

# **Elveden Church of England Primary Academy**

**Recommendations on Committee Structure  
and Terms of Reference  
2021-22**

**Elveden Church of England Primary Academy:  
Recommendations on Committee Structure and Terms of Reference**

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## The Role of the Chair of the Governing Body

- To ensure the business of the Governing Body is conducted properly, in accordance with legal and Suffolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Body acts as a sounding board to the Headteacher and provides strategic direction

**Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members**

## The Role of the Clerk to the Governing Body

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Body
- To advise the Governing Body on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Body
- To attend meetings of the Governing Body and ensure minutes are taken
- To maintain a register of members of the Governing Body and report vacancies to the Governing Body
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the Governing Body from time to time

**Disqualification – Governors, Associate Members, the Headteacher**

## The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – none**

## The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the Governing Body from time to time

**Disqualification – the Headteacher**

## The Governing Body

*The Governing Body needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

### Terms of reference:

- **To agree constitutional matters\***, including procedures where the Governing Body has discretion
- To recruit new members as vacancies, arise and **to appoint new governors\*** where appropriate
- **To hold at least three Governing Body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the Governing Body\***
- **To establish the committees of the Governing Body and their terms of reference\***
- To appoint the Chair of any committee (*if not delegated to the committee itself*)
- **To appoint or remove a Clerk to each committee\***
- **To suspend a governor\***
- **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
- **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary\***
- To approve the first formal budget plan of the financial year
- **To review the delegation arrangements annually\***
- To agree, by early in the previous summer 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 monitor the progress of work being undertaken by committees and individuals
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- 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

**\*These matters cannot be delegated to either a committee or an individual**

### Membership – As per the Instrument of Government

**Disqualification** – as per Regulation 20 and Schedule 6 of the Constitution Regulations

**These terms of reference agreed by the Governing Body**

Name of Governor	End of term of Office
April Grimes	Ex Officio
Lorna Rourke	Ex Officio
Lynne Proudlock	02/11/2024
Rev Paul Tarns	No end dates
Zoe Maguire	Staff Governor
Nicola Douglas	24/02/2024
Michelle Harvey	24/12/2024
Natasha Morgan	03/06/2024
Tamsin Minty	01/11/2025

<b>Chair of the Governing Body</b>	Lynne Proudlock
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<b>Vice-Chair of the Governing Body</b>	Michelle Harvey
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## Recommendations on Committee Structure and Terms of Reference

<b>Clerk (s) to the Governing Body</b>	Schools Choice
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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### Appeals Committee

**Terms of reference:**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability\*
- To consider any appeal against selection for redundancy\*
- Any items which individual governing bodies may wish to include

\*Cannot be delegated to an individual

**Membership** – no fewer members than the Hearings Committee

**Disqualification** – The Headteacher  
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	01/11/2021
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Michelle Harvey	01/11/2021
Nicola Douglas	01/11/2021
Natasha Morgan	01/11/2021

<b>Chair of the Committee</b>	Michelle Harvey
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<b>Clerk to the Committee</b>	Nicola Douglas
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	1/11/2021
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<b>Date of review:</b>	November 2022
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## Hearings Committee

**Terms of reference:**

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher*)
- **To make any decisions under 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:
- Members of this committee may be required to sit on a hearing committee for another school in the local cluster of schools.
- *Additional items which individual Governing Bodies may wish to include*

**\*Cannot be delegated to an individual**

**Membership** – not less than 2 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher

(It is suggested that only experienced governors be appointed to this committee and that the Chairman of Governors **only if having had prior knowledge of the case**, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	15 <sup>th</sup> June 2020
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
3 Governors from St Mary’s Primary as and when needed	01/11/2021

<b>Chair of the Committee</b>	As needed
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<b>Clerk to the Committee</b>	As needed
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<b>Quorum (minimum of 2, committee can determine higher number)</b>	
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<b>Date Committee established</b>	01/11/2021	<b>Date of review:</b>	November 2022
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## Finance, Premises and Personnel Committee

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## Recommendations on Committee Structure and Terms of Reference

### Terms of reference:

#### **Membership**

At least four trustees plus Headteacher. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school

#### **Quorum**

- Three Trustees

#### **Chair**

To be appointed by the Trust board at its first meeting in the Autumn Term.

#### **Clerk**

A committee with delegated powers must have a clerk. A named individual who can be a governor (incl, Committee Chair), but not Headteacher, will be appointed by the board at its first meeting in the Autumn Term.

#### **Meetings and Minutes**

- A minimum of six per year, or as required throughout the school year.
- Minutes are to be completed in draft no longer than 5 working days after meeting takes place. Approval by Chair of Committee to be completed 5 working days after receiving minutes.

#### **Accountability**

- A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

#### **REMIT**

##### **Financial policy and planning**

- To review, adopt and monitor the schools Financial Regulations which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government regarding future years' budgets, within the constraints of available information.
- To draft and propose to the board for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
- To make decisions in respect of service level agreements and all major contracts
- To monitor school insurances and any claims
- To monitor non-pupil funds and letting income
- To monitor payroll expenditure
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To monitor the management of assets as per the asset register, including the maintenance, repair and disposal of assets in line with the scheme of delegation

##### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive monthly financial monitoring reports from the CFO
- To report back to each meeting of the board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the Academies Resource Management Self-Assessment Tool
- To undertake any remedial action identified as part of the self-assessment tool.
- To complete annual financial benchmarking

#### **Premises**

## Recommendations on Committee Structure and Terms of Reference

- To provide support and guidance for the board and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the board.
- To arrange professional surveys and emergency work as necessary.
  - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Performance Management Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation and that all relevant HR policies are up to date and followed.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

### **Other Areas**

- To ensure the school website is fit for purpose
- To ensure compliance with GDPR
- To monitor and support promotion of the school
- To monitor pupil intake and in-year movement of pupils
- To monitor compliance with all data management legislation
- Update the Manual of Internal Procedures on an annual basis

### **All Relevant Policies:**

- Accessibility Plan
- Admissions Policy
- Best Value Statement
- Charging and Remissions
- Data Protection
- Equality
- Financial Regulations
- Freedom of Information Publication Scheme
- Health and Safety
- HR policies (all)

## Recommendations on Committee Structure and Terms of Reference

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

### Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>These terms of reference agreed by the Governing Body</b>	8 <sup>th</sup> Feb 2021
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<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the //Committee</b>
Lorna Rourke	G	01/11/2021
Paul Tams	G	01/11/2021
Natasha Morgan	G	01/11/2021
Nicola Douglas	G	01/11/2021
Tamsin Minty	G	01/11/2021

<b>Chair of the Committee</b>	Paul Tams
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<b>Clerk to the Committee</b>	Schools Choice
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	01/11/2021
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<b>Date of review:</b>	November 2022
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## Standards Committee

### Terms of reference:

#### **Membership**

At least four trustees plus Headteacher. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school

#### **Quorum**

- Three Trustees

#### **Chair and Vice Chair of Committee**

To be appointed by the Trust board at its first meeting in the Autumn Term.

#### **Clerk**

A committee with delegated powers must have a clerk.

#### **Meetings and Minutes**

- A minimum of three per year, usually once per term, or as required throughout the school year.
- Minutes are to be completed in draft no longer than 5 working days after meeting takes place. Approval by Chair of Committee to be completed 5 working days after receiving minutes.

#### **Accountability**

- A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

#### **REMIT**

- To receive and assess all school data related to the academic performance, behaviour, attendance, wellbeing and personal development of pupils at the school against agreed KPIs
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor, evaluate and hold the school executive to account for rates of progress and standards of achievement by pupils, including any underachieving groups
- To approve the curriculum and ensure it is fit for purpose and compliant with all relevant legislation and monitor its implementation and impact.
- To monitor the impact of the curriculum
- To monitor the accuracy of assessment
- To monitor the active promotion of British values
- To monitor, evaluate and hold the school executive to account for the utilisation and impact of classroom support staff and any other specialist staff utilised to support pupils
- To monitor, evaluate and hold the school executive to account for the impact of the Pupil Premium grant and the progress, attendance and wellbeing of those children benefiting from the Pupil Premium grant or other catch-up funding.
- To approve the annual Pupil Premium Plan and review the impact of the previous years Pupil Premium Plan
- To approve the annual Sports Premium Plan and review the impact of the previous years Sports Premium Plan
- To monitor, evaluate and hold the school executive to account for the impact of SEND provision for those children identified with a SEND, including those who have an Education Health Care Plan.
- Compliance of SEND provision with the SEND Code of Practice
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, young carers and children with a social worker in their lives) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To annually review the IDSR and review the schools data against national comparisons

## Recommendations on Committee Structure and Terms of Reference

- To ensure that all children have equal opportunities.
- To monitor and evaluate the impact of continuing professional development on quality of teaching
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To advise the Finance, Premises and Personnel committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor EYFS provision and compliance with EYFS legislation

### All Relevant Policies:

- Behaviour Policy
- Exclusion Policy
- EYFS Policy and statement
- Sex and Relationships Education Policy
- SEND policy and statement
- Support for Pupils with Medical Conditions Policy or similar

Zoe Maquire

**These terms of reference agreed by the Governing Body**

8<sup>th</sup> February 2021

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Lynne Proudlock	G	01/11/2021
Lorna Rourke	G	01/11/2021
Zoe Maquire	G	01/11/2021
Michelle Harvey	G	01/11/2021
Nicola Douglas	G	01/11/2021
Paul Tams	G	01/11/2021

**Chair of the Committee** | Michelle Harvey

**Clerk to the Committee** | Schools Choice

**Quorum (minimum of 3, committee can determine higher number)**

3

**Date Committee established** | 01/11/2021

**Date of review:** | November 2022

## Headteachers' Performance Review Group (Leadership and Management Committee)

**Terms of reference:**

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, 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 Finance Committee in respect of awards for the successful meeting of targets set
- *Additional items which individual Governing Bodies may wish to include*

**Membership – 3**

**Disqualification –**

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	01/11/2021
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Lynne Proudlock	01/11/2021
Rev. Paul Tams (Elveden)	01/11/2021
Natasha Morgan	01/11/2021

<b>Chair of the Group</b>	Rev. Paul Tams
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<b>Review Officer</b>	Nick Templeton
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<b>Quorum (minimum of 2 suggested)</b>	3
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<b>Date Group established</b>	01/11/2021
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<b>Date of review:</b>	November 2022
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## Audit and Risk Committee

### Terms of reference:

#### 1. Responsibilities

- to maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems
- to report findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

#### 2. Authority

- the Audit and Risk Committee is a Committee of the Academy Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- the Audit and Risk Committee is authorised to
  - request any information it requires from any employee, external audit, internal audit, or other assurance provider.
  - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

#### 3. Composition

- the membership of the committee will comprise a minimum of 3 trustees.
- Chair and Vice Chair of Committee to be appointed by the Trust board at its first meeting in the Autumn Term.
- employees of the trust should not be audit and risk committee members, but the accounting officer and chief financial officer should attend to provide information and participate in discussions.
- the chair of trustees should not be chair of the audit and risk committee.
- where the audit and risk committee is combined with another committee, employees should not participate as members when audit matters are discussed.
- until otherwise determined by the board of trustees, a quorum shall consist of 2 members of the committee.
- at least one member of the audit and risk committee should have recent or relevant accountancy, or audit assurance, experience.
- any trustee may attend a meeting of the audit and risk committee, including those who are not members of the audit and risk committee.

#### 4. Reporting

The Audit and Risk Committee will:

- report back to the Trust Board regularly every term.
- provide an annual summary report provided by the internal scrutineer / auditor and areas reviewed by internal scrutiny / audit covering key findings, recommendations, and conclusions

#### 5. Coverage

The Audit and Risk Committee will:

- advise the board on the effectiveness and resources of the external/internal auditors or scrutineers to provide a basis for their reappointment, dismissal, retendering, or remuneration. Considerations may include:
  - the auditor's/scrutineer's sector expertise
  - their understanding of the trust and its activities
  - whether the audit process allows issues to be raised on a timely basis at the appropriate level
  - the quality of auditor/scrutineer comments and recommendations in relation to key areas
  - where relevant the personal authority, knowledge and integrity of audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
  - the auditor's/scrutineer's use of technology
- ensure there is co-ordination between internal audit/scrutiny and external audit and any other review bodies that are relevant
- consider the reports of the auditors/scrutineers and, when appropriate, advise the Trust Board of material control issues.
- encourage a culture within the trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any concerns or worries to an

## Recommendations on Committee Structure and Terms of Reference

appropriate member of the management team or in exceptional circumstances directly to the Board of Trustees

- provide minutes of all Audit and Risk Committee meetings for review at board meetings

### External Audit

- review the external auditor's plan each year
- review the annual report and accounts
- review the auditor's findings and actions taken by the trust's SLT in response to those findings
- produce an annual report of the committee's conclusions to advise the board of trustees and members.

### Internal Scrutiny

- take delegated responsibility on behalf of the board of trustees for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook.
- conduct a review of the risk register at least termly.
- agree an annual programme of internal scrutiny / audit, which is objective and independent, covering systems, controls, transactions, and risks.
- advise the trustees on the adequacy and effectiveness of the trust's systems of internal control, governance, and risk management processes,
- consider the appropriateness of executive action following internal audit/internal scrutiny reviews and to advise the board on any additional or alternative steps to be taken
- oversee the annual review of the trust's risk register

### Related policies

Reserves Policy  
Investment Policy  
Whistleblowing Policy  
Gifts and Hospitality Policy  
Health and Safety Policy  
HR and payroll practices Policies

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

### Membership – 5

### Quorum - 3

### Disqualification –

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	01/11/2021
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Lynne Proudlock	01/11/2021
Lorna Rourke	01/11/2021
Paul Tams	01/11/2021
Michelle Harvey	01/11/2021
Tamsin Minty	01/11/2021

<b>Chair of the Group</b>	Michelle Harvey
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<b>Review Officer</b>	Schools' choice
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<b>Quorum</b>	3
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## Recommendations on Committee Structure and Terms of Reference

<b>Date Group established</b>	01/11/2021
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<b>Date of review:</b>	November 2022
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## Responsible Officer

### Terms of Reference:

The role of the Responsible Officer (RO) is to provide the governing body (GB) with an on-going independent oversight of the academy's financial affairs. Most public sector organisations, and a growing number of private sector organisations, are required to have an internal audit service but due to the relatively small size of academies this requirement is thought to be too onerous.

In the absence of an internal audit service, it falls to the RO to provide the GB with independent assurance that:

- the financial responsibilities of the GB are being properly discharged.
- resources are managed in an efficient, economical and effective manner.
- sound systems of internal financial control are being maintained and
- financial considerations are fully considered in reaching decisions.

### Disqualifications:

-any relevant person employed at the school and not a member of the Finance Committee

<b>These terms of reference agreed by the Governing Body</b>	01/11/2021
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<b>Name</b>	<b>Date Appointed to the Role</b>
Schools' choice	01/11/2019

<b>Date Role established</b>	24/01/11
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<b>Date of review:</b>	November 2022
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## Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

### Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Body
- To attend training as appropriate
- Any items which individual governing bodies may wish to include

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Area Of Responsibility	Name of Governor	Liaising with	Reporting to
Child Protection	Paul Tams	Child Protection Co-ordinator	Governing Body
SEN	Lynne Proudlock	SENCO/Headteacher	Standards committee
OPAL	Nicola Douglas	Zoe Maquire	Governing Body
EYFS	Nicola Douglas	Dannielle Sanders	Standards committee
Wellbeing	Lynne Proudlock	Zoe Maguire	Governing Body
English/Eiklan	Lynne Proudlock	Anna Syers	Standards committee
Maths	Natasha Morgan	Lorna Rourke	Standards committee
Forest Schools	Nicola Douglas	Zoe Maguire	Standards committee
Humanities	Natasha Morgan	Dannielle Sanders	Standards committee
STEM-Science, computing, DT	Nicola Douglas	Molly Crosby	Standards committee
Art, Music, Drama	Michelle Harvey	Anna Syer	Standards committee
Languages	Michelle Harvey	Anna Syer	Standards committee
PE	Tamsin Minty	Zoe Maguire	Standards committee
RE/Collective worship	Paul Tams	Lorna Rourke	Standards committee
RSE	Nicola Douglas	Zoe Maquire	Standards Committee
PSHE	Michelle Harvey	Zoe Maguire	Standards Committee
Safeguarding/Online safety	Paul Tams	Lorna Rourke	Governing Body
Risk	Tamsin Minty	Lorna Rourke	Audit and Risk committee
Ethos/SMSC	Lynne Proudlock	Lorna Rourke	Standards committee
Responsible Officer	Schools Choice	Finance Officer	Finance, Premises and Personnel
HT Performance Management	Nick Templeton	Committee	Governing Body
Pupil Premium/	Lynne Proudlock	Lorna Rourke	Standards committee

These terms of reference agreed by the Governing Body

01/11/2021

## Recommendations on Committee Structure and Terms of Reference

<b>Date Delegation Agreed</b>	01/11/2021
<b>Date of review:</b>	November 2022

## Meeting Dates for the Academic Year

Committee	Subdivision	Personnel	Meeting dates
Audit and Risk		Lynne Proudlock Lorna Rourke Paul Tams Michelle Harvey	1. 03/12/2021 2. 17/02/2022 3. 13/05/2022
Leadership and Management	HT Performance Review	Rev. Paul Tams Lynne Proudlock Nicola Morgan	Dates to be agreed with external advisor for HT's PM 1. Autumn Term (Target setting) 2. March (Mid year review) 3. July (End of year review) (Budget Report sent week before meeting)
Finance, premises and personnel		Lorna Rourke Paul Tams Natasha Morgan Tamsin Minty	1. 05/11/2021 2. 04/02/2022 3. 10/03/2022 4. 07/04/2022 5. 24/06/2022 6. 15/07/2022
Standards		Lynne Proudlock Lorna Rourke Michelle Harvey Nicola Douglas	1. 20/01/2022 2. 12/05/2022 3. 14/06/2022
Appeals	Hearings	3 members of St Mary's Primary school	When called (This called this will mean sitting on hearings for St Mary's Primary school.
	Appeals	Michelle Harvey Nicola Douglas Natasha Morgan	