice under review and to make revisions where appropriate - if not delegated to a committee
- To review annually aspects of financial delegation to the headteacher:
 - The day to day management of the budget allocation
 - The amount the headteacher can spend without referring to the governing board
 - The amount the headteacher may vire between budget headings

***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

Policies for review by the Governing Board

- Capability of staff
- Admissions Policy
- Complaints Policy
- Instrument of Government
- Staff discipline, conduct and grievance policies
- Child Protection Policy
- Statement of procedures for dealing with allegations of abuse against staff
- Supporting pupils with medical conditions

Staffing and Finance Committee

Name of Governor	Date appointed to committee
Sue Blair	20 September 2021
Pamela Brown	20 September 2021
Alan Greenfield	20 September 2021
Jonathan Dees	20 September 2021
Sean Reed	20 September 2021
Chairman of the committee	Jonathan Dees
Governance professional to the committee	Pamela Brown
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review	September 2022
<p>Terms of reference:</p> <ul style="list-style-type: none"> Membership and the Chairman is agreed at the first full governing board meeting of the academic year All outcomes to be recommended to the full governing board <p>Staffing</p> <ul style="list-style-type: none"> To agree and keep under review the staffing structure in consultation with the headteacher To establish a Staff Appraisal Policy and Pay Policy for the school and be responsible for the policy administration and review To ensure that all staff have up-to-date job descriptions To oversee appointment procedures for staff within the leadership team, and other staff where this has not been delegated to the headteacher under Staffing Regulations 2003 To ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members To ensure that formal DBS checks are carried out for all new members of staff and governors, and that the school maintains a Single Central Record of staff/governor checks for inspection purposes To oversee the process leading to staffing adjustments To agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence <p>Disqualification – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their pay or performance is under discussion.</p> <p>Pay Policy</p> <ul style="list-style-type: none"> To establish a Salary Policy for all categories of staff and to be responsible for its administration and review To review the salaries of teachers effective September 1 annually, in accordance with existing arrangements Notify staff members in writing of the decisions reached and the criteria used to determine their spine allocation To establish, review and monitor a Staff Appraisal policy for all staff To review the headteachers performance regarding school leadership and management To monitor and evaluate the headteachers annual appraisal (Select committee in place) To undertake a salary review at any other time the governing board directs there is a need to do so Make recommendations to the governing board for ratification <p>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</p> <p>Establish, monitor and review the following policies –</p> <ul style="list-style-type: none"> Central record of recruitment and vetting checks Contract for each member of staff (refer to LA) Employment policies (refer to LA policies) and Risk Assessments when required Staff discipline, conduct and grievance procedures (refer to LA policy) <p>Finance</p> <ul style="list-style-type: none"> Where authority has been delegated to the committee, and in consultation with the headteacher, to agree the first formal budget plan of the financial year, OR to make a formal recommendation to the full governing board To establish and maintain a 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 board 	

- To ensure that the school operates within the Financial Regulations of the County Council and meets the requirements of the School Financial Value Standard (SFVS)
- To ensure that the School Improvement Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes
- To review policies appropriate for this committee
- To make decisions in respect of bought in Service Level 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 receive and respond to reports from auditors
- To consider staff salary increases recommended by the headteacher
- To ensure all voluntary funds are properly audited annually for presentation to the governing board
- To report to the full governing board at each of its meetings
- To ensure that committee members undertake appropriate training

Disqualification – Exclusion from attendance at committee meetings will apply in relation to any person employed to work at the school other than as headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their own pay or performance is under discussion

Establish, monitor and review the following policies –

- Accessibility plan
- Teacher Appraisal policy
- Central record of recruitment and vetting checks
- Charging and remissions policy
- Pupil Premium Information
- Register of business interests of headteacher, governors
- Safer Recruitment Policy
- School's Finance Value Standard
- Teachers' pay policy (refer to LA)
- Whistleblowing Policy

Committee for Curriculum including Special Educational Needs

Name of governor	Date appointed to committee
Andrew Beattie	20 September 2021
Caroline Carson	20 September 2021
Jonathan Dees	20 September 2021
Alan Greenfield	20 September 2021
James Issitt	20 September 2021
Chris Kania (Co-opted)	20 September 2021
Teresa Mullholland	20 September 2021
Chairman of the committee	James Issitt
Governance professional to the committee	Caroline Carson
SEN Governor	Chris Kania
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review	September 2022

Terms of reference:

- To ensure that staff and governors comply with the safeguarding policy to ensure everyone's safety and wellbeing in school
- To consider and advise the governing board on standards and statutory requirements relating to the curriculum
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the governing board
- To review such policies as are deemed appropriate to this committee
- To ensure that the school complies with relevant legislation relating to equality and diversity
- To review school self-evaluation policy and ensure that identified priorities inform the School Improvement Plan
- To implement strategies to reduce pupil absence rates
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, English and maths, and receive regular reports from governors with curriculum responsibilities
- To oversee arrangements for educational visits, and ensure that an Educational Visits co-ordinator is appointed

Establish, monitor and review the following policies/procedures: -

- Accessibility policy
- Admissions policy
- Attendance register
- Behaviour policy
- Complaints procedure policy
- Data protection policy
- Early Years Policy
- Equality policy, statements and objectives
- Exclusion procedures
- Inclusion policy
- Key Stage 1 Assessments
- Key Stage 2 Assessments
- RE & collective worship policy
- Report on Individual Pupil's Progress
- Safeguarding/Child protection policy
- School session times
- SEND policy
- Sex and relationship education policy

Premises, health, safety, and catering committee

Name of governor	Date appointed to committee
Sean Reed	20 September 2021
Kenny Boom (Co-opted)	20 September 2021
Sue Blair	20 September 2021
Pamela Brown	20 September 2021
Alan Greenfield	20 September 2021
Chris Kania (Co-opted)	20 September 2021
Chairman of the committee	Sean Reed
Governance professional to the committee	Kenny Boom
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review	September 2022
<p>Health and safety and premises</p> <ul style="list-style-type: none"> • To ensure the necessary school management organisation is in place to implement the policy • In consultation with the headteacher and the finance committee, to oversee premises-related funding bids and make recommendations to the finance committee on premises-related expenditure • To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises and oversee arrangements for repairs and maintenance • To make periodic inspections of the buildings and equipment within/without school, and report back to the governors with a statement of priorities for maintenance and development and keep under review a premises development plan • To monitor the effectiveness of the school's health and safety arrangements carrying out an annual risk assessment of school premises, reviewing the risk assessment policy, and advising the governing board of changes prior to ratification of policy by the governing board • To consider the Local Authorities policies on health and safety recommending a policy for the school in line with legislation to the governing board • To ensure full compliance with any Health & Safety Audit of the premises, within required timescales • To establish and keep under review the Accessibility plan • To oversee arrangements, including Health and Safety and appropriate Insurance, for the use of school premises by outside users, subject to governing board policy <p>Establish, monitor and review the following policies: -</p> <ul style="list-style-type: none"> ➤ Accessibility plan ➤ All Premises policies (follow LA policies and procedures for maintenance etc.) ➤ Appraisal policy ➤ Central record of recruitment and vetting checks ➤ Charging and remissions policy ➤ Data protection policy ➤ Equality information (Public Sector Equality Duty) ➤ Equality objectives ➤ Freedom of information publication scheme ➤ Health and safety policy ➤ Pupil Premium Information ➤ Register of business interests of headteacher, governors ➤ School's Finance Value Standard ➤ Teachers' pay policy (refer to LA) ➤ Whistleblowing policy 	

Headteacher's Performance Review Group

Name of governor	Date appointed to the committee
Sean Reed	20 September 2021
Jonathan Dees	20 September 2021
James Issitt	20 September 2021
	External advisor
Chairman of the group	Sean Reed
Review officer	Teresa Mullholland
Quorum	3 plus Advisor
Date group established	20 September 2021
Date of review	September 2022
Terms of reference: <ul style="list-style-type: none"> • To arrange to meet with the External Adviser annually, in the Autumn Term, to review the headteacher's overall leadership and management of the school and against previously agreed objectives, and to agree new performance objectives • To draw up the headteacher's review statement within the required timescale • To monitor through the year, the performance of the headteacher against the set objectives • To make recommendations to the Pay Committee in respect of any salary increase for the successful meeting of objectives by the headteacher <p>Membership – 2 or 3 full governors. 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</p> <p>Disqualification – The headteacher and any person employed to work at the school in any capacity may not be members of this group</p>	
These terms of reference agreed by the governing board	20 September 2021

Staff Dismissal Committee

Name of governor	Date appointed to the committee
Caroline Carson	20 September 2021
Jonathan Dees	20 September 2021
James Issitt	20 September 2021
Chairman of the committee	Jonathan Dees
Governance professional to the committee	Sue Glendinning
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review:	September 2022
Terms of reference: <ul style="list-style-type: none"> • To make any determination to dismiss any member of staff (unless delegated to the headteacher) • To make any decisions under the governing board'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 board's personnel procedures (unless delegated to the headteacher) • To make any determination or decision under the governing board's general complaints procedure for parents and others • To make any determination or decision under the governing board's curriculum complaints procedure, in respect of national curriculum disapplication, and the operation of the governing board's charging policy: <p>*Cannot be delegated to an individual</p> <p>Membership – not less than 3 members of the governing board (NB. The number appointed to this committee directly affects the number required for an Appeal Committee)</p> <p>Disqualification – The headteacher (It is recommended 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)</p>	

Disciplinary and Grievance Committee

Name of governor	Date appointed to the committee
Pamela Brown	20 September 2021
Alan Greenfield	20 September 2021
Teresa Mullholland	20 September 2021
Chairman of the committee	Teresa Mullholland
Governance professional to the committee	Sue Glendinning
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review:	September 2022
Terms of reference:	
<ul style="list-style-type: none"> • To seek the advice of the Local Authority's Human Resources department as appropriate • To make any determination to dismiss any member of staff (unless delegated to the headteacher) • To make any decisions under 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 board's personnel procedures (unless delegated to the headteacher) • To make any determination or decision under the governing board's complaints procedure for parents and others • To make any determination or decision under the governing board's curriculum complaints procedure, in respect of National Curriculum disapplication's • To make any determination or decision about the operation of the governing board's charging policy: 	
* cannot be delegated to an individual	
Membership – not less than 3 members of the governing board (NB. The number of governors appointed to this committee directly affects the number required for an Appeal Committee)	
Disqualification – The headteacher It is recommended that only experienced or trained governors be appointed to this committee and that the chair of governors, due to probable prior knowledge should not be a member	

Appeals Committee

Name of governor	Date appointed to the committee
Three external governors to be appointed	When required
Chairman of the committee	TBA
Governance professional to the committee	Sue Glendinning
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review:	September 2022
Terms of reference:	
<ul style="list-style-type: none"> • 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 board's personnel procedures e.g. disciplinary, grievance, capability* • To consider any appeal against selection for redundancy* 	
*Cannot be delegated to an individual	
Membership – no fewer members than the Initial Committee, i.e. Staff Dismissal Committee, Pay Policy Committee	
Disqualification – The headteacher Any members of the Initial Committees (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)	

Exclusions committee

Name of governor	Date appointed to the committee
Pamela Brown	20 September 2021
Jonathan Dees	20 September 2021
Caroline Carson	20 September 2021
Chairman of the committee	Jonathan Dees
Governance professional to the committee	Sue Glendinning
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review:	September 2022
Terms of reference:	
<ul style="list-style-type: none"> • To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate) • To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion) • To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion) • To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Board. • To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee 	
Membership – 3	
NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee 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.	
Disqualification – The headteacher Any Governor with a prior knowledge of the pupil or the incident	
(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member of the committee)	

Committee for Safeguarding

Name of governor	Date appointed to committee
Andrew Beattie	20 September 2021
Chris Kania (Co-opted)	20 September 2021
Teresa Mullholland	20 September 2021
Sean Reed	20 September 2021
Chairman of the committee	Sean Reed
Governance professional to the committee	Teresa Mullholland
CP / Safeguarding Governor	Sean Reed
Quorum	Minimum of 3
Date committee established	20 September 2021
Date of review	September 2022
Terms of reference:	
<ul style="list-style-type: none"> • To consider and advise the governing board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Safeguarding Policy • To consider Safeguarding issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board • To make arrangements for the Governing Board to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Board • To oversee arrangements for risk assessment • To review the school's safeguarding policies and make recommendations to the governing board as required in the light of national obligations • To ensure that the requirements of children with Safeguarding needs are met as laid out by the LCSB • To ensure procedures are in place to Protect children and young people from maltreatment (neglect/sexual abuse/physical abuse/emotional abuse) this is through the policies for Health and Safety 	

Harassment and Discrimination, Equalities, Intimate Care.

- To ensure the Governors are satisfied with procedures and policies so that Pennine Way promotes health lifestyles and development. This will be achieved through monitoring of Health and Safety, Internet safety, school security, medical conditions
- Governors are satisfied that correct procedures are in place to ensure the safe and effective care of young people, using the Safeguarding/Child Protection. Safeguarding / CP policy
- The Governing Board understands its role in ensuring all children and young people are given every opportunity to make the most of their 'Life Chances' and to for fill their potential. This is achieved through monitoring: learning and teaching policy, curriculum policies, Every Child Matters – Staying Safe, Economic Wellbeing, being healthy, positive contribution, enjoying and achieving
- The Governing Board will ensure children and young people are safe by monitoring security, policies, safe recording/sharing of confidential information and ensuring protocols are adhered to by all members of the school community. The CRB / Single record file will be reviewed, and GDPR reviewed for compliance.
- The Governors know the systems and points of contact so that children feel safe: these will be reviewed through Health and Safety, CPSHE policy, Healthy School Award, SEAL, mediators, Dingley Dell
- Governors will be aware how to Safeguard themselves & ensure that staff/visitors also have awareness.

Policies for review by committee

- Bullying Policy
- CPSHE policy
- Equalities
- General Data Protection Regulations (GDPR)
- Harassment and discrimination
- Health and Safety
- Healthy Schools
- Intimate care
- Medical conditions
- Racial Policy
- Safeguarding / Child Protection policy
- School Security
- Single record (CRB check)

Delegation of Responsibility to Individuals

Area of Responsibility	Name of Governor	Liaising with	Reporting to
Curriculum areas	James Issitt	Rachel Forster	Governing Board
Mental Health	Teresa Mullholland	Andrew Beattie	Governing Board
Child Protection / Pupil Voice	Sean Reed	DHT/ School Council	Governing Board
SEND	Jonathan Dees	Catherine Mitchell	Curriculum Cttee /GB
EYFS	Pamela Brown	EYFS Co-ordinator	Curriculum Cttee /GB
English	Caroline Carson	English Co-ordinator	Curriculum Cttee /GB
Maths	Sean Reed	Maths Co-ordinator	Curriculum Cttee /GB
PE / RE	Teresa Mulholland	PE / RE Co-ordinator	Curriculum Cttee /GB
Eco / Outdoor Curriculum	Alan Greenfield	Outdoor/Eco Co-ordinator	Curriculum Cttee /GB
Pupil Premium	Caroline Carson	HT	Curriculum Cttee /GB

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Board, the Curriculum Committee, or whichever committee the Governing Board deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions

These terms of reference agreed by the Governing Board	20 September 2021
Date Delegation Agreed	20 September 2021
Date of review	September 2022

Date	Focus	Person(s) involved Virtual Meeting or In School Meeting (Socially distanced) Action required
Monday 20 September 5.30pm	Full GB – election of chair / vice chair Terms of ref / committee membership Safeguarding training	All – In School - SD
Friday 24 September	GB newsletter to go out	TM to coordinate
Thursday 23 Sept 4pm	Health and Safety Meeting / Inspection	Committee – Virtual/set Inspection date
Tuesday 12 Oct 4pm	Safeguarding Committee	Committee – Virtual
Thursday 30 October	Staffing & Finance Committee 4pm <ul style="list-style-type: none"> • TLRs • HT / AHT / DH performance • Office staff 	Committee – In school SD
Week of 4 October	English Monitoring CW	CW / FH Literacy governor – Virtual
Week of 11 October	SEND review / visit KM to organise	SENCO+ Governor – In school
Thursday 4 Nov 4pm	Curriculum meeting Policy review	Committee- Virtual
Thursday 4 Nov 9.30am	Tour of school with Junior Gobs + Book Scrutiny	All available Gobs = In school
8 November	GB audit trail – SEND	TM + Gobs – In school
Monday 15 November 5pm	Full GB Meeting– Data analysis / target setting – reports from Subject Leaders	ALL – In school SD
Week of 15 November	Numeracy Monitoring To be arranged by RS / AW	RS/AW Numeracy Gov – Virtual
November –	Performance Management – Headteacher's Review. Date to be arranged with external review officer	PM committee – Virtual
Week of 10 January	PE visit. To be arranged by DR	DR / PE gov – In School SD
Thursday 13 Jan 4pm	Health and Safety Committee	Committee - Virtual
Thursday 20 Jan 4pm	S+F meeting <ul style="list-style-type: none"> • Budget planning • SFVS • Pupil premium • Catch up Funding 	S+F committee – In school SD
Thursday 27 Jan 4pm	Curriculum Committee <ul style="list-style-type: none"> • Attainment • Progress in year • Targets • Catch up • SIDP 	Committee – Virtual
Week of 24 January	Science Monitoring to be arranged by VV	VV/ Science Governor- Virtual
Tuesday 8 Feb 4pm	Safeguarding	Committee – Virtual
Thursday 24 Feb 4pm	Staffing and Finance	Committee - In school
Tues 1 March	JG tour and Book Scrutiny	ALL – In school
Monday 7 March 5pm	Full Governing Board Meeting	ALL – In school SD
Thurs 21 April 4pm	Staffing and Finance	Committee – Virtual
Thurs 28 April	Health and Safety Committee	Committee – Virtual
Thurs 25 May	Curriculum	Committee – Virtual
Tues 3 May	Safeguarding	Committee – Virtual
Friday 3 June	JG tour and book scrutiny	ALL – In School SD
Monday 7 June 5pm	Full GB meeting Self-evaluation of GB performance Audit review feedback	ALL – In school
During the week 13 June	RE monitoring	RE governor – Virtual
All GB to attend a Book Scrutiny / Observation with Junior Governors		
All GB to shadow Senior Leader for ½ day		
All GB to attend at least one training course per year		
All GB to come into their nominated class at least twice per year		
All GB to update PREVENT / safeguarding online training and Safer Recruitment training		