

HEMPSHILL HALL PRIMARY SCHOOL GOVERNING BODY

**TERMS OF REFERENCE
DOCUMENT
2016-2017**

HEMPSHILL HALL PRIMARY SCHOOL TERMS OF REFERENCE DOCUMENT

CONTENTS

Page 2 Instrument of Government

Page 3-4 Committee Structure & Remits

APPENDICES

1. Election Process for Chair & Vice Chair
2. Membership of Committees
3. Governor Responsibilities

INSTRUMENT OF GOVERNMENT: COMMUNITY SCHOOL

1. The name of the school is Hempshill Hall Primary School;
2. The school is a community school;
3. The name of the governing body is “The governing body of the Hempshill Hall Primary School”;
4. The governing body shall consist of;
 - 6x Co-Opted Governors;
 - 1x Headteacher;
 - 1x Local Authority Governor;
 - 4x Elected Parent Governors;
 - 1x Elected Staff Governor.
5. Total number of governors 13;
6. The Re-Constitution of the Governing Body was agreed at the Full Governing Body meeting on 11th November 2015, this instrument of government comes into effect on 1st December 2015;
7. This instrument was made by order of Mr Alistair Conquer, Head of Service, Education Partnerships.

A handwritten signature in black ink, appearing to read 'Alistair Conquer', is positioned below the text of the instrument of government.

COMMITTEE STRUCTURE & REMITS

Finance and General Purposes Committee

The remit of the committee is to:

"to approve the school's annual budget plan, including the staff complement;

consider reports from the head teacher comparing expenditure with budget and to approve variations as necessary;

plan the school budget in accordance with the priorities in the school management plan;

determine the written description of financial systems and procedures;

operate the governing body's arrangements for obtaining quotations and inviting tenders;

authorise all write-offs and disposals of surplus stock and equipment in accordance with LA regulations;

recommend to the governing body a charging policy in alignment with the LA charging policy;

determine arrangements regarding petty cash at the school;

determine arrangements for the accounts and audit of the school fund(s);

determine matters relating to building maintenance, health and safety and lettings outside school hours in accordance with the governors' delegated responsibilities;

determine matters relating to school security;

determine insurance arrangements."

Personnel, Pupils and Strategic Development Committee

The remit of the committee is to:

"determine arrangements for all appointments of staff except for head teacher and deputy head;

determine a staffing structure and other staffing matters including reductions in staffing levels and leave of absence;

recommend to the governing body a staff pay policy;

review staff grading in line with the schools agreed pay policy;

determine personnel matters in accordance with the procedures adopted by the governing body;

consider matters of pupil welfare and make recommendations to the governing body; to recommend to the governing body a Performance Management Policy and to operate such policy on behalf of the governing body including the setting and reviewing of head teacher performance targets;

consider the curriculum at the school in accordance with the national and local requirements;

make recommendations to the governing body on the school management plan and curriculum matters;

oversee the implementation of the governing body's curriculum responsibilities within the school including sex education, religious education and collective worship;

consider inspection reports, prepare action plans and monitor progress;

make recommendations on strategic development that will improve pupil achievement and school effectiveness".

Pupil Discipline Committee

The remit of the committee is to:

"consider the circumstances in which a pupil has been excluded and representations made by the parent and the LA as required by the School Standards and Framework Act 1998;

decide whether or not to uphold or reinstate any exclusion which exceeds five days in any one term"

Staffing and HR Processes Committee

"determine personnel matters in accordance with the discipline procedures adopted by the governing body;

determine whether any person employed by the LA to work at the school should cease to be employed at the school;

Staffing and HR Processes Appeal Committee

"consider appeals against decisions of the Staffing and HR Processes Committee".

Appendix 1

ELECTION OF OFFICERS

Hempshill Hall Primary School Governing Body has agreed the following:

- The Chair and Vice Chair serve for a period of **one** years
- That the nominations for Chair and Vice-Chair are received from members of the Governing body and, if none are received, self –nomination be allowed.
- Procedure for election done at meeting
- That the Chair and Vice-Chair could deal with any urgent matters not able to be dealt with by committee
- A core group of governors could be on hand to deal with any urgent business that occurred during the term

CHAIR OF GOVERNORS: Miss Z Jackson

Date Elected: Autumn 2016

Term End: Autumn 2017

VICE CHAIR OF GOVERNORS: Mr S Dunbobbin

Date Elected: Autumn 2016

Term End: Autumn 2017

Finance & General Purposes Committee

CHAIR:

Pupils, Personnel and Strategic Development Committee

CHAIR:

Pupil Discipline Committee:

CHAIR: *to be elected if necessary from PP and SD Comm. members*

Date Elected:

Term End:

Staffing and HR Processes Committee:

CHAIR: *to be elected if necessary from PP and SD Comm. members*

Date Elected:

Term End:

Staffing and HR Processes Appeal Committee

CHAIR: *to be elected if necessary from PP and SD Comm. members*

Date Elected:

Term Ended:

Appendix 2

Finance and General Purposes Committee

Personnel, Pupils and Strategic Development Committee

Pupil Discipline Committee

The Pupil Discipline Committee would be made up of three non staff members of the governing body.

Staffing and HR Processes Committee

The Staffing and HR Processes Committee would be made up of three non staff members of the governing body..

Staffing and HR Processes Appeal Committee

The Staffing and HR Processes Appeal Committee would be made up of three none staff members of the Governing Body, who had not been members of the original Staffing and HR Processes Committee which had considered the case.

Pay Committee

Pay Appeals Committee

Performance Management Governors

Appendix 3

GOVERNOR(S) RESPONSIBILITY

	Governor Name	Agreed dates of visits
CHAIR:	Miss Z Jackson	
VICE CHAIR:	Mr S Dunbobbin	
CHILD PROTECTION GOVERNOR:	Miss Z Jackson	
EQUAL OPPORTUNITIES/EQUALITIES GOVERNOR:		
GIFTED & TALENTED GOVERNOR:		
MATHS / NUMERACY GOVERNOR:	Mrs C O'Regan	
HEALTH & SAFETY GOVERNOR: (links to healthy and safe educational visits)	Mrs A Meads	
ENGLISH / LITERACY GOVERNOR:	Mrs S Riddell	
ICT GOVERNOR:		
SPECIAL EDUCATIONAL NEEDS GOVERNOR: (inclusion / link to behaviour management)		
SEX AND DRUGS EDUCATION GOVERNOR:		
TRAINING CO-ORDINATOR GOVERNOR:		
PERFORMANCE MANAGEMENT GOVERNORS:	Mrs S Riddell Mrs A Garfoot	
COMMUNITY LIAISON / EXTENDING SCHOOLS GOVERNOR:		
CURRICULUM / SUBJECT GOVERNORS:	All	
SCHOOL'S COUNCIL LIAISON GOVERNOR:	Mr C Squire	
ASSESSMENT / STANDARDS OF ATTAINMENT GOVERNOR:		
SCIENCE		