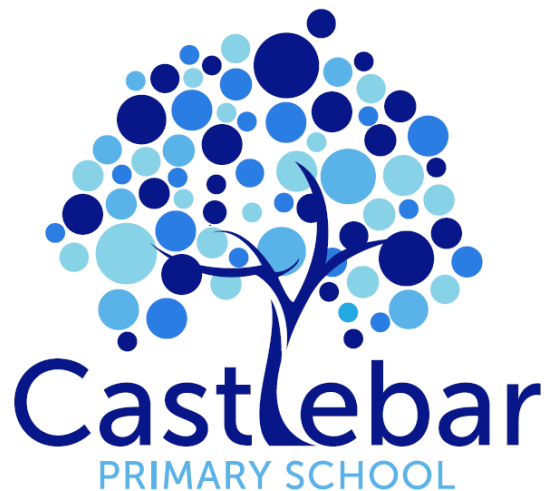


# Castlebar School

## Governing Board Committee Structure and Terms of Reference



## 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**

### Terms of Reference:

- To agree constitutional matters\*, including procedures where the Governing Board has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold at least three Governing Board meetings a year\*
- To appoint or remove the Chair and Vice Chair\* and agree their terms of office
- To appoint or remove a Clerk to the Governing Board\*
- To establish the committees of the Governing Board and their terms of reference
- To approve the Scheme of Delegation to the Finance, Staffing & Resources Committee.
- To appoint or remove a Clerk to each committee\*
- To suspend a governor\*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals\*
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary\*
- To approve the first formal budget plan of the financial year
- To agree and monitor the school Improvement Plan
- To agree and update the school's self evaluation
- To monitor and review the school's fulfilment of its PSED
- To monitor and review the school's compliance with GDPR
- To consider the reporting of any racist incidents to the LA
- To make arrangement for governor training
- To agree the Governors Allowances Policy and Code of Conduct
- To review the delegation arrangements annually\*
- **\*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

Name of Governor	Category	Term of Office	Date of appointment	Date Stepped Down
Paul Adair	Head	01/01/2005 - on going	01/01/2005	-
Mary Delger (Chair)	Co-opted	22/06/2017 - 21/06/2021	16/11/2004	-
Mohan Pandian (Vice-Chair)	Co-opted	22/06/2017 - 21/06/2021	13/10/2005	-
Sarah Wilson	Co-opted	07/01/2018 - 06/01/2022	03/07/2008	-
Alan Murray	Co-opted	16/03/2017 - 15/03/2021	16/03/2017	-
Michelle Baker (Maternity Cover)	Staff	28/06/2018 - 27/06/2022	28/06/2018	-
Aisha Chowdhry	Parent	28/06/2018 - 27/06/2022	06/02/2014	-
Muhammed Anam	Parent	22/06/2017 - 21/06/2021	22/06/2017	-
Paola Nono	Parent	15/03/2018 - 14/03/2022	22/06/2017	-
Jonathan Warner	Co-Opted	28/06/2018 - 27/06/2022	28/06/2018	-
Susan Lorimer	Co-Opted	28/06/2018 - 27/06/2022	28/06/2018	-
Vacancy	LA Citizen			
Isobel Grant	LA Citizen	n/a	25/11/2010	08/11/2017
Jack Rolo	Co-opted	n/a	16/03/2017	10/09/2017
Irene Gurling	Parent	n/a	27/06/2013	09/05/2017
Rosita Caspersz	Co-opted	n/a	16/11/2004	02/10/2016
Hitesh Patel	Co-opted	n/a	07/07/2010	03/05/2016
Haley Haddow	Parent	n/a	06/02/2014	05/02/2018
Penny Dewick	Co-opted	n/a	27/03/2014	26/03/2018
Heather England (Maternity)	Staff	n/a	01/09/2016	28/06/2018

**Clerk (s) to the Governing Board -** Sharon Fida (Full GB), Catherine Lambert (Committees: Finance, Staffing & Resources), Heather Thompson, (Committees: Curriculum, Pupils & Parents)

**Quorum -** One half of the number of governors in post.

## The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board 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
- 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, pupils, staff members

## The Role of the Clerk to the Governing Board and its Committees

- To work effectively with the Chair 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 and to offer advice on best practice in governance
- To maintain copies of all terms of reference and membership of committees
- To convene meetings of the Governing Board
- To ensure supporting paperwork is available on time
- To attend meetings of the Governing Board and ensure minutes are taken
- To ensure that the minutes are published on the school website
- To follow up agreed action points with those responsible
- To maintain a register of attendance and report this to the Governing Board
- To keep an electronic record of membership which is secure and which complies with the Data Protection Act
- To provide an up-to-date list of governors to new and re-appointed governors and to keep the Head and Governing Board informed of any changes
- To notify the LA of any changes in Governing Board membership
- To maintain the register of pecuniary interests and ensure it is reviewed regularly
- To ensure any DBS checks are carried out on governors
- To maintain a record of training undertaken by governors
- To send new governors induction materials
- To deal with all correspondence relating to Governing Board membership
- 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 Chair of a Committee

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

**Disqualification:** Finance Staffing & Resources Committee-any person employed to work at the school

# Hearings Committee

## Terms of Reference:

- To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)
- To make any decisions under the Governing 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 under the school Pay Policy
- 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 disapplications, and the operation of the Governing Board's Charging Policy:
- To make any other determination as required

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

**Membership** – not less than 3 members of the Governing Board – to be agreed  
(NB. The number appointed to this Committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher  
Staff governors  
(It is suggested that only experienced governors be appointed to this committee and any governor with prior knowledge should not be member)

**Quorum (minimum of 3)**                      3

# Appeals Committee

## Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- **To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability\***
- **To consider any appeal against selection for redundancy\***
- To consider any appeals under the Pay Policy
- To consider any appeals under the Flexible Working Policy
- To consider any other appeals as required

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

**Membership** – no fewer members than the Hearings Committee – to be agreed

**Disqualification** – The Headteacher  
Staff governors  
Any members of the Hearings Committee  
(It is suggested that only experienced governors be appointed to this committee and any governor with prior knowledge should not be a member)

**Quorum (minimum of 3)**                      3

# Curriculum, Pupils and Parents Committee (CPP)

## Terms of Reference:

### Curriculum

- To promote the curriculum within the agreed aims and ethos of the school
- In consultation with the Headteacher to ensure the delivery of a broad and balanced curriculum, including a policy on sex education
- To ensure that the requirements for the delivery and assessment of the National Curriculum are being met and that Religious Education is being provided
- To monitor how Spiritual, Moral, Social and Cultural development is addressed
- To ensure that statutory duties relating to the curriculum are fulfilled
- To agree priorities for the School Improvement Plan
- To agree the school's annual targets for improving pupil achievement and to monitor their fulfilment
- To monitor delivery of the curriculum
- To monitor and review curriculum related policies
- To consider and advise on curricular issues which have implications for other committees and make recommendations to the relevant committees or the Governing Board
- To monitor and review the school's fulfilment of its PSED
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, Numeracy and Sex and Relationships Education. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for governor visits relating to curriculum issues

### Pupil & Parents

- To consider and advise the Governing Board on matters relating to the school's relationship with its pupils and parents
- To agree priorities for the School Improvement Plan
- To monitor and review school admissions and attendance and relevant procedures
- To promote positive behaviour
- To ensure that safeguarding is effective and that the school fulfils its statutory obligations
- To promote home/school communication
- To agree and keep under review SEN provision
- To promote integration, inclusion and outreach
- To promote healthy eating and independent travel
- To oversee the procedures for administering medication
- To oversee school visits and outings and the review the charges for them
- To oversee the transfer of pupils to High School
- To monitor and review the extended schools provision
- To monitor and review the multi-agency input within the school
- To agree and review the school brochure and website
- To consider and advise on issues which have implications for other committees and make recommendations to the relevant committees or the Governing Board, e.g. Health and Safety
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SEN, Child Protection and Looked After Children. To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for governor visits relating to pupils and parents' issues.
- To represent the school in forming links with other parents

To appoint the Chair of the Committee

<b>Names of governors on Committee</b>
Paul Adair
Aisha Choudhry – Parental Engagement & Chair
Mary Delger
Michelle Baker
Paola Nono – Parental Engagement
Sarah Wilson – Safeguarding

Quorum (minimum of 3)

3

# Pupil Discipline Committee (Statutory)

## Terms of Reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not reinstate*)
- 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 6<sup>th</sup> and 50<sup>th</sup> 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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)

## Membership – 3 or as required

NB. The Governing Board may nominate a pool of governors from which three or five 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. If, through non-attendance of a governor, four members consider an exclusion, the Chair has the casting vote.

**Disqualification –** The Headteacher  
Any governor with prior knowledge of the pupil or the incident.

<b>Names of governors on Committee</b>
To be agreed as required

**Quorum:** 3 or as required

# Finance, Staffing and Resources Committee (FSR)

## Terms of Reference:

### Finance

- To provide guidance and assistance to the Headteacher and the Governing Board in all matters relating to budget and finance
- To discuss and adopt the budget for approval by the full Governing Board
- To consider the school's budgetary priorities with particular reference to the school's Development Plan, previous OFSTED Report and DfE directives
- To prepare and review financial policy statements including consideration of long term planning and resourcing
- To agree limits of delegation and the power to transfer between budget headings (virement)
- To monitor expenditure against budget, evaluate outcomes, benchmark data, and report the financial situation to the Governing Board at each termly meeting
- To receive and, where appropriate, respond to periodic audit reports of public funds.
- To explore all possible sources of income for the school and secure only those funds which conform to the aims and ethos of the school
- To adopt and adhere to current LA Schools' Model Financial Regulations & Standing Orders
- To complete and submit the schools Financial Value Standard as directed by the DfE
- To annually review charges and remissions and expenses.
- To make decisions in respect of service agreements and contracts
- To make decisions on expenditure following recommendations from other committees
- To determine governors claims for expenses
- To monitor and review the school's Health and Safety Policy and to ensure that all required procedures are kept up to date and monitored
- To ensure the security of the school premises
- To agree and keep under review the Critical Incidents Plan
- To agree and review Data Protection and E-Safety
- To oversee arrangements for repairs and maintenance
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users
- To establish and keep under review a Building Development Plan
- To monitor and review the school's PSED and Accessibility Plan
- To oversee school fundraising
- To oversee arrangements for governor visits relating to premises issues

### Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance and Resources Committee
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review in a fair and equal manner and to comply with all statutory and contractual obligations
- To make decisions on pay awards under the school's Pay Policy and to determine the pay of each member of staff at the annual review.
- To minute clearly the reasons for all decisions and to report these to the next full Governing Board.
- To establish and keep under review the school ISR
- To agree priorities for the School Improvement Plan
- To ensure provision is made for staff CPD
- To oversee the appointment procedure for all staff. The governing Board delegates the appointment of all staff except the posts of Headteacher, Deputy Headteacher and Assistant Headteacher to the Headteacher.
- To establish and review staff appraisal\* and to monitor termly the quality of teaching and learning
- To oversee the process leading to staff reductions
- To make decisions on applications for flexible working
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on the annual pay budget and other personnel expenditure to the full Governing Board
- To agree and review all policies and procedures relating to staffing issues
- To monitor and review the school's fulfilment of its PSED
- To consider and advise on staffing issues which have implications for other committees and to make recommendations to the relevant committees or the Governing Board
- To oversee governor visits relating to staffing issues

To appoint a Chair to the Committee

\* The Headteacher's Performance Review Group will be formed from this Committee and its members will have received the appropriate training.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher or Deputy Headteacher

Names of Governors on Committee	
Paul Adair	
Mohan Pandian	Chair
Sarah Wilson	
Alan Murray	
Muhammad Anam	
Mary Delger	
TBC	
TBC	

**Quorum (minimum of 3)** : 3

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher or Deputy Headteacher

## Headteacher's Performance Review Group

**Terms of Reference:**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor, through the year, the performance of the Headteacher against the targets
- To make recommendations to the Finance and Resources Committee in respect of awards for the successful meeting of targets set
- To appoint a Chair to the Committee

**Membership:** A minimum of two governors from the Staffing and Finance and Resources Committees

**Disqualification** –The Headteacher and Staff Governors

Names of Governors on Review Group	
Mary Delger	(Chair)
Sarah Wilson	
Mohan Pandian	

**Quorum (minimum of 2 suggested):** 2 or 3



# Delegation of Responsibility to Individuals

**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 and its Committees whichever 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

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection	Sarah Wilson	Safeguarding Co-ordinator	CPP/Gov. Bd
Equality and SEN	Mary Delger	Headteacher	CPP/Gov. Bd
Behaviour	Aisha Choudhry	Governor Support	Governing Bd
Looked after children	Sarah Wilson	Safeguarding co-ordinator	CPP/Gov. Bd
Literacy	Vacancy	Literacy Co-ordinator	CPP/Gov. Bd
Numeracy	Mohan Pandian	Numeracy Co-ordinator	CPP/Gov. Bd
Physical Development	Vacancy	PD co-ordinator	CPP/Gov. Bd
Creative/KUW	Vacancy	ICT co-ordinator	CPP/Gov. Bd
Fundraising	Aisha Chowdhry	SBM	FSR/ Gov. Bd
School Council	Vacancy	Deputy Headteacher	CPP/Gov. Bd
Teaching School	Mary Delger	Deputy Headteacher	Gov. Bd
Safeguarding	Mohan Pandian/Sarah Wilson	Head	CPP / Gov. Bd
Parental Engagement	Aisha Chowdhry, Paola Nono	Deputy/Head	CPP