

YSGOL RHIWABON



FRAMEWORK OF RESPONSIBILITY

September 2023

Date reviewed and updated: September 2023

Signed Chair of Governors: 

Date Approved: 27th September 2023

Framework to be next reviewed: September 2024

FRAMEWORK OF RESPONSIBILITY

A definition of the responsibilities of each individual involved in the administration of the schools finances is detailed within the job descriptions and should be referred to in conjunction with this statement.

Governing Body

The governing body is responsible for:

- setting a legal budget and the management of it within the terms of the scheme for financing schools (incorporating the council's financial standing orders and regulations)
- to achieve the aims and objectives which it has agreed and incorporated within the school development plan.
- Asking the school management team challenging questions in a supportive manner on their running of the school and school's overall performance

Headteacher

The Headteacher is responsible for:

- Advising the governing body on the establishment of its policies and on all budgeting aspects.
- Day to day operation of the budget and the financial responsibilities delegated to them by the governing body, all in accordance with the established framework of responsibility and within the Authority's financial standing orders and regulations.
- Reporting to the governing body regarding the performance and activities of the school.

Committee Structure & Terms of Reference

Annually the governing body will:

- Decide which functions to delegate to a committee or working group and establish a committee structure.
- Agree the constitution, membership, terms of reference and delegated powers.

General Notes

Where the governing body has delegated a function, this does not prevent the governing body from exercising those functions.

This review can take place at any time but it is good practice that it is reviewed at the first meeting in the Autumn term to run in line with the academic year.

Any decisions made by a committee or working party must be formally recorded in the minutes/notes of the meeting and presented back to the full governing body.

All statutory committees must be clerked. Although non-statutory committees do not need to be clerked, minutes or notes must be taken to record key discussions, recommendations, actions and decisions. A chair must be appointed annually to each committee. The chair can be appointed by the governing body or elected by the membership of the committee. Members of staff cannot chair committees.

A good committee structure will help to monitor, evaluate and deliver the strategic aims and objectives outlined in the school improvement / development plan.

Further information and examples can be found on Governors Cymru Services website;
<http://www.governors.cymru>

Full Governing Body (Statutory)

Purpose of the Committee

The governing body carries out its functions with the aim of taking a largely strategic role in the running of the school. This means that governors decide what they want the school to achieve via setting the strategic framework. This includes:

- setting aims and objectives;
- setting policies, targets and priorities for achieving the objectives;
- monitoring and reviewing progress; and
- reviewing the strategic framework in the light of progress.

Committee Meetings

The governing body must hold at least one meeting per term held. The following are entitled to attend full governing body meetings:

- All members of the governing body;
- The headteacher (even if they resign from their role as headteacher governor);
- Associate pupil governors (Secondary schools only);
- The clerk;
- Any other person that the governing body determines (non-voting).

Chair: Elected by the governing body on an annual basis, usually at the first meeting of the academic year. Members of staff and registered pupils at the school cannot be a chair or vice-chair.

Clerk: This committee is required by law to have a clerk

Full governing body meetings will be held at the school and will start at 4.45pm. Where business has not been completed within the agreed time, the governors present may resolve to continue the meeting or to defer this item to the next meeting, or delegate to the relevant committee.

Any three members of the governing body may requisition a meeting by giving notice to the clerk. This notice must include a summary of the business to be discussed. The clerk must convene this meeting as soon as reasonably practicable.

Delegation of functions

The governing body may delegate some functions to a committee or an individual. This decision must be minuted. Please note there are some restrictions on delegation. The governing body must receive a report (written or verbal) from the committee or individual that has been given delegated powers. This report must be minuted in the full governing body minutes.

Apologies for absence

If a governor is unable to attend a meeting, written notice must be sent to the clerk. The minutes of the meeting will record the governing body's consent or otherwise to the absence. The clerk will also record where a governor does not attend and does not send apologies.

Role of the chair in urgent matters

The chair (or in the absence of the chair, the vice-chair) has the authority to take action (on matters that can be delegated to an individual) where the delay in exercising the function would likely to be seriously detrimental to the interests of the school, a pupil at the school, or their parents, or a person who works at the school. The chair must report on these decision made to the next meeting of the governing body.

Principles of conduct for governors

Governors should:

- commit their interest, enthusiasm and time to the tasks that being a governor brings;
- put personal interests aside to ensure that their actions reflect the considered, best interests of the school and its pupils;
- on appointment / election, familiarise themselves with work of the school and keep this knowledge up to date. This will include the receipt of relevant documents provided by the school and governing body;
- demonstrate a commitment to their own continuous professional development by maintaining their knowledge of current education policy, regulations and guidance and extending their skills by participating in

training programmes including whole governing body training and other relevant events;

- demonstrate a commitment to equality of opportunity and reflect this in developing and applying the policies the school is required to have in respect of sex, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, disability or age (as defined in the Equality Act 2010);
- act as a critical friend towards those with professional responsibilities in the school, bearing in mind the governing body's own responsibility to promote high standards of educational achievement. This includes supporting the school but also challenging and ask questions about how the school works, the standards it achieves, monitoring policy implementation to bring about improvements;
- be conscious of, and act within, the limits of the responsibilities of the governing body and when necessary, seek and give due consideration to professional information, advice and guidance;
- respect the responsibility of the headteacher for the day-to-day decisions in the management of the school;
- observe collective responsibility by supporting, once determined by democratic means, the decisions of the governing body, even if this differs from their own view;
- respect the governing body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside governing body meetings, solely to governor colleagues and in appropriate cases solely to discussion within governing body committees;
- understand their legal responsibility to exercise their functions with a view to safeguarding and promoting the welfare of the school's pupils; and focus their contribution to governing body decisions upon what is in the best interests of pupils, and be conscious that the welfare of pupils should always come first;
- encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development;
- be aware that all governors are equal and respect others' views and behave accordingly in dealings with governor colleagues;
- be aware of their accountability to parents and others in the local community and seek to devise effective dialogue with all those interested in the conduct and standards of the school;
- be aware of and consider the impact of decisions made on key stakeholders at the school e.g. pupils, parents, staff, community;
- observe all protocols and procedures agreed by the governing body;
- be open, honest, objective, fair and impartial and prepared to confront the personal prejudices that may hinder informed decision-making including conflicts of interest.
- With the rise in popularity of social networking sites such as Facebook and Twitter, governors should remember that they are a representative of the governing body and part of a corporate body. It is therefore sensible for governors to maintain a certain level of separation on social networking sites, as this may create a conflict / difficult situation in the future.

Membership

Mrs J Lowe (LA) (Chair)

Mrs A Swarbrick (LA) (Vice Chair)

Mr K P Jones (LA)

Cllr A Tynan (LA)

Mr A Davies (LA)

Mr G Edwards (C)

Mr D Thompson (C)

Mr M Davies (C)

Mr J Roberts (C)

Mrs C Davies (C)

Mrs V Wright-Davies (T)

Mrs E Beveridge (T)

Mr N Money Penny (S)
Mrs L Biddle (P)
Mr A Owen (P)
Mrs S Meadow (P)
Mrs P Hardy (P)
Mr W Harwood (P)
Mrs E Matthews (P)

Quorum: 50% of the membership, rounded up to the nearest whole number excluding vacancies and any suspended governors. The governing body must make all decisions unless an individual or a committee has been delegated to deal with a specific issue.

Every decision to be made at the meeting must be determined by a majority of votes of the governors present and voting. Voting by proxy is not allowed. In the event of a tie, the chair has a second and casting vote. Voting will be by show of hands unless one governor requests a secret ballot. All governors must stand by the corporate decisions of the governing body.

Restrictions on persons taking part in proceedings:

- Governors who work at the school when the subject for consideration is the pay progression of any person employed to work at the school.
Any governor where there may be a pecuniary interest or a conflict of interest.
- The clerk will maintain a register of the business and pecuniary interests of all members of the governing body.
- If a governor has a pecuniary interest they will be required to withdraw from a meeting and not vote on the matter in question. Where there is a dispute as to whether a governor is required to withdraw from the meeting and not vote, that question is to be decided by the other governors present at the meeting.

Staff Disciplinary & Dismissal Committee (Statutory)

Purpose of the Committee

The committee is established to deal with staff disciplinary and dismissal matters, in accordance with the school's relevant procedures.

Committee Meetings

The committee shall meet as and when required.

Chair: To be elected by the committee

Clerk: This committee is required by law to have a clerk

Terms of Reference

- To review the staff disciplinary and dismissal policy to ensure it is relevant and complies with statutory requirements and guidance from the Welsh Government in Circular 002/2013, and negotiate with local school staff union members on any proposed changes before recommending it to the governing body;
- To consider and make decisions about matters relating to redundancy, in accordance with the school's procedure for Redundancy;
- To consider and make decisions about matters relating to the following, in accordance with the school's procedure for behaviour that is considered to be gross misconduct that could result in dismissal. This could include a referral at Stage 3 of the capability procedure;
- To ensure the membership of the committee is properly constituted and impartial and that members have no direct interest in the case being considered;
- To consider all the evidence presented including the investigation report and any evidence from witnesses and reach balanced decisions based on evidence;
- The chair of the committee is responsible for setting the arrangements and order of business for the day of the hearing;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- The outcome from the committee hearing may be:
 - the allegation is unproven and no action is taken; or
 - the misconduct constitutes lesser misconduct and an appropriate sanction is given; or
 - the misconduct constitutes gross misconduct and an appropriate sanction is given which may be dismissal;
- To attend relevant training as appropriate.

Membership

Mr G Edwards, Mr K P Jones, Mr A Owen,

Liaison: Headteacher

Not less than **three members** of the governing body. Non-governors may be appointed but they do not have a vote, except:

Where there are allegations of child protection, the membership of the committee must be as follows:

- two governors; and
- one non-governor member with voting rights who is not:
 - a governor at the school; or
 - a parent of a current or former pupil at the school; or
 - a current or former member of staff at the school; or
 - a person currently employed at the Local Authority that maintains the school.

The full governing body will be required to meet to appoint the non-governor member where there are allegations of child protection.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Quorum: The quorum for this committee shall be at least three governors or two governors plus an independent non-governor for child protection allegations.

Disqualifications:- Headteacher, Associate Student Governors

Where there are allegations of child protection, the membership of the committee must be as follows:

- two governors; and
- one non-governor member with voting rights who is not:
 - a governor at the school; or
 - a parent of a current or former pupil at the school; or
 - a current or former member of staff at the school; or
 - a person currently employed at the Local Authority that maintains the school.

The full governing body will be required to meet to appoint the non-governor member where there are allegations of child protection.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Restrictions on persons taking part in proceedings:

- It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or has direct interest or involvement.
- Teacher or staff governors

Staff Disciplinary & Dismissal Appeals Committee (Statutory)

Purpose of the Committee

The committee is established to consider any appeals in respect of:

- decisions taken by the staff disciplinary and dismissal committee, in accordance with the school's procedure;
- appeals against sanctions imposed by the headteacher through lesser misconduct procedures;
- appeals against sanctions imposed at Stages 1 and 2 of the capability procedure;
- appeals against selection for redundancy.

Committee Meetings

The committee shall meet as and when required.

Chair: To be elected by the committee

Clerk: This committee is required by law to have a clerk

Terms of Reference

- To consider any appeals against a decision made by the staff disciplinary and dismissal committee in respect of disciplinary issues;
- To consider any appeals against decisions made and sanctions imposed by the headteacher through the lesser misconduct procedure;
- To consider any appeals against any sanctions imposed in Stages 1 and 2 of the capability procedure;
- The appeal committee may:
 - accept the appeal and remove the sanction imposed;
 - accept the appeal and impose a lesser sanction; or
 - reject the appeal and confirm the sanction imposed;
- To consider any appeals against selection for redundancy;
- The decision of the appeal committee will be final;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

Note: this committee may also hear appeals against staff grievance issues, capability matters; and appeals against any sanction imposed through the lesser misconduct process.

Membership

Mrs J Lowe, Mrs A Swarbrick, Mr M Davies, Mrs L Biddle

Liaison: Headteacher

At least the same number of governors as the staff disciplinary and dismissal committee but may be more.

Non-governors may be appointed but they do not have a vote, except where there are allegations of child protection, the membership of the committee must be as follows:

- two governors; and
- one non-governor member with voting rights who is not:
 - a governor at the school; or
 - a parent of a current or former pupil at the school; or
 - a current or former member of staff at the school; or
 - a person currently employed at the Local Authority that maintains the school.

This non-governor member must be different to the person to one who was the independent member on the first committee.

The full governing body will be required to meet to appoint the non-governor member where there are allegations of child protection.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Quorum: The quorum for this committee shall be at least three governors or two governors plus an independent non-governor for child protection allegations.

Disqualifications: Headteacher, Associate Student Governors, Governors involved in the first disciplinary and dismissal committee relating to the appeal.

Restrictions on persons taking part in proceedings:

- It is recommended that the chair of the governing body is not a member of this committee due to the likelihood of prior knowledge.
- Any member of the committee who may be tainted or have a direct interest or involvement in the case in question.
- Teacher and staff governors and any other member of staff who may be a governor.

Staffing and Personnel Committee

Purpose of the Committee

The purpose of this committee is to review and agree staff provision, review procedures for staff selection, appointment and performance management and review and agree staff training programmes.

Committee Meetings

The committee shall meet termly. The recommendations of the committee will be brought to the full governing body for ratification.

Chair: to be elected by the committee

Clerk: A clerk may be appointed if required. It may be the same person who clerks the governing body or someone different. The headteacher must not act as clerk to any committee.

Terms of Reference

- To draft and review the staffing structure, in consultation with the headteacher and the Finance Committee;
- To be involved in the appointment of staff, as appropriate;
- To oversee the appointment procedure for all staff;
- To review relevant policies as appropriate and make recommendations to the governing body for discussion and ratification;
- 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 make recommendations on personnel related expenditure to the Finance Committee;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training, as appropriate.

Membership

Mrs J Lowe, Mr K P Jones, Mr G Edwards, Mr J Roberts, Mrs E Matthews, Mr A Davies

Liaison: Headteacher

Numbers to be determined by the governing body but good practice to have at least three members of the governing body as it helps with voting.

Quorum: The quorum for this committee is **50% of the membership**, rounded up to the nearest whole number, excluding vacancies and any suspended governors.

Disqualifications: Members of staff, Associate Pupil

*** The headteacher must not be present when the subject of consideration is his or her own performance appraisal/ pay.**

Restrictions on persons taking part in proceedings:

- Any governor where there may be a conflict of interest.

Headteacher Performance Management Panel

Purpose of the Panel

The performance management appraisers are appointed to monitor and review the headteachers' performance, in accordance with the school's procedure.

Panel Meetings

The panel shall meet as required to carry out their role in the performance management of the headteacher. The panel will meet annually, or as appropriate, to review and assess the performance of the headteacher. The decisions of the panel will be taken to the Pay Review Committee.

Chair: Appointed by the governing body or elected by the panel – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a panel.

Clerk: The governing body may appoint a clerk to this panel. It may be the same person who clerks the governing body or a different person.

Terms of Reference

- To agree targets with the headteacher;
- To meet annually to review and assess the performance of the headteacher against the targets set, with the assistance of the Local Authority advisers as part of a cycle of performance management;
- To make recommendations to the Pay Review Committee in respect of pay awards for the successful meetings of targets;
- To attend relevant training as appropriate.

Membership

Mrs J Lowe (Chair), Mr K P Jones, L A Advisor(s)

Liaison: Headteacher

At least two members of the governing body. Up to two Local Authority advisers.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Quorum: The quorum for this panel is dependent on the membership, but will be **at least three**.

Disqualifications: Members of staff. Any governor where there may be a conflict of interest

*** The headteacher must not be present when the subject of consideration is his or her own performance appraisal / pay.**

Headteacher's Performance Management Appeal Committee

Purpose of the Committee

The performance management appeal appraiser(s) are appointed to hear appeals from the headteacher in relation to an appraisal.

Committee Meetings

The committee shall meet as required to carry out any appeal from the headteacher. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to performance management procedures should be carefully safeguarded and kept confidential.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: The governing body may appoint a clerk to this committee. It may be the same person who clerks the governing body or a different person.

Terms of Reference

- To carry out any appeal review in accordance with the school's Performance Management policy;
- To attend relevant training as appropriate.

Membership

Mrs J Lowe (Chair), L A Advisors, **VACANCY**, **VACANCY**

Liaison: Headteacher

The chairperson and one member of the governing body **OR** two members of the governing body (if the chairperson has participated in the appraisal which is subject of the appeal).
Two Local Authority advisers.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Quorum: The quorum for this committee is dependent on the membership, but will be **at least three**.

Disqualifications: Members of staff. Any governor where there may be a conflict of interest.

*** The headteacher must not be present when the subject of consideration is his or her own performance appraisal / pay.**

Complaints Committee

Purpose of the Committee

This committee is established to consider and make decisions relating to complaints received, in accordance with the school's complaints procedures.

Committee Meetings

The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to complaints procedures should be carefully safeguarded and kept confidential. The decisions of the committee will be brought to the full governing body for information.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person. The headteacher must not act as clerk to any committee.

Terms of Reference

- To review the complaints policy as appropriate and make recommendations to the governing body for discussion and ratification;
- To hear representations relating to complaints made;
- To make decisions relating to the complaint and inform the complainant of the outcome;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

Membership

Mr N Moneypenny, Mrs V Wright-Davies, Ms C Davies, Mr D Thompson, Mr M Davies, Mr A Owen, Mr W Harwood

(Members of the Governing Body in reserve)

Mrs A Swarbrick, Mr G Edwards,

Liaison: Headteacher

Quorum: The quorum for this panel shall be **three** governors.

Associate pupil governors may be members of this committee provided the issue being considered is not related to a member of staff or individual pupils. Associate pupil governors are classed as non-governors for the purpose of this committee and the governing body must determine whether they are given a vote.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Disqualifications: None.

Restrictions on persons taking part in proceedings:

- The headteacher.
- Any governor where there may be a pecuniary interest or a conflict of interest.

Standards, Performance and Curriculum Committee

Purpose of the Committee

This committee is established to ensure the pupils at the school have access to a broad and balanced curriculum and the statutory requirements are met, and to monitor the overall performance of the school and its pupils.

Committee Meetings

The committee shall meet at least once a term. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. The recommendations of the committee will be brought to the full governing body for ratification.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: A clerk may be appointed if required. It may be the same person who clerks the governing body or someone different. The headteacher must not act as clerk to any committee.

Terms of Reference

- To review and monitor the Curriculum Policy and any other relevant policy (e.g. assessment policy, policy on sex education, collective worship and Religious Education) as determined by the governing body and make recommendations to the full governing body for discussion and ratification.
- In collaboration with members of staff, to provide information in the School Prospectus and Annual Report to Parents about how the curriculum is taught, evaluated and resourced.
- To assist the headteacher in deciding which subject options should be taught having regard to resources (Secondary schools).
- To assist the headteacher and the governing body in setting realistic and sufficiently challenging statutory end of key stage targets.
- To ensure that the requirements of children with additional learning needs and those who may be otherwise disadvantaged are met.
- To assist in the development of, monitor and review of the school self-evaluation report and to help identify areas for the school development plan and ensure that the governing body receives regular progress reports.
- To assist in the construction of the school development plan and ensure that the governing body receives regular progress reports through systematic monitoring and review.
- To monitor and evaluate:
 - pupil progress and standards of achievement
 - the impact of continuing professional development on improving staff performance
 - pupil achievement against set targets
 - the effectiveness of provision for children with additional learning needs
 - the effectiveness of provision for children who may be otherwise disadvantaged
 - the quality of the curriculum in securing high standards of achievement
 - the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. SEN/ALN, gender, free school meals, minority ethnic, English as an additional language, looked after children etc)
- To assist the headteacher in determining the after-school activities the school offers.
- To identify and celebrate pupil achievement.
- To report according to statutory requirements on school performance.
- To report to the Finance Committee on the relative funding priorities necessary to deliver the curriculum.
- To oversee the arrangements for educational visits.
- To prepare the school prospectus and ensure it meets statutory requirements.

- To receive reports from individual governors responsible for specific areas, where appropriate, e.g. numeracy, literacy, SEN etc.
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary.
- To attend relevant training, as appropriate.

Membership

Mr D Thompson, Mrs A Swarbrick, Mrs J Lowe, Mr J Roberts, Mr M Davies, Mrs V Wright-Davies, Mr W Harwood, Mrs E Matthews, Mrs E Beveridge, Mrs S Meadow, Mrs L Biddle

Liaison: Headteacher, Senior Leadership Team

Numbers to be determined by the governing body but good practice to have at **least three members** of the governing body as it helps with voting.

Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees.

The majority of members must be governors.

In secondary schools, where Associate Pupil Governors (APGs) are nominated by the School Council, it is not uncommon for them to be members of this committee.

Quorum: 50% of the membership, rounded up to the nearest whole number, excluding vacancies and any suspended governors.

Disqualifications: None.

Restrictions on persons taking part in proceedings:

- Any governor where there may be a pecuniary interest or a conflict of interest.

Student Well-being Committee

Purpose of the Committee

This committee is established to look at priorities and issues relating to the pastoral and spiritual well-being of the staff, pupils and link with wider community.

Committee Meetings

The committee should meet at least once a term. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. The recommendations / decisions of the committee will be brought to the full governing body for ratification / information.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: A clerk may be appointed if required. It may be the same person who clerks the governing body or someone different. The headteacher must not act as clerk to any committee.

Terms of Reference

- Work with the headteacher to provide guidance to the governing body on priorities and issues relating to the pastoral and spiritual well-being of the staff, pupils as well as links with wider community.
- Review and monitor the following policies:
 - Attendance
 - Behaviour (including anti-bullying)
 - Community cohesion
 - Equality policy
 - Healthy eating
 - Homework
 - Safeguarding
 - Staff discipline & grievance procedure
 - Looked After Children
- To agree annual attendance targets and monitor progress towards achieving these.
- To monitor and evaluate (examples include):
 - the impact of the school's punctuality, attendance and behaviour
 - the quality of the school's provision for personal development and well-being
 - the effectiveness of care, guidance and support for pupils
 - the extent to which pupils and staff feel safe
 - the extent to which pupils adopt healthy lifestyles
 - the extent to which pupils contribute to the school and wider community
 - the extent to which pupils develop workplace and other skills that will contribute to their future economic well-being
 - the extent of pupils' spiritual, moral, social and cultural development
 - the effectiveness with which the school promotes equal opportunity and tackles discrimination
 - the effectiveness with which the school promotes community cohesion
 - the requirements of children with special needs and disability are met
 - the effectiveness of safeguarding policies and procedures and ensure that the school complies with all health and safety and other – safeguarding regulations (including child protection and safe recruitment)
 - continuous professional development of staff
- To gather the views of stakeholders (parental and community liaison) and report on these, in order that outcomes are effectively used to inform planning.
- Work with headteacher to produce a publicity and marketing policy.
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary.
- To attend relevant training, where appropriate.

Membership

Mrs A Swarbrick, Mr D Thompson, Mrs V Wright-Davies, Mrs S Meadow, Mr W Harwood, Mrs E Matthews, Ms C Davies, Mrs E Beveridge, Mr N Money Penny, Mrs L Biddle, Mr A Owen

Quorum: 50% of the membership.

Numbers of governors as agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees.

The majority of members must be governors.

Liaison: Mr J Forman, Mr P Bingham

Restrictions on persons taking part in proceedings:

- Any governor where there may be a pecuniary interest or a conflict of interest.

Pupil Discipline & Exclusions Committee (Statutory)

Purpose of the Committee

The committee is established to review the use of exclusion within the school and consider representations in respect of exclusions, in accordance with the school's procedure.

Committee Meetings

The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to pupil discipline procedures should be carefully safeguarded and kept confidential. The decisions of the committee will be brought to the full governing body for information when the appeal process has been carried out.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: This committee is required in law to have a clerk. The person clerking may be the same person that is the clerk to the governing body or it may be a different person. The headteacher must not act as clerk to any committee.

Terms of Reference

- To consider the decision of the headteacher to exclude a pupil, in line with the school procedures and Welsh Government guidance;
- To consider reports from the headteacher and parents on matters relating to pupils' behaviour and discipline;
- To consider representations from parents or pupils, in case of exclusions of five school days or less, and record their considerations on the pupil's record. The committee cannot direct reinstatement;
- To consider representations from parents in case of exclusions totalling more than five but not more than 15 school days in one term (meeting to be held between the 6th and 50th school day after receiving the notice of exclusion, if the parents or pupil requests it). The meeting may direct reinstatement;
- To consider cases of exclusions totalling more than 15 school days in one term OR a permanent exclusion (meeting to be held between the 6th and 15th school day after receiving the notice of exclusion). The meeting may direct reinstatement;
- To consider cases of exclusions where a pupil is to miss a public examination through exclusion. If the committee are unable to meet before the date of the examination, the chair of the committee alone may consider the exclusion and decide whether or not to reinstate the pupil;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To review the pupil discipline policy as appropriate and make recommendations to the governing body for discussion and ratification;
- To attend relevant training as appropriate.

Membership

Mrs A Swarbrick, Mrs V Wright-Davies, Mr G Edwards, Mr M Davies, Ms C Davies, Mr N Money Penny

Liaison: Headteacher

Quorum: Three or five members of the governing body.

It is good practice for the governing body appoint reserve members, in order of preference, for occasions when a member may not be available or there are issues with tainting, conflict of interest etc.

Disqualifications: The headteacher, Associate pupil governors.

Restrictions on persons taking part in proceedings:

- Any governor where there may be a pecuniary interest or a conflict of interest.

Finance, Marketing, Health, Safety & Premises Committee

Purpose of the Committee

This committee is established to review and agree the school's proposals for the budget and recommend the draft budget to the full governing body and to monitor income and expenditure for which the governors and staff are responsible and report as necessary and to oversee issues relating to the use of premises, grounds and extended school facilities.

Committee Meetings

The committee should meet at least once a term. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. The recommendations / decisions of the committee will be brought to the full governing body for ratification / information.

Chair: Appointed by the governing body or elected by the committee – to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: This committee is required in law to have a clerk. The person clerking may be the same person that is the clerk to the governing body or it may be a different person. The headteacher must not act as clerk to any committee.

Terms of Reference

- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To provide guidance and assistance to the headteacher and governing body in all matters relating to budgeting and finance and the maintenance of the premises and grounds, and health and safety.
- To monitor income and expenditure.
- To draft the budget in line with priorities set out in the school development/improvement plans.
- Present the draft annual budget to the full governing body for consideration and approval by 31 May each year.
- To monitor staffing levels in line with the budget.
- To implement pay policies.
- To determine whether sufficient funds are available for pay increments as recommended by the headteacher / pay review committee.
- To monitor pupil number trends to assess the effect on the budget allocation.
- To determine the financial delegation by the full governing body to the headteacher.
- To delegate to the headteacher the responsibility to authorise invoices up to £50,000 in consultation with the chair of the governing body and the finance committee.
- To determine lettings charges for other users of the school buildings and grounds.
- To manage tendering processes and the awarding of contracts with other relevant committees.
- To receive information on any claw back adjustments.
- To consider the Service Level Agreement and contracts in consultation with appropriate committees (except clerking SLA which must be agreed by the full governing body).
- Ensure there is an annual audit of the school fund, undertaken by an independent person, and to ensure the results of the audit are reported annually to the full governing body.
- To review expenditure with a view of achieving best value.
- To prepare and agree a financial statement for inclusion in the Annual Report to Parents.

- To comply with the Health and Safety Policy, including the monitoring and review of the policy and procedures.
- To ensure that adequate resources are available to fulfil the aims and objectives of the above policy.
- To ensure that actions are taken in respect of relevant health and safety legislation.
- To advise the governing body on priorities, including health and safety and maintenance and development of premises.
- To oversee arrangements for repairs and maintenance of the premises.
- To make recommendations on premises related expenditure.
- To oversee premises related funding bids (in consultation with the headteacher).
- To consider tenders for work, as appropriate.
- To monitor the effectiveness of services provided through the Service Level Agreement and contracts.
- To monitor efficient use of utilities such as water, electricity or gas.
- To ensure any necessary dialogue with the Local Authority regarding premises issues.
- To receive health and safety reports.
- To receive reports on the condition of buildings and school environment.
- To receive termly reports on the fire evacuation procedures.
- To ensure regular health and safety tours are conducted.
- To establish and keep under review an Accessibility Plan.
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary.
- To attend relevant training, where appropriate.

Membership

Mrs J Lowe, Mr N Moneypenny, Mr K P Jones, Mrs V Wright-Davies, Mr M Davies, Mr J Roberts, Mrs E Beveridge, Mr A Davies

Numbers of governors as agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees. The majority of members must be governors.

Liaison: Business Manager

Quorum: 50% of the membership, rounded up to the nearest whole number excluding vacancies and any suspended governors.

Restrictions on persons taking part in proceedings:

- Associate pupil governors.
- Governors who work at the school when the subject for consideration is the pay progression of any person employed to work at the school.
- Any governor where there may be a pecuniary interest or a conflict of interest.

Head / Deputy Head Selection Panel

Purpose of the Committee

This panel is established to select and interview candidates for position of headteacher and/or deputy headteacher.

Committee Meetings

The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the appointment process should be carefully safeguarded and kept confidential.

Chair: Appointed by the selection panel. Members of staff and registered pupils at the school cannot be a chair of a committee.

Clerk: The governing body should appoint a clerk to the panel – it can be the same person who clerks the governing body or it may be a different person. The headteacher must not act as clerk to any committee.

Terms of Reference

- To agree a person specification, detailed job description and an advertisement for the post (the advertisement may not be necessary if schools are closing and a new school is being created);
- To short-list suitable candidates in accordance with the person and job specification and essential criteria;
- To agree the format of the interview, tasks and questions to be used;
- To interview selected candidates;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- Where considered appropriate, to recommend to the full governing body the appointment of the preferred candidate;
- To attend relevant training as appropriate.

Membership

Mrs A Swarbrick, Mrs J Lowe, VACANCY, VACANCY

Liaison: Clerk/LA Officer

Between three and seven members of the governing body (the headteacher can be a member for deputy headteacher posts).

Non governors may be members of the selection panel and the governing body must decide whether those persons have a vote.

The majority of panel members must be governors.

Quorum: All members of the panel should be available to attend the shortlisting meeting and the interview process.

Disqualifications: The headteacher in headteacher appointments. Associate pupil governors.

Restrictions on persons taking part in proceedings:

- Staff and teacher governors where they have a vested interest (e.g. when internal candidates are applying etc.)
- Any governor where there may be a conflict of interest i.e. may be related to a candidate or close friend etc.

Spending Authorisation Limits

	<u>Commitment to Purchase</u>	<u>Certification of Invoices</u>	<u>Approval of Virement</u>
Governing Body	No limit	No Authority	No limit
Finance Committee	£10,000	No Authority	£5,000
Headteacher	£50,000	£50,000	£5,000
Business Manager	£10,000	£10,000	£5,000
Admin Officer	£5,000	£5,000	No Authority
Head of Department	£500	No Authority	No Authority
Caretaker	£500	No Authority	No Authority