

HUNGERHILL SCHOOL GOVERNING BODY

1 OCTOBER 2017

COMMITTEES AND REMITS

Teaching, Learning and Curriculum Committee (Quorum 3)

Key Areas:

Teaching and learning
Teaching school
CPD
Curriculum
SMSC
Literacy/numeracy across the curriculum

Chair: Robert Young
Vice-Chair: Steve Newman
Clerk: Carole Keogan

Remit:

- To monitor and evaluate the impact of the quality of teaching on the rates of student progress and standards of achievement
- To monitor and evaluate the impact of CPD and teaching school on improving staff performance and student outcomes
- To formulate and approve the School Improvement Plan/Literacy and numeracy plans
- To review the school's curriculum to ensure that the quality of the curriculum secures high standards of achievement and that the school is meeting all its statutory obligations, making appropriate recommendations to the full governing body
- In collaboration with staff, provide information about how the curriculum is taught, evaluated and resourced
- To review and recommend to the governing body draft curriculum policies including assessment and marking, equal opportunities, sex education, SMSC and to monitor the governing body's curriculum policy
- To ensure the curriculum complies with legislative requirements

Standards and Achievement (Quorum 3)

Key Areas:

Achievement and Progress
Intervention
Transition
Monitoring and Evaluation
Assessment

Chair: Stephen Newman

Vice-Chair: Bob Young

Clerk: Carole Keogan

Remits:

- To set realistic and sufficiently challenging targets relating to students' test/ examination results, including statutory targets
- To monitor progress made across the whole school in line with local and national standards as well as monitoring identified groups e.g. LAC, Gender, FSM, SEND, PP
- To ensure that suitable strategies are in place to address underperformance and monitor the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups
- To report to the finance committee on the relative funding priorities necessary to deliver the curriculum
- To monitor and evaluate the effectiveness of leadership and management and its impact on student progress, particularly focussing on Progress 8 subjects
- To monitor that leadership has appropriate and rigorous systems for assessment throughout the school in order to meet the demands of curriculum reforms
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation
- To monitor and review the information about school performance and reporting to parents according to statutory requirements
- To oversee all aspects of school-evaluation; to comply with the Ofsted Inspection Framework
- To receive reports from school leaders and governors on specific areas of provision, numeracy, literacy, SEND, PP and make recommendations to the governing body

Student Support Committee (Quorum 3)

Chair: Bill Peacock

Vice-Chair: Nic Burne

Clerk: Carole Keogan

Key Areas:

Personal development, well- being and student welfare

Behaviour and Safeguarding

Exclusions

Equalities

Attendance and Punctuality

Pastoral, ethos and values

Parental liaison Enrichment/ Community Cohesion

Student leadership

SMSC

SEND

PP

Remit:

- To consider all welfare and disciplinary issues concerning students, including exclusion
- To consider equal opportunity policies for students
- To monitor the child protection procedure
- To monitor and evaluate the impact of the school's punctuality, attendance and behaviour policies
- To monitor and evaluate the extent to which students feel safe, adopt healthy life styles, contribute to the school and the wider community
- To ensure that there is an annual review of safeguarding children and the child protection policy and procedures
- To monitor and evaluate the extent of students' spiritual ,moral, social and cultural development
- To monitor and evaluate the effectiveness of provision for students with SEND or who are PP
- To monitor the arrangements for school visits and residential trips and approve visits where necessary
- To monitor the promotion of British Values and protect against radicalisation.

Human Resources Committee (Quorum 3)

Chair: Bob Young

Vice-Chair: Andrea Robinson

Clerk: Carole Keogan

Key Areas:

Staffing and personnel – to develop, review and oversee the governing body's personnel policies
Appointments and dismissals

Remit:

In the area of general staffing requirements:

- a) To review the school's staffing structure and requirements
- b) To take recommendations to the governing body regarding staffing issues
- c) To consider the termination of employment of staff in redundancy situations

- Delegation to Headteacher

Fixed term posts of one term or less, support staff working less than 25 hours per week and day-to-day relief staff.

That the Governing Body adopt the general principle for all future staffing appointments, that the same members of the Governing Body are retained throughout the shortlisting and interviewing procedures.

In the area of staff pay:

To consider pay appeals issues according to the criteria and procedures contained in the pay policy

In the area of staff disciplinary and grievance issues:

- a) To consider complaints as detailed in the School's Complaints Procedure
- b) To consider all staff disciplinary and grievance issues referred to the Governing Body
- c) To consider all staff disciplinary and grievance appeals submitted by members of staff

In the area of staff ill health:

Dismissal on the grounds of ill health:

- Where a case for dismissal on the grounds of continuing ill health is being considered by the Headteacher, the necessary investigation and presentation should be undertaken by a member of the Leadership Group and Human Resources.
- Dismissal of staff related purely to absence on the grounds of continuing ill-health be delegated to the Headteacher, except where the Headteacher feels that the dismissal should be determined by the Staffing Committee.

In the area of policy review:

To monitor and oversee all policies related to the areas covered by the remit.

In the area of staff pay (sub-committee)

- a) To implement the pay policy.
- b) To determine the pay of each member of the teaching staff according to the criteria and procedures contained in the pay policy.
- c) To advise the Governing Body on any review of the policy.

In the area of policy review:

- a) To monitor and oversee all policies related to the areas covered by the remit.

Finance and Resources Committee (Quorum 3)

Key areas:

Budget
 Financial Planning
 Health and Safety
 Finance Management
 Site Management

Chair: Andrea Robinson

Vice-Chair: Robert Young

Clerk: Carole Keogan

Remit:

In the area of finance

- a) To work with the Headteacher to set and approve the budget on behalf of the Governing Body, ensuring that the budget reflects the school's priorities educational objectives outlined in the School Improvement Plan (SIP).
- b) To establish and maintain an up to date medium-term financial plan (3 year budget projection) in consultation with the Headteacher, that reflects the SIP. This will include forecasting the likely future pupil rolls and income levels.
- c) To monitor the budgeted income and expenditure, to ensure planned expenditure for the year does not exceed the available resources and report any significant variances to the Governing Body.
- d) To monitor and approve in year budget revisions to the annual budget set.
- e) To consider the policy for balances in accordance with the EFA guidelines. Including regularly reviewing the level of the school balance and the spending plan for the balance.
- f) To explore different expenditure options and assess expenditure bids.
- g) To ensure that the school operates within the Education Funding Agency Academies Financial Handbook and other regulatory guidelines and provide financial information as required to the EFA.
- h) To evaluate the effectiveness of financial decisions and refer specific problems to the Governing Body/relevant committee.
- i) To monitor expenditure of all the school's voluntary/private funds.

- j) To approve the spending decisions where there is a balance on the school's voluntary/private funds.
- k) To review and respond to reports by the Responsible Officer on the effectiveness of the financial procedures and controls.
- l) To approve the ordering of all goods and services, and the payment of all accounts in excess of the degree of financial delegation given to the Headteacher.
- m) To annually review fee policy, including lettings charges, remissions and expenses policies.
- n) To ensure that the school obtains value for money when purchasing goods and services from all suppliers including the Local Authority and outside contractors. This includes considering and approving the Local Authority traded services buy back decisions.
- o) To consider the evidence and annually approve the best value statement.
- p) To make decisions on expenditure following recommendations from other committees.
- q) To ensure that the school's financial performance is compared at least annually to similar schools, reasons for differences examined and action taken where necessary (including local financial analysis pack and national benchmarking data).
- r) To consider the Statement of Internal Control and evidence supplied, for the nominated representative to sign.
- s) To evaluate the soundness and effectiveness of the school's financial management systems against the Financial Management and Governance Evaluation FMGE).
- t) To ensure that accounts are properly finalised at year-end in accordance with the Academies Accounts Direction and other statutory legislation.
- u) To ensure that the financial procedures are documented and regularly reviewed.
- v) Consider and approve the authorised signatories.
- w) To authorise the Headteacher to enter into contracts and the payment of accounts up to £5,000.

In the area of audit:

- a) To advise the Board on the adequacy and effectiveness of the Academy's systems of Internal control and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- b) To advise the Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the Responsible Officer.
- c) To advise the Board on the scope and objectives of the work of the RO and the financial statements auditor.
- d) To consider and advise the Board on the audit strategy and annual internal audit plans.
- e) To monitor, within an agreed timescale, the implementation of agreed recommendations relating to RO reports and the financial statements auditor's management letter.
- f) To consider and advise the Board on any alleged fraud and irregularity in the Academy's financial and other control systems and to ensure that all allegations of fraud and irregularity are properly followed up.
- g) To monitor the Academy's risk management plan and advise the Board on its adequacy and effectiveness.

In the area of sites and premises:

- a) To ensure that the premises are regularly inspected.
- b) To decide upon priorities for expenditure within budget constraints.
- c) To monitor and follow up, as required, the repair and maintenance work carried out.

In the area of health and safety:

- a) To deal with health and safety issues, exercising responsibility as defined in the LA Safety Policy and to include road safety problems.

11 August 2017