



# GREEN LANE PRIMARY ACADEMY



## GOVERNING BODY COMMITTEE STRUCTURE

The Academy Governing Body recognises that it is responsible for the conduct of the school, and must promote high standards of educational achievement at the school. It is the school's accountable body and as such has the following major responsibilities:

- **Strategic Role** - to provide a strategic view of the school by establishing a vision and setting the purpose and aims of the school within an agreed policy framework. To appoint and appraise all staff. To agree the school improvement plan which includes setting targets with supporting budgets and staffing structures;
- **Critical Friend** – to monitor and evaluate the work of the school, the effectiveness of the policy framework, progress towards targets, and the effectiveness of the school improvement plan. This includes; offering support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed.
- **Accountability** – to be accountable for its decisions to; each other for agreed actions, Pupils, Parents, Members, Staff, Community, Secretary of State, Ofsted, and to the Local Authority in relation to vulnerable and disadvantaged young people.

It is the Governing Body's intention following the guidelines within the Articles of Association(AA) and Academies Financial Handbook (AFH) and in line with the Governing Body Standing Orders to delegate responsibilities adequately to a number of Committees and to the Co Head Teachers and staff. This to ensure the most efficient and effective delivery of policy. The Committee detail below identifies the membership and terms of reference of each committee.

### FULL GOVERNING BODY - TERMS OF REFERENCE: Chair: Mark Pagan Quorum: 9

- To agree constitutional matters\*, including procedures where the Governing Body has discretion
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate
- To hold Governing Body meetings in accordance with the Articles of Association (3 per year)
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Governing Body\*
- To establish the committees of the Governing Body - including the membership and terms of reference
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals\*
- To publish an annual prospectus, containing at least the prescribed information.
- To publish an Annual Trustees Report, containing at least the prescribed information.
- To determine admission arrangements, numbers and appeal arrangements.
- To decide school session times and dates of school terms and holidays.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\*
- To approve the formal school budget plan submitted to the DfE for each financial year.\*
- To appoint the external auditors on an annual basis and enter into a letter of engagement
- To approve and adopt the Health and Safety Policy and to keep its practice under review and to make revisions where appropriate
- To review the delegation arrangements annually\*
- To determine the election procedures for parent and staff governors
- To set up a Register of Governors' Business Interests
- To review and formally approve the policy for Pecuniary Interests
- To review and monitor the Academy Self Evaluation Form annually
- To formally approve and adopt the Academy Development Plan
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Governing body and individual governor training
- To ensure all documents required under statutory regulation are published on the school's website
- Any items which individual governing bodies may wish to include

\*these matters cannot be delegated to either a committee or an individual

**Members)****To meet termly or as required****Finance Remit**

- To consider the academy indicative funding, notified annually by the DfE, and to assess its implications for the academy.
  - To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
  - To contribute to the formulation of the Academy's Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Co Head Teachers, with the stated and agreed aims and objectives of the academy.
  - To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any reserves or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Improvement Plan
  - To Agree limits of delegation as outlined in the Academy Financial Regulations Manual. Current Spending Limits as follows  
**Low Value Orders** - To the Co Head Teachers : - Delegated powers up to a ceiling of £15,999 on any single item purchase, without reference to the Finance Committee (unless these purchases have already been agreed by governors within the reported School/Premises or ICT Development Plans). Any emergency expenditure of more than £5,000 on maintenance of the site will be reported to the committee;  
**Medium Value Orders** - Committee Level : - expenditure between £16,000 -£30,000  
**High Value Orders** – Full Governing Body - £30,001. Any expenditure over £30,000 will be submitted for approval to the full Governing Body with the recommendation of the Committee. Tenders will be sought in accordance with the Quotations and Tenders Section of the Academy Financial Regulations Manual and where applicable in line with EU Procurement Rules
  - To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the full governing body.
  - To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
  - To ensure the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the DfE guidance issued to academies;
  - To receive auditors' reports and to recommend to the full governing body action as appropriate to response to audit findings.
  - To consider the adequacy and effectiveness of the Academies systems of internal control and its arrangements of risk management including the monitoring of the risk register.
  - To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
  - To review and agree all finance related policies. ( See Finance, Audit and Resources Committee Annual Work Programme)
- ( N.B. As the Academy operates a combined Finance and Audit Committee – staff may be members but should not participate as members when Audit matters are discussed. They may remain in attendance to provide information and participate in discussions.)***

**Staffing Remit**

- To determine the staffing levels and annual teaching staff establishment and recruit in line with Safer Recruitment Guidelines.
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To approve and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions
- To consider and make recommendations to the Governing Body on the appraisal, remuneration and terms and conditions of service of the Head Teacher.
- To monitor and evaluate staff absences in line with the Staff Absence Management Policy.
- To keep under review staff work/life balance, working conditions and well-being,
- To review and agree all staffing related policies ( See Finance, Audit and Resources Committee Annual Work Programme)

**Premises/Health & Safety Remit**

- To consider and report to the Governing Body on aspects of building and premises, including monitoring the (DDA) Disability Discrimination Action Plan ( Access Plan) and the Disaster Recovery Plan.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To review Health and Safety Training Needs.
- To maintain a high standard of Health and Safety for all.

- To consider and prioritise future developments relating to the building/premises.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to the Governing Body's policy.
- To review and agree all Premises/health and Safety related policies. ( See Finance, Audit and Resources Committee Annual Work Programme)

#### **RAISING ACHIEVEMENT and PUPIL WELLBEING COMMITTEE Chair: Saliah Hameed Quorum: 3**

##### **To meet termly or as required**

##### Remit:

- To liaise with the Co Head Teachers over the preparation, monitoring and evaluation of School Improvement Plans.
- To contribute to, monitor and evaluate the School Self Evaluation Form.
- To advise the Governing Body in establishing a curriculum policy statement.
- In liaison with the Co Head Teachers, agree targets aimed at raising standards of pupil performance including attendance targets.
- Monitor the effects of pupil attendance, fixed term and permanent exclusions on pupil attainment through the Head Teachers' report.
- To monitor and evaluate pupil performance across all year groups termly, including targeted groups: e.g. Ability Groups and Vulnerable groups, Looked After Children, Ethnic Minority/English as an Additional Language, SEN, etc. termly using any available external data and school pupil tracking systems.
- To monitor the impact of Pupil Premium Funding
- To oversee arrangements for individual governors to take a leading role in specific areas of provision ie SEN, EYFS. Governor Visits reports to be completed by individual governors and report to full Governing Body.
- To review and approve policies for sex education, religious education, collective worship, SEN, Inclusion and other policies related to the Curriculum. ( See Raising Achievement and Pupil Wellbeing Committee Annual Work Programme)
- To promote and support the broad principles of inclusion and diversity in school.
- To ensure school compliance with Equal Opportunities and Equality Legislation.
- To consider all safeguarding and pupil wellbeing issues in school.
- To review and agree all academic, inclusion and safeguarding related policies. ( Raising Achievement and Pupil Wellbeing Committee Annual Work Programme)

#### **STAFF APPRAISAL AND PAY REVIEW COMMITTEE Chair: Mark Pagan Quorum: 2**

##### **Teaching and Support Staff Remit**

- To implement the Academies pay policy for all staff (teaching and non-teaching) including the annual review of teachers salaries, as required by law.
- To ensure that arrangements for Appraisal/Threshold Payments are implemented.
- In consultation with the Head Teachers, and taking into account the recommendations from Appraisal Reviewers, review the performance and pay of all other members of staff annually in line with legal requirements and with reference to the appraisal process.
- To consider recommendations from Performance Management Reviewers on relation to Pay Progression.
- Ensure that each member of teaching staff is notified of his/her annual salary for the academic year.
- To determine the grades for non-teaching staff

##### **Head Teacher Appraisal Remit**

Appraisal regulations require governing bodies to appraise the performance of the Head Teacher. The appointed governors should undertake the performance review with the support of an External Adviser to ensure that clear objectives are set and monitored.

- To agree objectives with the Head Teacher and **External Adviser** in respect of performance management.
- To monitor objectives with the **External Adviser**
- Clear assessment should be made of performance overall and in particular the extent to which the Head Teacher has achieved her objectives.
- To deciding whether or not to award a performance point on the pay spine in line with Academy's Pay Policy.

The recommendation for Any alteration to the school ISR (Individual School Range) must be made with the approval of the full governing body.

Pool Membership for Complaints and Appeals Committees. Staff Governors cannot sit on either the complaint or appeals committee. A Governor who serves on a Complaints Committee may not serve on an Appeals Committee. (Gender balance of governors should sit on each Committee if possible subject to availability of respective governors)

**Chair of Complaints/Appeals Committee:** Appointed at the meeting.

**Complaints/Concerns Committee Remit** (in full accordance with the schools' approved Behaviour/Complaints Policy):

- To consider matters relating to pupil behaviour.
- To determine matters relating to the reinstatement of a permanently excluded pupil.
- To receive and act on any complaint from parents according to school policy.
- To discuss the need for staff reduction, and, if necessary set the criteria for nominating a member of staff as redundant.
- To determine which member(s) of staff will be nominated for dismissal/redundancy by applying the criteria established.
- To liaise and carry out formal consultation with representatives of recognised Trade Unions prior to the meeting of the nominating Committee.
- To consider any issue relating to capability, disciplinary or grievance.
- To meet when required

**Appeals Committee Remit:**

- To hear an appeal from a member of staff regarding the decision to dismiss that member of staff, and determine, in the light of the appeal, whether the decision to dismiss should be upheld.
- To consider any appeal against grading from a member of the non-teaching staff and decide whether the appeal can be upheld.
- To hear appeals in respect of capability, disciplinary or grievance.
- To consider any appeal against salary assessment/grading from members of staff (teaching and non-teaching) and determine whether the appeal can be upheld.
- To consider appeals following Appraisal reviews to meet within 10 working days of receipt of an employees notification of appeal.
- Confirm decision following Appraisal within 10 days of the date in which it met and made the decision.
- To meet when required.

**CURRENT COMMITTEE MEMBERSHIP**

Christine Wain – Head Teacher of Pallister Park Teaching School and National Leader of Education has been co-opted onto the Raising Achievement Committee as an Educational Adviser.

| FGB               | Date Of Appointment | FINANCE, AUDIT AND RESOURCES | RAISING ACHIEVEMENT AND PUPIL WELLBEING | STAFF PAY AND PERFORMANCE (inc HT APPRAISAL) |
|-------------------|---------------------|------------------------------|---|--|
| Carolyn Armitage  | <b>April 14</b>     |                              | <b>X</b>                                |  |
| Jill Berry        | <b>April 14</b>     | <b>X</b>                     |   | <b>X</b>                                     |
| Kate Bowe         | <b>April 14</b>     | <b>X</b>                     | <b>X</b>                                |  |
| Lucy Donner       | <b>30/11/2015</b>   | <b>X</b>                     |   |  |
| Helen Ellis       | <b>April 14</b>     | <b>X</b>                     | <b>X</b>                                | <b>X</b>                                     |
| Linda Etherington | <b>April 14</b>     |                              | <b>X</b>                                |  |
| Saliah Hameed     | <b>April 14</b>     |                              | <b>X</b>                                |  |
| Janet Lucas       | <b>April 14</b>     | <b>X</b>                     | <b>X</b>                                |  |
| Elizabeth McLean  | <b>April 14</b>     | <b>X</b>                     | <b>X</b>                                |  |
| Mark Pagan        | <b>April 14</b>     | <b>X</b>                     |   | <b>X</b>                                     |
| Andrew Pear       | <b>April 14</b>     | <b>X</b>                     |   |  |
| Shazia Riaz       | <b>April 14</b>     |                              | <b>X</b>                                |  |
| Jackie Walsh      | <b>April 14</b>     | <b>X</b>                     | <b>X</b>                                |  |