NORTH LINCOLNSHIRE COUNCIL

MINUTES

Subject: Autumn Term Meeting of the Governing Body

School: Berkeley Primary School

Date and Time: Tuesday 5 October 2021 at 5.00pm

Location: In School and Virtual via MS Teams

Present:

Mr J Veall (Chair)	
Mrs E Cole (EC)	Miss W Howlett (WH)
Mrs J Cole (JC)	Ms M Lally (ML)
Ms A Cvijetic (Headteacher)	Mrs A Marsh (AM)
Mr I Dalgleish (ID)	Mr J Mitcheson (JM)
Mrs S Hazelden (SH) - online	Mrs A Tuplin (AT)

In Attendance:

Ms A Altoft (Governor Services Officer)

Date and Time of Next Meeting: Thursday 10 February 2022 at 5.00pm

Min. Ref	Actions	Action By
116	all governors would complete and sign their business interests' forms sent in a link by email	all
116	all governors needed to ensure they had completed and signed the governors' code of practice sent in a link by email confirming their agreement to the code of practice	all
117	the Clerk and Mrs Hazelden would complete the 'Meet the Governors' document sent by the Headteacher	Clerk / SH
117	the Headteacher would circulate the new contact list for subject/area leads	Head
118	SEN tracking data would be provided at the next SIC meeting in the spring term	Head
118	maths funding impact would be provided at the spring term SIC meeting	Head
118	the Headteacher to send an email to parents to explain why certain gates have been closed	Head
119	the Headteacher to add curriculum policies to the shared area on Google Drive	Head
119	Clerk to arrange inhouse training for governors on vision/strategic plans	Clerk
119	governors would email the Headteacher with any comments/suggestions for the vision statement	All
121	the Headteacher would enquire as to when safer recruitment training was last attended	Head
122	the Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number	Clerk
122	the Headteacher would upload the complaints policy to the school website	Head
127	JC/Chair to arrange the health and safety walk	JC/Chair

Chair 's signature ...JBVeall...

Minute No.		Action By
114	**<u>Election of Chair</u>** Consideration was given to the length of the term of office for the position of Chair. **RESOLVED:** it was agreed that the Chair would be elected to the date of the autumn term meeting 2022. Nominations and/or self-nominations were sought for the position of Chair. A self-nomination was received from Mr Veall and governors were asked if they wished to accept the nominations. **RESOLVED:** it was agreed that Mr Veall be elected Chair to the date of the autumn term meeting 2022.	
115	**<u>Election of Vice Chair</u>** Consideration was given to the length of the term of office for the position of Vice Chair. **RESOLVED:** it was agreed that the Vice Chair would be elected to the date of the autumn term meeting 2022. Nominations and/or self-nominations were sought for the position of Vice Chair. A self-nomination was received from Mrs J Cole and governors were asked if they wished to accept the self-nomination. **RESOLVED:** it was agreed that Mrs J Cole be elected Vice Chair to the date of the autumn term meeting 2022.	
116	**<u>Welcome, Apologies, Declaration of Interests and Chair ’s Comments</u>** <u>Welcome</u> The Chair welcomed governors to the meeting.	
	<u>Apologies</u> It was reported that apologies had been received from Revd Tierney who had hoped she could make it. **RESOLVED:** consent be given to the absence of Revd Tierney.	
	<u>Declaration of Interest / Governors’ Code of Conduct</u> Governors were requested to give consideration to any pecuniary or non-pecuniary interests they may have with regard to the agenda items. Governors were also asked to complete and sign the business interests form sent in a link by email. Mr Veall declared that he was a governor on Outwood Academy Foxhill’s governing body. **ACTION:** all governors would complete and sign their business interests’ forms sent in a link by email. Governors were reminded that all governors were required each year to review the governors’ code of practice, this had been sent in a link via email and governors were required to complete this confirming their agreement to the code.	All

Chair ’s signature ...JBVeall...

Minute No.		Action By
	ACTION: all governors needed to ensure they had completed and signed the governors' code of practice sent in a link by email confirming their agreement to the code of practice. The Clerk reminded governors of the requirement to update GIAS with governors' information and the register of interest to be included on the school website. The Headteacher reported that GIAS was up to date.	All
	Chair's Comments The Chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.	
117	**Membership, Committee Structure and Appointment of Governors with Special Responsibilities** Introductions were made for the benefit of JM. Membership Governors noted the following membership changes: ● Mrs Tuplin had been re-elected parent governor with effect from 11 August 2021 (accepted and DBS cleared – awaiting new DBS) ● Mr Mitcheson had been elected parent governor with effect from 27 July 2021 (accepted and DBS cleared) ● to consider the two co-opted governor vacancies – Mr Reed wished to be considered **(Google Drive)** Governors discussed the application; there were no skills on the application that were missing on the skills audit. It was felt someone with school leadership would be more advantageous. Governors took a vote by a show of hands to agree the application. Eight governors were not in favour of appointment. The Clerk advised that there was an application waiting to be considered by another school; if that application was not agreed it would be worth considering her. **RESOLVED:** the application of Mr Reed was not approved. **ACTION:** the Clerk would arrange a meeting with the Headteacher regarding the application discussed above. The Headteacher queried the completion of the 'Meet the governor page' that had been sent out to all governors. There were still some outstanding. **ACTION:** the Clerk and Mrs Hazelden would complete the 'Meet the Governors' document sent by the Headteacher.	 Clerk Clerk
	Committee Structure Governors liked the new resources committee and school improvement committee; they were working well. All governors would be invited to the resources committee meetings; those that had given apologies for any required appeals.	

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Minute No.		Action By
	RESOLVED: governors reviewed and approved the membership and terms of reference for the committees which included the management of the school budget. Please see revised structure appended to these minutes ***(Appendix A)***	
	Appointment of Governors with Special Responsibilities Consideration was given to reviewing the appointment of governors with special responsibilities. **RESOLVED:** the following governors and curriculum/special areas be linked: • behaviour - JM • Chair – JV • curriculum – JC • diversity – AT • English – AT • mathematics – EC • PE – SH • PP – JV • science – ML • safeguarding/childhood resilience – JV • SEND – ST • Vice Chair – JC **Q: Monitoring with focus does there need to be a catch up?** *A: We can pick it up through the school improvement committee.* **ACTION:** the Headteacher would circulate the new contact list for subject/area leads.	Head
118	**Previous Minutes** **RESOLVED:** governors approved the following minutes which had been circulated with the agenda: • full governing body – 20 May 2021 • school improvement committee – 10 September 2021 Matters Arising from the Minutes Actions: The parent election had been completed. The SEN tracking data was outstanding. **ACTION:** SEN tracking data would be provided at the next SIC meeting in the spring term. The Headteacher reflected on the maths action plan and the request for impact at end of autumn term from EC's visit; money had been invested and the impact of that would be presented at the spring term. **ACTION:** maths funding impact would be provided at the spring term SIC meeting. **JC Q: Health and safety, will there be a defibrillator?** *A: Not in school, it is under review whether it will make legislation. We will keep our eye on that.*	Head Head

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Minute No.		Action By
	Q: Do you have any first responders? *A: No, but there are two full-time staff members trained in the top first aid, all support staff are trained in the one day first aid.* School improvement 10 September 2021 JV commented on the congestion on the main gate, a parent had sent him a photo and it was looking like getting into a football match. The Headteacher advised that one gate on the main gate had been opened to prevent cars driving in, the lock was now broken meaning that gate had to be kept closed. Governors noted it felt different since Covid; the staggered start was better during Covid. JC added that at one time, the infant gate was locked so parents were coming to the other side, maybe they were still doing so. The Headteacher reported that at the infant site there was one child absconding, so staff had talked about closing the nursery gate. WH stated that through Covid there was a one-way system, they had become used to that so maybe more were continuing to come through the main gate. Governors asked if there could be some communication to parents about the reasons some gates were closed. **AT Q: Could we get those raising bollards for the carpark?** *A: We can look into it.* **ACTION:** the Headteacher to send an email to parents to explain why certain gates had been closed.	Head
119	<u>**Headteacher's Report**</u> Consideration was given to the following: • verbal update on school • discussion on format of Headteacher report and policies • approval of SDP • questions on 20-21 pupil premium strategy (21-22 strategy to be shared via email and put on website before 31 December 2021) • how we teach reading The Headteacher had spoken to the Chair regarding the Headteacher's report as she had previously discussed with governors about changing the format; she would like to discuss with governors the repeated information in reporting termly and at committees; what was useful and what was not. The emphasis needed to be strategic and not operational, some operational areas impacted upon the strategic. The Headteacher shared a PowerPoint highlighting: key pastoral factors – numbers on roll, attendance, • SEND • diary dates – trips and visitors • other curriculum news • end of year results in autumn • staff development and training • premises internal/external • incidents • safeguarding • three-year plan	

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Minute No.		Action By
	Numbers on roll only needed to be provided once a year with EAL, percentages etc., but it was useful to issue the report with numbers separately. It was ***agreed*** that school context would be discussed at full governors' every autumn term. Attendance: the Headteacher suggested this be discussed at resources meetings termly. ***Agreed.*** SEND: tracking grids and one intervention be shown at school improvement committees and monitored by the link governor. ***Agreed.*** JC reported that she struggled to understand what she should be taking from areas of the data, like the interventions information and queried if the impact could be covered at school improvement meetings. The Chair stated there was a lot of this information on the website for governors to look through. The Headteacher felt it was appropriate for the SEND governor to have more information; she added that there was no statutory requirement to have a Headteacher's report; this had been confirmed at a webinar that Rosie Hoyle had presented at. School events, trips and visitors were not needed, and all were available to view on the website as was other curriculum news and extracurricular activities. ***Agreed.*** JC stated that some news was difficult to find; more positive news stories would help. The Headteacher advised that communication to parents was a priority on the SDP; there needed to be more on the website and not just class Dojo. EC asked if the search facility was available on the website; the Headteacher stated not as yet. JM queried if it was possible to add a newsletter notification attached to the app. The Headteacher stated the school had an app, but this still needed setting up. Staff development and training was on the SDP so CPD could be viewed there with the spreadsheet of training attended. ***Agreed.*** JC stated it would be good to see the evidence of this. Premises: would be discussed in resources. ***Agreed.*** Behaviour could also be discussed at resources as this fed into safeguarding including exclusions and incidents. ***Agreed.*** Safeguarding: discussed at the resources under the safeguarding item. ***Agreed.*** Finance: would have an update only at full governors and not provided in the Headteacher's report as was personnel. ***Agreed.*** Governors had agreed with all recommendations which meant there would now be no Headteacher's report. **RESOLVED:** resources committee agendas would have a Part A and B. Data: a snapshot of data would be provided on a PDF. The Headteacher wanted to highlight an issue with nursery numbers and provide comparisons. There were 586 pupils in school currently, in May 2021 there were	

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Minute No.		Action By
	623 which was a substantial decrease in numbers; there were only 28 children in nursery for a 39-place setting leaving 13 un-used places. The cohorts were small considering the PAN (published admission number) was 90 per year group. In Y3 and Y4 numbers were in the 70s. **Q: Is there a reason for that?** *A: The LA have told us there are falling numbers across the area.* The Headteacher added that three pupils had left since September; two had gone back to Europe and one had moved area. 13 new pupils had arrived since September. The school was losing big year groups which meant at some point there would need to be consideration of mixed year groups. Doing a mixed reception/year1 would be difficult with different sites. The Chair reported that parents did not like mixed classes. The Headteacher added that numbers meant there was one child too many so mixing those two year groups would be an issue anyway. There could be an opportunity to save as they moved up through higher groups by mixing this group. Some year groups did not have enough room to put them together. **Q: What is the class size limit for KS2?** *A: There is no limit for KS2.* **Q: Would this put more workload on a teacher?** *A: Yes, more marking.* The three-year plan had been predicted partly; 86 children were added in, which was a loss of 13 each year reducing the budget substantially. It was key to note that this was not just for one year, it was every year cumulatively. The peri-bursar would be coming in to update the plan. The budget would have a £52,000 loss. It would also affect funding streams such as deprivation funding etc. **Q: Was there a drop in numbers from home schooling?** *A: We have lost a family of triplets plus a sibling who have carried on home educating but we do keep in contact and help them. Some parents have re-assessed where they are at.* The Chair stated this was a loss of £16,000. **Q: Will the housing developments such as Seven Lakes etc bring more children in?** *A: I have spoken to Sandra Burniston and she had said that a new housing development did not necessarily bring in children. They may have already been at a school somewhere and not moved them. So could decide to keep the children at the school they were at.* **Q: Can we do any recruitment drives?** *A: We have asked nursery parents to spread the word. We could look at advertising.* **Q: Does the school use Twitter?** *A: No, we don't use it.* The Headteacher reported that attendance was at 94.85%, which was a decrease from this stage last year.	

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Minute No.		Action By
	Statutory policies: the school had a list of all policies and the approval requirements had been discussed at a Headteachers' meeting; what was needed to be approved by who. There were only so many policies the school had to have; some did not have to be ratified by governors. The Headteacher circulated a list: Statutory policies had been updated recently and those that needed to be added to the website online. The Headteacher listed those that needed to be on the website; those in pink were statutory policies but not needed on the website. Those in green had to be on the website and those in blue were ones the Headteacher felt should go on the website. The Headteacher proposed adding the policies on the internal sharing system, moving those to the Google Drive that were in the shared folders with all staff and governors able to access them. Those that needed to be on the website would be and the others would be removed. **RESOLVED:** governors approved the recommendations for policies. The Headteacher suggested the curriculum policies be updated and approved in school, keeping them in the shared folder. AT suggested parents could contact the school for copies of additional policies if they needed them.	
	ACTION: the Headteacher to add the curriculum policies to the shared area on Google Drive.	Head
	JC stated the curriculum plan was on the website and that was helpful. The Headteacher would keep useful policies for parents such as maths, homework, handwriting, collective worship etc for retaining. Governors noted that these decisions would free up time in meetings for governors to be strategic. <u>SDP</u> The SDP was shared at the meeting; all governors noted they had read it. Questions were invited. The Chair stated it was self-explanatory, all was on it that governors needed to know. **Q: In the data, maths seems lower, could the objectives be more specific with the actions broken down, is it just times-tables where there is an issue, the PP data is also low?** *A: Measures will be a focus and times-tables. Gap analysis had identified this, staff were less confident in measures so CPD was needed.* **Q: Are there sufficient resources for this?** *A: Yes, we have ordered more.* WH added that resources had been purchased through the wish list approved by governors; these were now available to use and gave different ways in which to use them. CPD would be added to it.	

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Minute No.		Action By
	Q: When an action is complete, do governors get to see the impact? *A: Yes, it would be completed in the progress, evaluation and impact section. Monitoring links would be included. Red showed areas that would not be completed, amber meant it was behind the deadline, green was on track and blue was complete; the document could be filtered to view each area.* **Q: Could we use it in termly meetings to check the impact, see how areas are benefitting?** *A: The impact would come at the end of the year.* **Q: How do you assess whether a quantified target has been reached?** *A: We will have a school improvement committee meeting in September and review each area to see if those had been met.* JC suggested there may be some smaller actions that could be reviewed along the way. SATs would take place for KS2 but would not be published in the performance tables; they would go internally to Ofsted. The Chair referred to the Ofsted training from the LA; the KS1 data was not looked at and no baseline was reviewed. They focussed on the curriculum, knowledge and what was happening day to day. **RESOLVED:** governors approved the SDP. <u>PP</u> WH reported there was no data but she had evaluated PP best that she could looking at data the school had. She had met with the Chair to look at the key headlines and there was a big difference between PP and non-PP with the timetables check in the Y4 trial; these were not published and were not statutory. There was a gap again in achieving the higher marks. 25 marks was a pass so there was no room for mistakes. There were low numbers for the high scores then smaller numbers for the lower marks. PP was a priority on the SDP and focus was on looking at what else could be done for PP pupils. Once the baselines were complete at the end of this term they would be done again. The Headteacher stated it would be a different year group next time. **Q: Can you do those again for that year?** *A: No, it was set to Y4.* It would be split to classes and children, so that teachers know which needed more support to continue with Y5 and Y6 tables. **Q: Are you using a new system in Y5?** *A: Yes, prodigy which targets all areas of maths.* AT added that her child had chosen prodigy over other games at home so it was engaging. Timetables was a Y4 cohort focus, the national data would provide area statistics. The Headteacher stated PP data showed they had struggled in all areas, closing the gap had decreased during Covid but this was a national picture.	

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Minute No.		Action By
	WH would be attending a course with the Chair on the PP plan which used research-based evidence. **Q: At the school improvement committee it was stated that the PP pupils had not suffered as much?** *A: WH the percentage drop for PP was not as big as non-PP during Covid; PP percentage was 8% and non-PP 13/14%.* The Headteacher added that the gap to national was bigger. WH added that interestingly, looking back on the targets set for Y6 based on KS1 set to the new assessment, if they were AT expectation, they would be AT still. PP were achieving the targets set, staff were now looking at the capacity for value added, but they were still below national. <u>Reading</u> The reading document had been shared with governors. JC felt this was a good read. The Headteacher stated it took time to do it, but it was beneficial, leading through it; going through it, it posed questions. It was not yet complete but had given clear guides for staff, there was some work to do such as key words and resource packs for foundation stage and these were on the SDP. By the end of year this was what would be worked on. **Q: Will that be published to parents?** *A: Yes.* **Q: Has the reading started from external?** *A: Yes.* <u>Vision</u> The vision was shared on the screen. Governors had spent a lot of time writing this as the first piece of work when the schools amalgamated. It was taken to staff last week and discussion was held on areas within it and staff added suggestions to it, such as: • health promotion – active children • positive mindset • celebrate achievement • tailored curriculum • diversity • leadership – want more collaborative, leadership at all levels Governors' thoughts were invited; this would then go to the school council. The school motto/vision statement was discussed and suggestions from staff were presented. They had spoken about the logo and what it meant. Classes were named after trees. "Grow, explore, deliver" would fit in with class names. Governors were asked to consider any further choices and let the Headteacher know. The Clerk asked if governors had a strategic plan, this would sit under the vision and feed into the SDP; governors discussed what this would look like and queried if there were examples available or if training could be provided.	

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Minute No.		Action By
	JC suggested using smart targets. **ACTION:** the Clerk would arrange in-house training for governors on vision/strategic plans. **ACTION:** governors would email the Headteacher with any comments/suggestions for the vision statement.	Clerk All
120	**<u>Financial Position and Other Resources Matters</u>** <u>School Fund Account</u> The school fund account had been circulated at the meeting showing a carry forward of £43,748.18. Income for the year totalled £3,357.55 with £2,000 of that being donated by Gunness and Burringham Parish Council; Nisa had also donated £300 through a parent. Breakfast club salary sacrifice went out to the Breakfast Club. £1,882.99 had been spent on COVID sinks for outside and Christmas presents, and the panto had been paid for out of the funds. expenditure totalled £23,683.65. The balance was £23,683.65.	
	<u>Budget Update</u> It was felt that capital funds would not be available this year due to the re-roofing however that did not happen, they fixed an area that needed it. They wanted to take £3,000 towards it but this was challenged as it was already committed; the amount paid was £1,050, which was affordable. The new doors and toilet would be taken out of the capital funds and then the roof would be next so there would be no capital next year. Period 5 was on track; the concern was on pupil numbers as discussed earlier in the meeting. Most of E19 had been spent so general resources virements may be needed at the resources committee. The school had paid for committed items on the wish list and now that the SDP had new priorities it needed resources, and resources for supporting behaviour. **Q: Are there more with behaviour issues?** *A: No, the same ones.* **Q: Do you think some of the behaviour is the effect of Covid?** *A: We are not sure if they would have been an issue anyway, they all have emotional and trauma backgrounds*. WH added that last year they were in reception/year1, now they were all together in one building: the school needed to develop the nurture space there. They were learning from each other's behaviour.	
121	**<u>Governors' Monitoring</u>** <u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting.	

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Minute No.		Action By
	Future Training Dates Governors had received the summary sheet for the term ahead and were advised to use Services to Education to book courses they wished to attend.	
	Reports from Visiting Governors Governors gave consideration to the following visiting governor reports that had been circulated with the agenda: • PP report JV – 7 September 2021	
	Governor Skills Audit The skills audit matrix had been uploaded to Google Drive for governors' consideration. The Chair commented that this looked good, there were a few amber areas on finance, data and staff recruitment but there was experience there. **ACTION:** the Headteacher would enquire as to when safer recruitment training was last attended.	Head
122	**Reports from the Local Authority for Consideration** The following reports and policies were circulated for consideration and approval:	
	Admission Arrangements 2023/2024 A paper had been circulated to head teachers, Chairs and Vice Chairs which informed governors of North Lincolnshire Council's statutory duty to consult with governing boards on proposed changes to the council's admission arrangements and the proposed published admission numbers for schools where the council was the admissions authority. The council was seeking governors' views on admission arrangements at governing board meetings and consulting governing boards on the proposed published admission number. Governors noted that the 2023/2024 admission arrangements included a paragraph confirming that the council would meet the requirements of the School Admissions Code 2021 by using an intended address or unit or quartering address when allocating places to the children of service personnel or crown servants returning from overseas. Should the governing board wish to suggest either a change to the council's draft admission arrangements or to the proposed admission number for the school, these would need to be recorded in the minutes and forwarded to sean.kendrew@northlincs.gov.uk as soon as possible. **RESOLVED:** the draft admissions policy for 2023/2024 was considered and agreed. **RESOLVED:** the published admission number of 90 for September 2023 was approved. **ACTION**: the Clerk would inform sean.kendrew@northlincs.gov.uk of the agreed admission number.	Clerk

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Minute No.		Action By
	<u>Safeguarding and Child Protection Policy</u> Consideration was given to approving the revised safeguarding and child protection policy that had been updated in response to the requirements of the Keeping Children Safe in Education Guidance 2021. **RESOLVED:** that the revised safeguarding and child protection policy was approved. **ACTION:** the Headteacher would ensure all staff had read and understood the DfE document: “Keeping Children Safe in Education 2021 – Annex A”. **ACTION:** the Headteacher would upload the approved safeguarding and child protection policy to the school website or make sure it was available to the public by other means.	 Head Head
	<u>Complaints Policy</u> The revised policy had been circulated by the Headteacher for governors’ approval; the Headteacher reported that she had added the LA parts to the school’s own policy. **RESOLVED:** governors approved the revised school’s complaint’s policy. **ACTION:** the Headteacher would upload the complaints policy to the school website.	 Head
123	**<u>Policies</u>** Governors were asked to consider reviewing the following policies which had been circulated with the agenda. • behaviour policy – updated by WH with legal sections added that had been highlighted at training **Q: With WH as behaviour lead, will there be any changes highlighted for governors?** *A: She was always the lead and yes.* **RESOLVED:** governors approved the behaviour policy.	

124	**<u>Dates of Future Meetings</u>**
	RESOLVED: the following dates were agreed:
	
	● full governors – to consider the following suggested dates:
	    • spring – Thursday 10 February 2022 at 5.00pm
	    • summer – Thursday 19 May 2022 at 5.00pm
	● resources committee – Tuesday 9 November 2021 at 5.00pm
	● school improvement committee – 14 January 2022 at 1.15pm	

125	**<u>Any Other Business (with Prior Approval from the Chair)</u>** There was no other business to discuss.	

Chair ’s signature ....

Appendix A

Committee Structure

Appraisal Committee

Quorum 2

Ms M R Lally
Mrs A Tuplin
Mr J B Veall

chair - to be appointed at the meeting
clerk - to be appointed at the meeting

Terms of reference:
- Headteacher review - the appraisal governors to meet with the external person providing support and, after listening to their advice, make decision on setting objections, reviewing performance and making any associated decisions related to pay for the Headteacher
- staff review - to review and make decision on recommendations from the Headteacher, whether staff have met their objectives and any recommended actions on pay increase

Pers/Staff Dismissal Appeals Committee

Quorum 3
nominated governors who have had no involvement in the initial hearing noting that there must be at least the same number as have heard the initial hearing

Chair: to be appointed at the meeting
Clerk: to be appointed

Terms of Reference:
to deal with any appeal on a range of issues to include:-
- pay / grading
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- use of fixed term contracts
- any appeal relating to Headteacher's performance management

NB: In the event the hearing has resulted from a complaint any governor party to the original complaint must not take part in the proceedings.

NB: The Headteacher's appraisers would be ineligible to serve on this committee if the business to be considered was an appeal by the Headteacher against her objectives.

Resources Committee

Quorum 3

Ms A L Altoft
Mrs E Cole
Mrs J Cole
Ms A Cvijetic
Mr I Dalgleish
Mrs S Hazelden

Miss W Howlett
Ms M R Lally
Mrs A Marsh
Mr J Mitcheson
Revd S Tierney
Mrs A Tuplin
Mr J B Veall

all governors to be invited, appeals to be held with any absent governors.

Chair: Mrs J Cole
Clerk: Governor Services

Personnel
Terms of reference:
- that the committee review and approve policies relating to personnel (able to do this via response to email)
- to agree to staffing structure and filling vacancies (able to do this via response to email), except leadership structure (full governors)
- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all non-teaching staff)
- redeployment / redundancy
- disciplinary issues
- grievances
- collective disputes
- to act as an initial hearing
- use of fixed term contracts

Appointments

Headteacher plus two governors
Chair: to be appointed at the meeting
Clerk: administration team

Terms of reference: Staff appointments to be dealt with as follows:
- that it is a statutory requirement, when appointing a Headteacher or Deputy Headteacher, for the full governing body to meet, with a quorum of 50%, for the purpose of electing the selection committee and ratification of the post
- appointments committee to deal with the appointment of all teachers
- all non-teaching staff and any temporary or part-time teaching staff be appointed by the Headteacher and one other governor, that one governor must have undertaken the safer recruitment training on this committee

Finance
Terms of reference:
- that the committee review and approve policies relating to finance (able to do this via response to email)
- the Headteacher be empowered to amend the budget during the course of the year (virements) to a limit of £10,000 for a single transaction; the finance committee above £10,000
- the Headteacher be empowered to incur expenditure within the approved budget to a limit of £10,000 for a single transaction; the finance committee above £10,000 (able to do this via response to email)
- the resources committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action where necessary to avoid overspending and to allocate any underspend to other projects within the school
- the resources committee be empowered to establish and maintain an up to date three-year financial plan and approve the budget on behalf of the board of governors

Chair 's signature ....JBVeall..

- the resources committee be empowered to buy into service level agreements
- the resources committee be empowered to review and respond to reports by internal audit and to monitor and ensure implementation of agreed actions
- the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500
- the resources committee be empowered to dispose of surplus equipment above £2,500
- the resources committee be empowered to monitor and annually review and approve any changes to the: charging and concessions policy in relation to setting charges for community use of the school's premises to take into account inflation and other associated costs such as staffing for hiring the school premises; lettings policy outlining conditions for hiring the school premises; governors' allowances scheme and whistleblower's policy
- the resources committee carry out a benchmarking exercise at least once a year in order to compare the school's financial management performance against other similar schools
- to receive annually the audited school fund account
- to ensure compliance with financial regulations
- to meet at least once each term to discuss the school's finances and report back to the board of governors
- the resources committee be empowered to approve, monitor and review the operation of the procedures required by SFVS and to decide upon corrective action that may be deemed necessary
- to review the charge for community use of the school

<u>Premises</u>
Terms of Reference:
- to consider all issues relating to the fabric of the buildings and grounds including regular site inspections and security
- to ensure compliance with health and safety regulations
- to make recommendations to the Headteacher or full governing board as appropriate
- that the committee review and approve policies relating to premises (able to do this via response to email)
- to give consideration to specific building issues

<u>Safeguarding</u>
- to monitor and carry out an audit of the school's policies and procedures regarding safeguarding
- to annually review the safeguarding compliance audit form
- responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse against the Headteacher being made
- to monitor the health and wellbeing of staff and pupils (also part of the safeguarding governor role)
- that the committee review and approve policies relating to safeguarding (able to do this via response to email)

<u>Complaints</u>
Chair to liaise with Clerk in regard to appointing three governors to hear the complaint subject to availability and nature of the complaint

Chair: to appoint a Chair at the meeting
Clerk: Governor Services

Terms of Reference:
- to hear any complaints with the exception of curriculum issues in line with the school's complaints procedure

<u>Pupil Discipline</u>

Chair 's signature ...JBNeall..

Chair to liaise with Clerk in regard to appointing three governors to hear the issue subject to availability and nature of the complaint
Chair: to be appointed at the meeting
Clerk: Governor Services

Terms of Reference:
- to hear all pupil exclusions in accordance with legislation

School Improvement Committee

Quorum 3

Mrs E Cole
Mrs J Cole
Ms A Cvijetic
Mrs S Hazelden
Miss W Howlett
Ms M R Lally
Mrs A Tuplin
Mr J B Veall

ALL Governors
plus School Improvement Team (Senior Leaders) in attendance as observers

Chair: to be appointed at the meeting
Clerk: to be appointed at the meeting
Terms of Reference:
- to monitor, evaluate and approve the school improvement plans
- to set targets and review pupil progress deciding on areas for improvement
- to monitor the curriculum and make recommendations to the board of governors
- to ensure the religious education and collective worship are provided in accordance with the requirements
- to review and approve policies relating to the curriculum (able to do this via response to email)
- to give consideration to the review of the school improvement plan before presentation to the governing board

Chair 's signature JBVeall..