

Governing Body Structure and Sub Committees 2020/2021



'Working Together, Learning Forever'

Name	Governor
Alison Bastian	Head teacher
Cllr Chris Holley (Chair , Chair of Finance, Child Protection Governor)	Local Authority
Mr Nigel Hawkins (Vice Chair and Health and Safety Governor and Chair of H/S Committee)	Community
Mrs Julie Palmer (Chair of Curriculum/Standards Committee)	Community
Mrs Lucy Woods	Support Staff
Ms Amena Jahmal (LAC Governor)	Local Authority
Mr George Rogers	Community
Mr Mohammed Cassamo	Parent
Mr Mark Tonkin	Parent
Mrs Maureen Morgan	Parent
Mr Matthew Giffard	Parent
Mrs Eve Dewson (Attendance Governor)	Parent
Cllr Graham Thomas	Local Authority
Peter Black AM	Local Authority
Mr Paul Davies	Community
Mr Gavin Thomas	Teacher
Mr David Webster	Teacher
Mrs Susan Lewis	Clerk to Governors 01792 652350

Committee	Members	Terms of reference
CURRICULUM AND STANDARDS COMMITTEE	Mrs Julie Palmer (Chair) Mrs Alison Bastian Peter Black AM Mrs Lucy Woods Ms Amena Jahmal Mr Paul Davies Mr David Webster Mr Gavin Thomas Mrs E. Dewson Mrs M. Morgan Mr M. Bowen (co-opted) Miss C. Rowe (co-opted)	<ul style="list-style-type: none"> • The committee will consist of four governors and the Headteacher. A chair and clerk to the committee will be elected at the first meeting of each school year. • The main concern of this committee will be that of assisting with quality assurance in relation to teaching and learning. To this end members of the committee will critically evaluate the reports from the Headteacher and teaching staff which are concerned with standards and progress in teaching and learning. The committee will closely monitor, on behalf of the Governing Body, the progress made with aspects of post inspection action plan, School Improvement Plan and will support the school's self evaluation procedures. • The committee will provide information for the Governing Body on matters relating to classroom practice and standards and progress in all aspects of teaching and learning. • The committee will be fully involved in the adoption and monitoring of attainment indicators e.g. data derives from statutory and non statutory tests and assessment as well as other measures of children's progress. The committee will collaborate with staff in setting targets for improvement. • The committee will continue to be aware of the defined curriculum responsibilities of the Governing Body and will assist in formulating and revising the statutory statements of policy dealing with parts of the curriculum and the wider welfare of the children. The committee will keep under review existing policy documents and statements and ensure that the Governing Body fulfils its obligation to make information available for parents through the School Prospectus and Annual Report to Parents. The committee will also be responsible for providing parents with access to documents. • The committee will also contribute to the continuing review of the School Improvement Plan and ensure that, in the allocation of resources, priority is given to national and local priorities, curriculum support and development. • The committee will carry out tasks assigned to it from time to time by the Governing Body and will submit reports, proposals and recommendations for consideration.

STAFF DISCIPLINARY AND DISMISSAL COMMITTEE & APPEALS COMMITTEE	<p>(Members to be taken from the following lists and in direct order according to availability / no conflict of interest etc. – no member to sit on both Committees)</p> <p><u>Staff Disciplinary</u></p> <p>Cllr Graham Thomas Peter Black AM Mr Mark Tonkin Mr Matthew Giffard</p>	<ul style="list-style-type: none"> • To review the staff disciplinary and dismissal policy to ensure it is relevant and complies with statutory requirements and guidance from the Welsh Government in Circular 002/2013, and negotiate with local school staff union members on any proposed changes before recommending it to the governing body; • To consider and make decisions about matters relating to the following, in accordance with the school's procedure for Redundancy; • To consider and make decisions about matters relating to the following, in accordance with the school's procedure for behaviour that is considered to be gross misconduct that could result in dismissal. This could include a referral at Stage 3 of the capability procedure; • To ensure the membership of the committee is properly constituted and impartial and that members have no direct interest in the case being considered; • To consider all the evidence presented including the investigation report and any evidence from witnesses and reach balanced decisions based on evidence; • The chair of the committee is responsible for setting the arrangements and order of business for the day of the hearing; • To seek professional advice from the Local Authority or others, as necessary; • The outcome from the committee hearing may be: <ul style="list-style-type: none"> ○ the allegation is unproven and no action is taken; or ○ the misconduct constitutes lesser misconduct and an appropriate sanction is given; or ○ the misconduct constitutes gross misconduct and an appropriate sanction is given which may be dismissal; • To attend relevant training as appropriate.
	<p><u>Dismissal Appeals</u></p> <p>Mrs Julie Palmer Mr Nigel Hawkins Mr Paul Davies</p>	<ul style="list-style-type: none"> • To consider any appeals against a decision made by the staff disciplinary and dismissal committee in respect of disciplinary issues; • To consider any appeals against decisions made and sanctions imposed by the Headteacher through the lesser misconduct procedure; • To consider any appeals against any sanctions imposed in Stages 1 and 2 of the capability procedure; • The appeal committee may: • accept the appeal and remove the sanction imposed;

		<ul style="list-style-type: none"> • accept the appeal and impose a lesser sanction; or • reject the appeal and confirm the sanction imposed; • To consider any appeals against selection for redundancy; • The decision of the appeal committee will be final; • To seek professional advice from the Local Authority or others, as necessary; • To attend relevant training as appropriate.
PUPIL DISCIPLINE AND EXCLUSIONS	Cllr Graham Thomas Mrs M. Morgan Mr Mark Tonkin Ms A. Jamal Mrs Lucy Woods Mr Paul Davies	<ul style="list-style-type: none"> • To consider the decision of the Headteacher to exclude a pupil, in line with the school procedures and Welsh Government guidance; • To consider reports from the Headteacher and parents on matters relating to pupils' behaviour and discipline; • To consider representations from parents or pupils, in case of exclusions of five school days or less, and record their considerations on the pupil's record. The committee cannot direct reinstatement; • To consider representations from parents in case of exclusions totalling more than five but not more than 15 school days in one term (meeting to be held between the 6th and 50th school day after receiving the notice of exclusion, if the parents or pupil request it). The meeting may direct reinstatement; • To consider cases of exclusions totalling more than 15 school days in one term OR a permanent exclusion (meeting to be held between the 6th and 15th school day after receiving the notice of exclusion). The meeting may direct reinstatement; • To consider cases of exclusions where a pupil is to miss a public examination through exclusion. If the committee are unable to meet before the date of the examination, the chair of the committee alone may consider the exclusion and decide whether or not to reinstate the pupil; • To seek professional advice from the Local Authority or others, as necessary; • To review the pupil discipline policy as appropriate and make recommendations to the governing body for discussion and ratification; • To attend relevant training as appropriate.
COMPLAINTS COMMITTEE	Mrs Julie Palmer Mr Nigel Hawkins Mr Graham Thomas	<ul style="list-style-type: none"> • To review the complaints policy as appropriate and make recommendations to the governing body for discussion and ratification; • To hear representations relating to complaints made; • To make decisions relating to the complaint and inform the complainant of the outcome;

	Mr Mohammed Cassamo	<ul style="list-style-type: none"> To seek professional advice from the Local Authority or others, as necessary; To attend relevant training as appropriate.
SELECTION PANEL FOR HEADTEACHERS AND DEPUTY HEADTEACHERS	Mrs Alison Bastian (Deputy Headteacher Appointment only) Cllr Chris Holley Mr Nigel Hawkins Mrs Julie Palmer Mr Graham Thomas Mr Matthew Giffard	<ul style="list-style-type: none"> To agree a person specification, detailed job description and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created); To short-list suitable candidates in accordance with the person and job specification and essential criteria; To agree the format of the interview, tasks and questions to be used; To interview selected candidates; To seek professional advice from the Local Authority or others, as necessary; To recommend to the full governing body the appointment of the preferred candidate, where considered appropriate; To attend relevant training as appropriate.
PERFORMANCE MANAGEMENT APPRAISERS (HEADTEACHER)	Cllr Chris Holley Mr Nigel Hawkins Mrs Julie Palmer	<ul style="list-style-type: none"> To agree targets with the Headteacher; To meet termly to review and assess the performance of the Headteacher against the targets set, with the assistance of the Local Authority advisers as part of a cycle of performance management; To make recommendations to the Pay Review Committee in respect of pay awards for the successful meetings of targets; To attend relevant training as appropriate.
PERFORMANCE MANAGEMENT APPEAL APPRAISER(S) (HEADTEACHER)	Cllr Graham Thomas Mr Paul Davies Peter Black	<ul style="list-style-type: none"> To carry out any appeal review in accordance with the school's Performance Management policy; To attend relevant training as appropriate.
PAY and PERFORMANCE	Mrs Alison Bastian Cllr Chris Holley Mr Nigel Hawkins Mrs Julie Palmer	<ul style="list-style-type: none"> To review the whole school, pay policy as appropriate and make recommendations to the governing body for discussion and ratification; To keep up to date with relevant developments and any legal changes and to advise the governing body when the schools pay policy needs to be revised; To review, on an annual basis, the pay of each member of staff, award increments as appropriate and

COMMITTEE		<p>advise them of the outcome accordingly;</p> <ul style="list-style-type: none"> • To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received; • To seek professional advice from the Local Authority or others, as necessary; • To attend relevant training as appropriate.
FINANCE COMMITTEE	<p>Mrs Alison Bastian Cllr Chris Holley Mr Nigel Hawkins Mr David Webster Mr Gavin Thomas Mrs Eve Dewson Mrs Lucy Woods</p>	<ul style="list-style-type: none"> • To ensure that the school operates within the Financial Regulations of the Local Authority; • To provide guidance and assistance to the Headteacher and governing body in all matters relating to budgeting and finance; • To monitor income and expenditure; • To draft the budget in line with priorities set out in the school development/improvement plans; • Present the draft annual budget to the full governing body for consideration and approval by 31 May each year; • To monitor staffing levels in line with the budget; • To implement pay policies; • To determine whether sufficient funds are available for pay increments as recommended by the Headteacher / pay review committee; • To monitor pupil number trends to assess the effect on the budget allocation; • To determine the financial delegation by the full governing body to the Headteacher; • To delegate to the Headteacher the responsibility to vire up to £5,000 between budget headings and to the Headteacher, in consultation with the chair of the governing body and the finance committee, to vire up to £10,000 within the school budget. Any virement to be reported to the next full meeting of the governing body; • To determine lettings charges for other users of the school buildings and grounds; • To manage tendering processes and the awarding of contracts with other relevant committees; • To receive information on any claw back adjustments; • To consider the Service Level Agreement and contracts in consultation with appropriate committees; • To review expenditure with a view of achieving best value; • Ensure there is an annual audit of the school fund, undertaken by an independent person, and to ensure the results of the audit are reported annually to the full governing body; • To prepare and agree a financial statement for inclusion in the Annual Report to Parents; • To seek professional advice from the Local Authority or others, as necessary;

		<ul style="list-style-type: none"> To attend relevant training, where appropriate.
PREMISES, HEALTH AND SAFETY COMMITTEE	Mr Nigel Hawkins (Chair) Mr Mathew Giffard Mrs Maureen Morgan Cllr Graham Thomas Mrs Alison Bastian Mr Mark Tonkin Mr Mike Bowen (Co-opted)	<ul style="list-style-type: none"> To provide guidance and assistance to the Headteacher and governing body in all matters relating to the maintenance of the premises and grounds, and health and safety; To comply with the Health and Safety Policy, including the monitoring and review of the policy and procedures; To ensure that adequate resources are available to fulfil the aims and objectives of the above policy; To ensure that actions are taken in respect of relevant health and safety legislation; To advise the governing body on priorities, including health and safety and maintenance and development of premises; To oversee arrangements for repairs and maintenance of the premises; To make recommendations to the Finance Committee on premises related expenditure; To oversee premises related funding bids (in consultation with the Headteacher and Finance Committee); To consider tenders for work, as appropriate; To monitor the effectiveness of services provided through the Service Level Agreement and contracts; To monitor efficient use of utilities such as water, electricity or gas; To ensure any necessary dialogue with the Local Authority regarding premises issues; To receive health and safety reports; To receive reports on the condition of buildings and school environment; To receive termly reports on the fire evacuation procedures; To ensure regular health and safety tours are conducted; To establish and keep under review an Accessibility Plan; To seek professional advice from the Local Authority or others, as necessary; To attend relevant training as appropriate.
ALN COMMITTEE	Mrs Alison Bastian Mrs Lucy Woods Mrs E. Bartlett(ALN Manager – Co-opted) Mrs M. Morgan Mrs Eve Dewson Mrs A. Jahmal	<ul style="list-style-type: none"> To be fully involved in developing and monitoring the school's SEN policy To ensure that all members of the committee are up to date and knowledgeable about the school's SEN provision, including how funding, equipment and personnel resources are deployed To ensure that the quality of SEN provision is monitored To decide with the head teacher, the school's general policy and approach (for those with statements and without) To liaise and support the 'responsible person' – ALN Manager To assist with the compilation of the annual SEN report to parents

Personnel/Well Being	<p> Mrs Alison Bastian Mrs Amena Jamal Miss Claire Rowe (Co-opted) Cllr Graham Thomas Mr Peter Black Mr Mark Tonkin Mr Matthew Giffard Mr Paul Davies </p>	<p>Equal Opportunities</p> <ul style="list-style-type: none"> • The Personnel Committee will ensure that the Governing Body and school staff operate within current legislation in relation to Race Equality/Equal Opportunities • The Personnel Committee will ensure that school development plan relating to Equal Opportunities/Race Equality is discussed and reviewed as part of the school's on going review process • The Personnel Committee will ensure that in operating the school's policies for Equal Opportunities/Race Equality , no employee or job applicant receives less favourable treatment on the grounds of gender, marital status, sexual orientation , domestic circumstances, religion, race, colour, nationality, ethnic or national origins or disability • The Personnel Committee will ensure that all pupils are treated fairly and that the school promotes positive approaches to differences. They will ensure that no pupil receives less favourable treatment on the grounds of gender, marital status, sexual orientation, domestic circumstances, religion, race, colour, nationality, ethnic or national origins or disability <p>Pastoral</p> <ul style="list-style-type: none"> • The Personnel Committee will ensure that the welfare of staff and pupils remains of paramount importance • The Personnel Committee will receive reports from the Headteacher on matters related to Pastoral Care and will review policies and procedure as part of the schools on going review process • The Personnel Committee will receive reports from the Headteacher on issues raised by parents, staff and pupils • The Personnel Committee will ensure that the Complaints Procedures for staff and parents are adhered to • The Personnel Committee will ensure it that it keeps up to date on all policies issued but the LA in relation to Grievance and Discipline
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LINK GOVERNORS 2020 -2021

LEARNING TEAM	GOVERNOR
Mathematical Development	Mrs Julie Palmer
Language, Literacy and Communication	Mrs Amena Jahmal
Science and Technology	Mr Matthew Giffard
Well Being	Mrs Maureen Morgan
Humanities	Mr Paul Davies
Expressive Arts	Mrs Eve Dewson

PASTORAL VISITS

TERM	FOCUS
Autumn Term 2020	Mrs Julie Palmer – Curriuclum and Standards
Spring Term 2021	Mr Mohammed Cassamo – Introductory Visit
Summer Term 2021	Rev Paul Davies – Behaviour and Ethos