

St James' CE Junior School
Academic Year 2017/2018

Governor Name	Date of Appointment	Term of Office	Date of Step Down	Appointed by	Governor Type	Meetings attended 2017 / 2018
Angela Rawlinson	N/A	N/A		N/A	Head Teacher	18/09/2017, 30/10/2017, 29/01/2018, 26/03/2018, 14/05/2018, 25/06/2018
Dave Pidduck	Re-appointed 06/03/2017	4 years		PCC	Foundation	18/09/2017, 30/10/2017, 29/01/2018, 26/03/2018, 14/05/2018, 25/06/2018
Eric Pearce	07/03/2013	4 years	25/09/2017	PCC	Foundation	N/A
Margaret Sanderson	Re-appointed 06/03/2017	4 years		PCC	Foundation	18/09/2017, 30/10/2017, 29/01/2018, 26/03/2018, 14/05/2018
Revd John Hodgkinson	November 2016	4 years		PCC	Foundation	18/09/2017, 30/10/2017, 29/01/2018, 26/03/2018, 25/06/2018
Susan Salmon	18/09/2017	4 years		School Staff	Staff	18/09/2017, 30/10/2017, 29/01/2018, 26/03/2018, 14/05/2018, 25/06/2018
Revd Jack Knill-Jones	30/11/2016	4 years		Diocese – Ex Officio	Foundation – Ex Officio	18/09/2017, 30/10/2017, 29/01/2018
Helen Brayshaw	06/03/2017	4 years		Parent	Parent	18/09/2017, 14/05/2018
Samantha Thomas	18/05/2015	4 years		Parent	Parent	18/09/2017, 14/05/2018
Victoria Bennett	18/05/2015	4 years		School	Associate Member (<i>Voting rights on Committee</i>)	30/10/2017, 29/01/2018
Jackie Rushton	18/05/2015	4 years		School	Associate Member (<i>Voting rights on Committee</i>)	30/10/2017, 29/01/2018, 26/03/2018

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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	Revd John Hodgkinson
Dave Pidduck(Chair of Committee)	Sam Thomas
Margaret Sanderson	Revd Jack Knill-Jones

PAY COMMITTEE

Rev Jack Knill-Jones (Vice Chair)
Margaret Sanderson
Sam Thomas

HEALTH AND SAFETY/SAFEGUARDING

(Curriculum as above)

Angela Rawlinson
Dave Pidduck (Chair of Committee)
Helen Brayshaw
Sue Salmon
Victoria Bennett / Jackie Rushton

APPEALS COMMITTEE

Dave Pidduck
Revd John Hodgkinson

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

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 2017/2018							
Governor	Finance / Resources Committee (including Staffing)						
	03/05/2018						
Angela Rawlinson	Y						
Dave Pidduck	Y						
Margaret Sanderson	Y						
Revd John Hodgkinson	Y						
Revd Jack Knill-Jones	Y						
Sam Thomas	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 for Committees

TERMS OF REFERENCE : FINANCE AND PAY REVIEW

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
Pay Policy
Governors Allowances
Lettings Policy
Travel Expenses
Charges for School Activities
Charge Card Agreement

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 Deputy 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.

To ensure compliance with relevant Data Protection regulations

Reviewed Annually

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ST JAMES' CE JUNIOR SCHOOL

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

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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.
- 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.

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- 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.

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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.

HEALTH AND SAFETY & BUILDINGS

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September 2017

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STAFFING COMMITTEE

TERMS OF REFERENCE: STAFFING COMMITTEE

Quorum: 3 from 5 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:

Staff Appraisal 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: 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.
- Monitor, evaluate review and revise as necessary all personnel policies and procedures.

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- 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 Finance 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, Deputy Head Teacher and Clerk to Governors and Performance Management of Head Teacher – annually reviewed.

Reviewed Annually