



St James' C of E Junior School
Academic Year 2018/2019

Governor Name	Date of Appointment	Term of Office	Date of Step Down	Appointed by	Governor Type	Meetings attended 2018/2019
Angela Rawlinson	N/A	N/A		N/A	Head Teacher	29/10/2018, 10/12/2018
Dave Pidduck	Re-appointed 06/03/2017	4 years		PCC	Foundation	29/10/2018, 10/12/2018
Margaret Sanderson	Re-appointed 06/03/2017	4 years		PCC	Foundation	29/10/2018, 10/12/2018
Revd John Hodgkinson	November 2016	4 years		PCC	Foundation	29/10/2018, 10/12/2018
Susan Salmon	18/09/2017	4 years		School Staff	Staff	29/10/2018, 10/12/2018
Revd Jack Knill-Jones	30/11/2016	4 years		Diocese – Ex Officio	Foundation – Ex Officio	29/10/2018, 10/12/2018
Helen Brayshaw	06/03/2017	4 years		Parent	Parent	29/10/2018, 10/12/2018
Samantha Thomas	18/05/2015	4 years		Parent	Parent	29/10/2018, 10/12/2018
Jackie Rushton	18/05/2015	4 years			Associate Member (Voting rights on Committee)	
Victoria Peat	18/05/2015	4 years	31/08/2018		Associate Member (Voting rights on Committee)	



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GOVERNOR INFORMATION

(V Warner, Business Manager, attends Finance and Full Governing Body meetings but has no voting rights)

Chair of Governors is Dave Pidduck

Vice Chair of Governors is Revd Jack Knill-Jones

The school has 4 committees:

FINANCE/RESOURCES & BUILDINGS

(incl Staffing)

Angela Rawlinson

Dave Pidduck(Chair of Committee)

Sam Thomas

Margaret Sanderson

Revd Jack Knill-Jones

Revd John Hodgkinson

PAY COMMITTEE

Rev Jack Knill-Jones (Vice Chair)

Margaret Sanderson

Revd John Hodgkinson

HEALTH AND SAFETY/SAFEGUARDING

(Curriculum as above)

Angela Rawlinson

Dave Pidduck (Chair of Committee)

David Nelson

Sue Salmon

Jackie Rushton

APPEALS COMMITTEE

Dave Pidduck

Revd John Hodgkinson

Helen Brayshaw

In addition to the above the Bursar attends the Finance/Staffing meetings

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Business Interests

Mrs V Warner – relative works for local heating / plumbing and decoration supplier.

Governance Roles in other Establishments

Margaret Sanderson



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Attendance at Committee Meetings during Academic Year 2018/2019							
Governor	Finance / Resources Committee (including Staffing)						
	04/12/2018	21/01/2019					
Angela Rawlinson	Y	Y					
Dave Pidduck	Y	Y					
Margaret Sanderson	Y	Y					
Revd John Hodgkinson	Y	Y					
Revd Jack Knill-Jones	A	Y					
Sam Thomas	Y	Y					
Health & Safety and Safeguarding Committee							
Angela Rawlinson	Health & Safety and Safeguarding issues currently extremely important so now part of Full Governors Meetings.						
Dave Pidduck							
Helen Brayshaw							
Sue Salmon							
Jackie Rushton							
Victoria Bennett							
Pay Review Committee							
	30/10/2018						
Angela Rawlinson	Y						
Margaret Sanderson	Y						
Sam Thomas	Y						
Rev Jack Knill-Jones	Y						

Y = Attended

A = Absent – apologies accepted

F = Finance

S = Staffing



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Terms of Reference – Finance and Pay Review Committee

Quorum: 3 from 7 members

Delegated – in these areas the Committee has the power to act on behalf of the Governing Body and will give progress reports through committee minutes presented to the full Governing Body.

To review and agree the following school's policies and improvement plan priorities:

Scheme of Financial Delegation
Register of Business Interest of Head teacher and Governors
Whistleblowing Policy
Pay Policy
Governors Allowances
Lettings Policy
Travel Expenses
Charges for School Activities
Charge Card Agreement
Counter Fraud Policy

Unless there is a change in legislation that would affect the contents of the above, policies will be reviewed by the committee every 3 years, except in the case of the Pay Policy, Scheme of Financial Delegation and the Register of Business Interests (also verbally declared at each subsequent meeting) which will be reviewed on an annual basis.

Governors will highlight which policies require viewing at their first meeting of the Autumn Term.

Finance

- To provide guidance and assistance to the Head Teacher, Senior Management Team, School Bursar and the Governing Body in all matters relating to budgeting and finance.
- To ensure that spending plans are linked to the School's Improvement Plan.
- To take expenditure decisions beyond the remit of the Head teacher and report these decisions to the Governing Body.
- Plan and monitor expenditure.
- Working with the Bursar draw up a draft annual budget for presentation to the full Governing Body for approval at the first meeting of the summer term.
- Working with the Head teacher and Bursar to ensure Best Value Outcomes.
- To submit the approved annual budget to the Local Authority by the specified date.



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- To ensure that the Head Teacher has adequate financial procedures and controls in place for the day to day management of the school's financial affairs and is operating in accordance with CCC standing orders and financial regulations.
- To ensure that financial information is provided to the Local Authority as required and respond to recommendations made by the council's Director of Corporate Finance following internal audits of the school.
- To monitor and evaluate the delegated budget by receiving termly reports from the Bursar to check against the approved budget.
- To monitor and evaluate the PE/Sport Funding by receiving termly reports from the Bursar to check against the approved allocation.
- To appoint auditors to audit all unofficial funds and ensure that audited accounts are submitted annually to the full Governing Body.
- To maintain a register of Pecuniary Interests.

Pay Review

- To issue written statements setting out salaries to all members of staff.
- To receive recommendations from the Head teacher regarding pay awards.
- To receive recommendations from the Head teacher's Performance Review Committee regarding the Head teacher pay award.
- To work with Curriculum Committee to review the Staff Structure of the School.
- To receive recommendations from the Head teacher regarding the suitability of teachers to progress through the Threshold and beyond to points 2 and 3.
- To receive recommendations from the Head teacher for the Assistant Head teachers' pay review.

Other Responsibilities

To review arrangements for insurance and ensure adequate cover.

To consider and decide upon any appeals against the decision of the first committee regarding Staff dismissal and Pupil Discipline.

To report back, through Minutes, to the Governing body, on decisions made, actions taken and/or recommendations for consideration.

Working with the Head teacher and senior leadership team, audit and review all other policies relating to the work and responsibilities of this committee.

Non Delegated - in these areas the Committee will make recommendations to the Governing Body: School Budget - reviewed annually.

General Data Protection Regulations

- To receive regular updates from the Data Protection Officer regarding procedures in school.
- To monitor the implementation of data protection policies
- To consider reports provided by the Data Protection Officer regarding breaches and the consequent submissions to ICO.
- Review the findings of investigations and audits.

Reviewed Annually



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HEALTH AND SAFETY & BUILDINGS

TERMS OF REFERENCE : HEALTH AND SAFETY & BUILDINGS

Quorum: 4 from 6 members

Delegated - in these areas the Committee has the power to act on behalf of the Governing Body and will give progress reports through committee minutes presented to the full Governing Body.

To review and agree the following school's policies and improvement plan priorities:

Risk Assessments

Health and Safety Policy

Accessibility Plan

Unless there is a change in legislation that would affect the contents of the above, policies will be reviewed by the committee every 3 years, except in the case of the Pay Policy, Scheme of Financial Delegation and the Register of Business Interests (also verbally declared at each subsequent meeting) which will be reviewed on an annual basis.

Governors will highlight which policies require viewing at their first meeting of the Autumn Term.

Health and Safety

- Working with school staff to review risk assessment procedures and documentation.
- Working with school staff to review and evaluate school security.
- Arrange and carry out Annual Health and Safety Inspection.

Building and Premises

- To draw up a 5 year building plan for maintenance and improvement work.



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- Working with the Head teacher and Bursar bid for additional funding to finance projects in the 5 year building plan .
- Arrange and carry out annual Building Inspection.
- Working with the Head teacher and Bursar to make decisions on school contracts and monitor quality of service for premises and grounds maintenance following rules for Best Value.

Other Responsibilities

To review arrangements for insurance and ensure adequate cover.

To report back, through Minutes, to the Governing body, on decisions made, actions taken and/or recommendations for consideration.

Working with the Head teacher and senior leadership team, audit and review all other policies relating to the work and responsibilities of this committee.

Non Delegated - in these areas the Committee will make recommendations to the Governing Body: School Budget - reviewed annually.

Reviewed annually



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CURRICULUM & STAFFING

TERMS OF REFERENCE:

Quorum: 3 from 6 members

Delegated (in these areas the Committee has the power to act on behalf of the Governing Body and will give progress reports through committee minutes presented to the full Governing Body).

To review and agree the following school's policies and improvement plan priorities: Collective Worship

Special Educational Needs Policy Target Setting for Schools

Staff Appraisal Policy Curriculum Policy Sex Education Policy

Performance Management Policy and Procedures (not including Head Teacher) SEF

Unless there is a change in legislation that would affect the contents of the above, policies will be reviewed by the committee every 3 years, except in the case of: Target Setting for Schools and Performance Management which will be reviewed on an annual basis.

Governors will highlight which policies require reviewing at their first meeting of the Autumn Term.

Staffing:

- Receive reports from the head teacher, other staff and nominated governors.
- Review and determine the school's staffing establishment, making recommendations to the Finance Committee on the annual staffing budget.
- Ensure that the Governing Body has in place all the necessary policies relating to staffing, e.g. Appointments, Grievance, Discipline, Equal Opportunities, Performance Management, Pay Staff attendance, NQT Induction.



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- Monitor, evaluate review and revise as necessary all personnel policies and procedures.
- Ensure that appropriate arrangements are in place for the continuing professional development of all staff and monitor the effectiveness of these arrangements.
- Make recommendations and advise the Finance Committee on the annual staff professional development budget.
- In consultation with the head teacher, determine and implement arrangements for the appointment of staff. This to include pay, job descriptions person specification, short list and interview procedures.
- Hear grievances and any disciplinary cases referred to them in line with the Governing Body's adopted procedures.
- Propose priorities relating to staff and staffing for inclusion in the School Development Plan.
- Monitor and evaluate progress towards any staff or staffing related objectives within the School Improvement Plan.
- Undertake any other responsibility or task delegated to the Committee by the Governing Body.
- The named Governors for Literacy and Numeracy are appointed as required and receive the necessary support and training in their roles.
- To ensure performance management is carried out by team leaders on school staff.
- To work with Resources Committee to review the staff structure of the school.

Non-Delegated (in these areas the Committee will make recommendations to the Governing Body):

Appointment of Head Teacher, Assistant Head Teacher and Clerk to Governors and Performance Management of Head Teacher - annually reviewed.

Curriculum:

- Receive reports from the head teacher, other staff and nominated governors.



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- Ensure that the Religious Education Curriculum complies with the Bishop's requirements.
- Ensure that the school offers a broad and balanced curriculum in line with national priorities and pupil's needs.
- Monitor standards of teaching and learning, including progress and achievement of all pupils.
- Monitor, evaluate, review and revise as necessary all policies and procedures relating to teaching and learning, including assessment and reporting.
- Agree statutory and other pupil attainments targets ensuring that they are suitably challenging and appropriate to pupil' s prior attainment.
- Monitor, evaluate, review and revise as necessary the policy on school visits and trips.
- Approve school visits and trips in line with policy.
- Propose priorities relating to teaching and learning for inclusion in the School Improvement Plan; monitor and evaluate any such priorities.
- Receive and consider complaints about the curriculum.
- Consider and determine whether pupil exclusions are to be upheld.
- Undertake any other responsibility of task delegated to the Committee by the Governing Body.
- Working with the head teacher and senior leadership team, audit and review all other policies relating to the work and responsibilities of this committee.

Reviewed Annually