

Local Governing Body of the Unity Federation of Primary Academies

SCHOOL GOVERNORS

Governing Body

The role of the governing board is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher (a critical friend)

[Source – *National Governors Association*]

Committees

Governors have appointed Committees and Groups, as follows, and – where missing - their terms of reference will be added once agreed:

- a) Resources Committee: Chris Allen, Mike Coates, Grant Harrison, and Sarah Kosbab, with Cheryl Melton (Business Manager) as Associate.
- b) Curriculum and Standards Committee: Chris Allen, Grant Harrison, Fr Clive Wylie, Ruth Newcombe, Julia Kilham (1 vacancy).
- c) HT Performance Review Committee: Grant Harrison and Gill Yarham.
- d) Performance Management Monitoring: Chris Allen, Mike Coates and Grant Harrison.
- e) Hearings: Grant Harrison, Fr Clive Wylie and Gill Yarham.
- f) Appeals: Grant Harrison, Fr Clive Wylie and Gill Yarham.
- g) Pupil Discipline: Grant Harrison, Fr Clive Wylie and Gill Yarham.
- h) Strategic and HR Group: Chris Allen, Mike Coates, Grant Harrison, Fr Clive Wylie and Gill Yarham.

Assigned individual responsibilities

- a) Safer Recruitment: Mike Coates, Grant Harrison
- b) Safeguarding & Child Protection: Mike Coates, Ruth Newcombe
- c) SMSC: Jill Yarham
- d) SEND and Disability: Ruth Newcombe
- e) Pupil Premium / Looked After Children: Ruth Newcombe
- f) Sarah Kosbab: English
- g) Health & Safety: Mike Coates

Governors

NAME	ROLE	VOTING RIGHTS	TERM OF OFFICE	BUSINESS INTERESTS	RELATIONSHIPS
Chris Allen	Associate	Yes	ex officio	Member of staff SIAMS Inspector for National Society ATL (union member)	Wife is Executive Headteacher of Rudham & Weasenham Federation Academies (DNEAT)
Mike Coates (Chair)	Trust appointed	Yes	1.12.15 – 30.11.19	Chair of Trustees, First Focus, Fakenham Trustee, Fakenham Recreation Ground Trust Life member, NAHT Fakenham & District Rotary Club member	Daughter, Helene Coates – employed by Norfolk Children's Services – Advisory Team & Support Teacher, Educational Psychological Service
Julia Fitzgerald	Parent Governor	Yes	1.9.16 – 31.8.20		
Grant Harrison (Vice Chair)	Trust appointed	Yes	1.12.15 – 30.11.19	None	n/a
Sarah Kosbab	Parent Governor	Yes	26.1.16 – 25.1.20		
Cheryl Melton	Associate	No for LGB but yes for committees	ex officio	Member of staff	
Ruth Newcombe	Staff Governor	Yes	26.1.16 – 25.1.20	Member of staff	
Clive Wylie	Trust appointed	Yes	4.12.15 – 3.12.19	Trustee of - a) Francis Beckham	

				Charity b) South Creake Charities	
Gill Yarham	Trust appointed	Yes	1.12.15 – 30.11.19	None	n/a

Attendance

NAME	6.10.16	29.11.16				
Chris Allen	✓	✓				
Mike Coates (Chair)	✓	✓				
Julia Fitzgerald	✓	Apologies accepted				
Grant Harrison (Vice Chair)	✓	✓				
Sarah Kosbab	✓	✓				
Ruth Newcombe		✓				
Clive Wylie		✓				
Gill Yarham	✓	Apologies accepted				

Curriculum and Standards Committee

Meetings:	Once per term (more frequently if deemed necessary) or discussion via e-mail communication as a further option.
Chair:	TBA. Duties will include notifying the Committee of any meeting to be held and providing all with an agenda.
Accountability:	The committee will report back to the Governing Body once a year and submit minutes onto the Governor Hub.

Terms of Reference

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To review anonymised SATs/GCSE data, Raiseonline information and FFT data if appropriate. To consider pupil progress and how the school is targeting areas of under performance
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To discuss (using anonymised data), set and publish targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Ensure that the requirements of pupils in vulnerable groups are met
- To make arrangements for the Governing Body to be represented at School Improvement discussions and for reports to be received by the Governing Body
- To regularly review and adopt the policies for Special Education Need and Sex Education
- To regularly review and approve the Home-School agreement
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy (*not statutory requirement to have Curriculum Policy from Sept 2012 but good practice*)
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, English, Maths. To receive regular reports from them and advise the Governing body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To approve risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing body (please list)
- Advise the Governing body on standards and other matters relating to the education in the school to include the curriculum, school self-evaluation, behaviour and discipline
- *Additional items which individual Governing Bodies may wish to include*

Resources Committee

Core Function

To oversee the financial performance of the academy and make sure its money is well spent, in line with delegated responsibilities from the Trust Board.

Purpose

To assist the decision making of the Local Governing Body (LGB) by enabling more detailed consideration to be given to the best means of fulfilling the LGB's responsibility to ensure sound management of the Academy's finances, resources and personnel, including proper planning, monitoring and probity as set out in the Scheme of Delegation.

To make appropriate comments and recommendations on such matters to the Local Governing Body on a regular basis.

Major issues will be referred to the full Local Governing Body for ratification.

Quorum

The quorum shall be three Governors or 1/3 rounded up, whichever is the greater.

Chair

The Committee shall appoint a Chair at its first meeting held in the Autumn Term of each year.

Meetings

The Committee shall meet in accordance with the DNEAT Governance Framework.

Headteacher and Teacher Performance Management Panel

Terms of Reference

To monitor progress and evaluate the effectiveness of the priorities within the School Development Plan

- To arrange to meet with the Academies Group Executive Principal (AGEP) to discuss the Headteacher's performance targets
- To decide, with the support of the AGEP, 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 Resources Committee in respect of awards for the successful meeting of targets set
- To monitor the performance management of all staff on a termly basis, based on anonymised data provided by the headteacher (template from DNEAT)
- *Additional items which individual Governing Bodies may wish to include*

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- To make any recommendations to DNEAT in line with the Governing Body'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 Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- *Additional items which individual Governing Bodies may wish to include*

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- *Any items which individual governing bodies may wish to include*

***cannot be delegated to an individual**

Strategic & HR Group Committee

Terms of reference:

- To meet at the beginning of each term and agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To oversee arrangements for Governor involvement in formulating and monitoring the Academy Development/ Improvement Plan
- To allocate targets within the School Development Plan to committees to monitor progress and success criteria on a termly basis
- To monitor the progress of work being undertaken by committees and individuals
- To determine and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To appoint teachers and non- teaching staff

- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis
- To review job descriptions for staff as appropriate and recommended by the headteacher
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider recommendations made by committees with regard to the working of the Governing Body
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- To propose changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Body and its sub committees to the Governing body
- To act as a forum for discussion of general issues and innovative practices
- *Additional items which individual Governing Bodies may wish to include*