



Governor Details as at 17th January 2019

Governor Names	Type of Governor		Term of Office
Mr. Andrew Smith	Executive Head Teacher	Ex-Officio	
Mrs. Nichola Allerston	Deputy Head Co-opted		01.07.14 – 30.06.18
Mr. Mike Eckersley	LA		08.10.18-07.10.22
Revd Steve Johnson	Foundation	Ex-Officio	08.09.2014
Vacancy	Foundation		
Mr. Cliff Buck	Parent MRCPS		08.10.18-07.10.22
Mr. David Walker	Co-opted		09.10.17 – 08.10.21
Mr. Richard Alderson	Co-opted		09.10.17 – 08.10.21
Mr. Andrew Howson	Co-opted		08.10.18-07.10.22
Mr. Geoffrey Barnes	Co-opted		12.10.15 – 11.10.19
Mr. Marcus Hyde	Co-opted		12.10.15 – 11.10.19
Dr. Kirsty Miller	Co-opted		08.10.18-07.10.22
Mr. Colin Horton	Co-opted		08.10.18-07.10.22
Miss. Claire Smith	Staff		03.01.17 – 02.01.21
Mrs. Kate Belt	Parent NCPS		03.01.18 – 02.01.22
Vacancy	Parent MR		
Vacancy	Clerk		



2018 / 19
Composition of Committees

<p style="text-align: center;"><u>Quality and Standards</u></p> <p style="text-align: center;">Mr. C. Horton - Chair Mr. C. Buck – Vice Chair Mr. A. Smith Mr. M. Eckersley Mr. M. Hyde Dr. K. Miller Mr. A. Howson Revd. S. Johnson Mrs. N. Allerston Mr. D. Walker</p>	<p style="text-align: center;"><u>Curriculum and Community</u></p> <p style="text-align: center;">Mr. A. Howson - Chair Mrs. K. Miller – Vice Chair Mr. A. Smith Mr. G. Barnes Revd. S. Johnson Mrs. N. Allerston Miss. C. Smith Mr. M. Eckersley Mr. R. Alderson</p>	<p style="text-align: center;"><u>Resources</u></p> <p style="text-align: center;">Mr. M. Hyde – Chair Mr. G. Barnes – Vice Chair Mr. C. Buck Mr. M. Eckersley Mr. A. Smith Mrs. C. Belt Miss C. Smith Mr. D. Walker Mr. R. Alderson Mrs. C. Fussey (Obs)</p>
<p style="text-align: center;"><u>Strategy Committee</u></p> <p style="text-align: center;">Mr. C. Horton – Q & S Mr. A. Howson – C & C Mr. M. Hyde – Resources Mrs. K. Miller –Vice Govs Mr. M . Eckersley – Chair Govs Mr. A. Smith – Exec Head</p>	<p style="text-align: center;"><u>Pay & Performance Management</u></p> <p style="text-align: center;">Mr. M. Eckersley Mr. C. Buck Mr. C. Horton</p>	<p style="text-align: center;">Child Protection – Mr. M. Hyde Health and Safety – Mr. A. Howson SEND – Mrs. K. Miller SIAMS – Vacancy Pupil Premium – Mr. M. Eckersley</p>

TERMS OF REFERENCE 2018/19

Approved at meeting on 09.10.17 (Next Review Feb 2019)

Quality and Standards Committee

The committee has principal responsibility for monitoring, reviewing and reporting on all matters concerned with raising standards and improving the quality of teaching and learning in the school. The Committee will also be responsible for pupil admissions.

The Committee will:

- Monitor, keep under review and report on student progress and achievement across all key stages and particularly in relation to agreed pupil end of key stage 1 and key stage 2 performance targets:
- Contribute as appropriate to the School Development Planning process
- Monitor and review the progress of selected key school improvement / development priorities
- Ensure that statutory targets for pupil performance are agreed, reported to the Local Authority and published in the School Prospectus
- Receive an analysis of the RAISEONLINE data and LA School Profile data, and consider the school's performance in relation to all schools and similar schools nationally and within Lincolnshire
- Review school performance information for inclusion in the School Prospectus
- Monitor the school's performance, and the performance of vulnerable groups, and agree strategies for raising standards
- Within the agreed cycle, monitor self-evaluation procedures, including SEF and Diocesan toolkit, to ensure that they are effective and up to date
- Review and monitor the implementation of an action plan following an OFSTED inspection
- Review and monitor the implementation of an action plan following an S48 inspection
- Ensure school INSET days are linked to the school development plan priorities
- Ensure that the Health and Safety at the school is reviewed through regular inspections
- Ensure that the school complies with the current safeguarding legislation
- Review and approve the following policies:- Safeguarding/Child Protection; Behaviour and Discipline; Admissions; Assessment, Recordkeeping & Reporting; Able Learners; Safety Policy; Sex & Relationships; Complaints; Anti-Bullying; Food; Uniform; Records Management & Publications; Confidentiality; Attendance; Inclusion; Race Equality & Racial Incidents; Feedback & Marking; and Head Injury.

Curriculum and Community

The committee will:

- Ensure that the school curriculum is broad and balanced and relevant to the needs of all children
- Ensure that the National Curriculum and Religious Education is delivered and in accordance with the legal framework

- Ensure that the school meets the legal requirement for collective worship in Voluntary Controlled Schools
- Ensure that good links with the church are maintained.
- Ensure appropriate arrangements are made for pupils with special educational needs
- Monitor and review the provision for gifted and talented pupils
- Monitor and review all curriculum related policies in line with an agreed policy review cycle and make recommendations, as necessary, to the Governing Body
- Contribute as appropriate to the School Development Planning process
- Review the School Prospectus for approval by the Full Governing Body
- Ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements
- Selectively monitor off-site visits and activities of more than 24 hours involving a potential hazard
- Review and approve the following policies:- Handwriting; Homework; Photographs; Working with Governors; Social Networking; Educational Visits; Able and More Able; Music; Swimming AOP; Swimming NOP; P.E.; R. E.; Homework Monitoring, Evaluations & Target Setting; EYFS; Breakfast Club; Curriculum/IPC; Numeracy; Literacy; Science; Communications; Computing; PHSE & Citizenship; MFL; Working with the Media; EAL; and Collective Worship.

Resources Committee

The Committee will report recommendations and/or decisions, as appropriate to the full Governing Body. The following are the main tasks of this committee:

FINANCE

- To oversee preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the Governing Body.
- To recommend the final budget for approval by the full Governing Body.
- To ensure that the approved budget is sent to the LEA by their set deadline.
- To evaluate spending to ensure the budget provides value for money in terms of raising standards of education.
- To agree the level of delegation to the head-teacher for the day-to-day financial management of the school.
- To monitor expenditure and ensure corrective action is taken where necessary.
- To monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LEA.
- To approve transfer between budget headings (virement) within agreed limits.
- To ensure accurate accounts are kept.
- To ensure key financial decisions are properly recorded.
- To authorise signatories for the school bank account for notification to the County Treasurer .
- To ensure the audit of non-public (voluntary) funds, including school funds, trading accounts, subscription funds, charity funds as well as club and

society accounts, which must be run in accordance with LEA regulations.

- To ensure recommendations arising from school audits are properly implemented.
- To establish and oversee the maintenance of procedures for governors to claim expenses.
- To ensure a register of pecuniary and business interests for governors and staff is kept which should be open to inspection.
- Authorise write offs and disposal of surplus equipment in line with LEA regulations.
- Contribute as appropriate to the School Development Planning process.

PREMISES

- To organise the preparation and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements, in liaison with the LEA.
- To report on the financial implications and monitor the implementation of the plan.
- To agree the level of delegation for responsibility for the day-to-day responsibility for the premises.
- To agree major capital works and improvements. To ensure self-help procedures are followed for all mechanical, electrical, new build and improvement works.
- To ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work.
- To consider, approve or propose amendments to the LA's annual consultation with schools on asset management plans, local policy statement and statement of priorities.
- To ensure in accordance with Special Educational and Disability Act 2001 the preparation, regular review and revision, where necessary, of a written Accessibility Plan:
- To increase the extent to which disabled pupils can participate in the curriculum
- To improve the physical environment of the school to increase participation of disabled pupils and adults
- To improve the delivery of information.
- To receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with Lincolnshire procedures.
- To monitor the use of on-site environmental facilities and their impact on teaching and learning.
- To set the level of maintenance service the school is able to purchase from service providers.
- To oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits.
- To ensure the security of the school premises and fire safety measures, including the alarm systems and fire drill.
- To ensure the school complies with health and safety regulations.
- To determine a policy and scale of charge for the letting of premises outside school hours; to monitor and review the implementation of that policy; to ensure all statutory requirements for letting premises are satisfied.
- Contribute as appropriate to the School Development Planning process

• STAFFING

- Monitor the implementation of the school's Performance Management Policy.
- Monitor the school's compliance with the phased workforce reforms set out in the National Agreement on Workforce Re-modeling.
- Decide arrangements for all staff appointments, except for the appointment of the Head-teacher and Deputy Head-teacher, which is the responsibility of the full Governing Body.
- In relation to staff appointments, including internal promotions, agree the appropriate level of delegation to the Head-teacher.
- Ensure there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, redundancy, pay and staff absence, including sickness. Where Lincolnshire County Council model policies and procedures are not adopted, carry out consultation with staff and unions.
- Review the staffing structure on a regular basis, especially following a resignation, taking into account the needs of the school development plan.
- Monitor the use of the school's In-Service Training (INSET) budget for staff training and review its effectiveness.
- Ensure that there is a policy for Race Equality, that it is implemented and regularly reviewed.
- Ensure that a strategic plan for Workforce Re-modeling is drawn up which meets legal requirements and is implemented.
- Contribute as appropriate to the School Development Planning process
- The committee will also review and approve the following policies:- E Safety; Charging; Pay; Safer Recruitment; Health & Safety; Critical Incident Plan; Energy; Finance & Financial Control; Sickness Absence Policy for Staff; Best Value Statement; Pond Area Safety; Equal Opportunities; PPA Cover; Cover; Supervision; Calculation; Smoking; Staff Leave of Absence; Pupil Premium; Medicines; Whistleblowing; Drugs; Asthma; Positive Handling; Sun Safety; Home School Agreement; Teacher Disciplinary; Teacher Grievance; Capability; CPD; Staff Induction; Managing Change; AUP Pupil; and AUP Staff.

STRATEGY

- The committee will be formed of the Chair and Vice Chair of the Full Governing Body, the Executive Head Teacher and the Heads of schools within the Federation, the Chairs of each of the Q & S, Resources and the C & C committees. It is suggested that observers are welcome to attend, particularly if an item of specific interest is being discussed.
- The Chair and Vice Chair of the Governing Body will hold the same positions within the committee.
- The committee will explore best practise frameworks and ways for the strategic development of the Federation.
- The committee will not be decision making.

PAY & PERFORMANCE MANAGEMENT

- The committee will meet to review the performance management of the Executive Head Teacher of the Federation with guidance and support from the Educational Advisor.
- The committee will be formed of the Chair of the full governing body plus at least 3 other members of the Resource committee.
- There will need to be at least 3 governors present to make a decision.

- The committee will need to record minutes to show that they have considered the financial implications in the school budget of any pay increments or ex gratia payments awarded.
- The committee will consider and authorize pay increments for the Executive Head Teacher based on their assessment of his/her performance management results.
- The committee will report all decisions to the Full Governing body, although the salary figures discussed during meetings will remain confidential. I.e. The FG would be advised that the Head's targets have been met and a one point increase in the pay scale has been approved, but no details of the amounts would be disclosed.

Name of Committee	<u>Governors' Discipline and Dismissal Committee</u>
Membership/ Quorum	<p>Normally 3 named members of the governing body (to be drawn from the whole governing body and asked in turn). Cannot include the Executive Headteacher. The nominated governors will need to be able to confirm that they are not conflicted in respect of the case under determination.</p> <p>Regulations prevent a school employee from being a member of a committee dealing with the pay or performance of another member of staff. Where an appeal is not connected to these things, a school employee could be a member. However, in setting up arrangements for convening committees governors will want to consider whether a member of staff would be seen as sufficiently impartial to act. If staff members are included in the "pool" they will need to be particularly careful, when approached by the clerk to serve on an appeal committee, to declare any conflict of interest and withdraw from the process if necessary. In exceptional circumstances, a meeting of the committee can proceed with only 2 named governors in attendance.</p>
Delegated Power	To hear representations from an employee and determine whether or not that employee should cease to work at the school or a lesser sanction should be imposed. The Committee will operate in accordance with the School Staffing (England) Regulations 2009, which apply to all maintained schools. The Committee will hear representations in cases where it is inappropriate for the Executive Headteacher to make the determination or the Chair of Governors determines that the matter should be referred to the Committee. The Executive Headteacher has been given delegated powers to dismiss by the full governing body.
Purpose	<p>To hear representations concerning the potential dismissal of an employee or the imposition of a lesser sanction and determine an appropriate outcome within their delegated powers.</p> <p>The committee may be meeting to consider sanctions or dismissal in relation to capability (health or performance), misconduct, redundancy, statutory prohibition or for some other substantial reason.</p>
Chair	The members must appoint a member of the committee to chair proceedings. The chair must be a member of the governing body and cannot be the Executive Headteacher or a member of staff employed to work at the school.
Meetings	As required, when it is appropriate for the governors to consider that a member of staff should cease to work at the school or for a lesser sanction to be imposed.
Reporting	To report the decision to the next full meeting of the governing body following the committee decision. The report will normally be restricted to the outcome of proceedings and will need to be confidentially minuted. It is excluded from the usual rules concerning publication of governing body proceedings, as it refers to a named member of staff.
Rights of attendance	In maintained schools, the Local Authority has a right to attend in an advisory capacity all hearings where the dismissal of a member of staff is to be contemplated. Where advice is provided the Governors Committee must consider this advice in reaching a decision. Education Personnel Services will perform this role through the Adviser, in Lincolnshire maintained schools.
Clerk/ minutes	The governing body or chair of the committee should appoint a clerk to take notes of the proceedings. The clerk cannot be a member of

	<p>the governing body, or the Executive Headteacher or a member of the committee.</p> <p>The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed, they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. These notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, the notes may be accessed by other members of the governing body. For Lincolnshire maintained schools, a copy of the signed minutes must be provided to Lincolnshire County Council</p>
Date of Next Review	(Next Review Feb 2019)

Title	<u>Appeal Committee</u>
Membership/ Quorum	3 named members of the governing body (to be drawn from the whole governing body and asked in turn). In exceptional circumstances, and where the initial hearing was heard by either a headteacher or a committee of two governors, the appeal committee could proceed with two members. The appeal committee cannot include the Executive Headteacher or a member of the first committee who heard the matter and made a determination at first instance. The nominated governors will need to be able to confirm that they are not conflicted in respect of the case under determination. Regulations prevent a school employee from being a member of a committee dealing with the pay or performance of another member of staff. Where an appeal is not connected to these things, a school employee could be a member. However, in setting up arrangements for convening committees governors will want to consider whether a member of staff would be seen as sufficiently impartial to act. If staff members are included in the “pool” they will need to be particularly careful, when approached by the clerk to serve on an appeal committee, to declare any conflict of interest and withdraw from the process if necessary.
Delegated Power	<p>To hear representations concerning an employee’s appeal against the decision of the Executive Headteacher or governor committee and determine whether or not to uphold that appeal. The Committee will operate in accordance with the School Staffing (England) Regulations 2009 which apply to all maintained schools. The Committee may also impose a lesser sanction, provided that this is permissible within the terms of the contract, but may not increase the sanction imposed by the Executive Headteacher or Governors’ Discipline/Dismissal Committee.</p> <p>The appeal committee will also act as the Governors’ Grievance Committee hearing representations concerning an employee’s grievance where this has not been resolved earlier in the Grievance Procedure, and in respect of disputes regarding pay where an employee disputes a decision made by the school’s pay committee.</p> <p>When an appeal has been received, it may be necessary to convene a meeting of the committee prior to the appeal hearing. Such circumstances would include determining whether an appeal is out of time and/or determining whether the grounds of the appeal are sufficient to warrant progress to an appeal hearing.</p>
Purpose	<p>The purpose of the appeal hearing is for the appeal committee to hear the point(s) of appeal and determine whether the original decision and any sanction imposed should be upheld, reduced or overturned.</p> <p>The appeal may be in relation to warnings issued under any employment procedure, dismissal on any grounds, to make a determination in respect of a unresolved grievance or in respect of a pay dispute.</p>
Chair	The committee members must appoint a member of the committee to chair proceedings. The chair must be a member of the governing body and cannot be the Executive Headteacher or a member of staff employed to work at the school.
Meetings	As required, when an employee registers an appeal against a decision of the Executive Headteacher or governor committee under formal employment procedures.
Reporting	To report the decision to the next full meeting of the governing body following the committee decision. The report will normally be restricted to the outcome of the proceedings and will need to be confidentially minuted. It is excluded from the usual rules concerning

	publication of governing body proceedings as it refers to a named member of staff.
Rights of attendance	In maintained schools where the authority is the employer, the Local Authority has a right to attend in an advisory capacity meetings of the appeal committee where the appeal concerns an appeal against dismissal. In all other cases, the LA can attend where such advisory rights have been granted. Where advice is provided the Governors' Committee must consider this advice in reaching a decision. Lincolnshire County Council will perform this role through the Adviser, in Lincolnshire maintained schools.
Clerk/ minutes	<p>The governing body or chair of the committee should appoint a clerk to the appeal committee to attend hearings of this committee and take notes of the proceedings. The clerk cannot be a governor, the Executive Headteacher or a member of the committee.</p> <p>The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed, they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. The notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, the notes may be accessed by other members of the governing body. For Lincolnshire maintained schools, a copy of these signed minutes must be provided to Lincolnshire County Council.</p>
Date of Next Review	(Next Review Feb 2019)

Name of Committee	<u>Governors' Complaints Panel</u>
Membership/ Quorum	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn). The nominated governors will need to be able to confirm that they are not conflicted in respect of the case under determination.
Delegated Power	To review complaints under stage 4 of the complaints policy, having already been addressed by the Executive Headteacher and chair of governors.
Purpose	To ensure all parties feel their concerns have been listened to in an open minded and non-judgemental forum. Governor's powers are limited and in some circumstance it may not be able for the original outcome to be reconsidered, only reviewed. The chair should consider whether legal or other advice should be sought from HCC.
Chair	The members must appoint a member of the committee to chair proceedings. The chair must be a member of the governing body and cannot be the Executive Headteacher or a member of staff employed to work at the school.
Meetings	As required under the complaints policy.
Reporting	The panel will write to the complainant having decided the course of action. The minutes of the meeting containing a summary of the case are available to the complainant and the subject of the complaint on request. Signed copies of the minutes should be held with the GB's confidential paperwork.
Rights of attendance	Complainants have the right to be accompanied by a partner or a friend or representative as a supporter. The Headteacher and chair of governors have the right to be accompanied by a member of staff as a supporter.
Clerk/ minutes	The governing body or chair of the committee should appoint a clerk to take notes of the proceedings. The clerk cannot be a member of the governing body, or the Executive Headteacher or a member of the committee. The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed, they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. These notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff.
Date of Next Review	(Next Review Feb 2019)

Title	<u>Governors Pupil Discipline Committee</u>
Membership/ Quorum	3 named non-staff governors (to be drawn from the whole governing body and asked in turn). The nominated governors will need to be able to confirm that they are not conflicted in respect of the case under determination.
Delegated power	<p>To carry out the Governing Body's responsibilities for reviewing exclusions:</p> <ul style="list-style-type: none"> • To consider the views of the Executive Headteacher, the LA, the parent and the pupil (if appropriate) • To decide whether or not to uphold exclusions - in line with national and local guidance.
Purpose of Committee	<p>To consider representations by parents of a pupil excluded for 1 - 5 school days in aggregate in a term, and to ensure that a note of the Committee's views on the exclusion is placed on the pupil's record, with a copy of the Executive Headteacher's exclusion letter.</p> <p>To review at a meeting (convened within statutory time limits):</p> <p>(a) exclusions of 6-15 days, if the parents make representations and request a review meeting (meeting to be convened within 50 school days of receiving notice of the exclusion)</p> <p>(b) all fixed-term exclusions of more than 15 school days in aggregate in a term (meeting to be convened within 15 school days of receiving notification of the exclusion)</p> <p>(b) all exclusions which would deny a pupil the chance to take a public examination or National Curriculum test; (or, if convening a meeting before the exam date is a problem, this decision can be taken by the Chair of Governors using their emergency powers)</p> <p>(c) all permanent exclusions(meeting to be convened within 15 school days of receiving notification of the exclusion)</p> <p>Such reviews to include:</p> <ul style="list-style-type: none"> - considering the case presented by the Headteacher; - considering the views of parents of the excluded pupil; - considering the views of the LA (including such agencies as the Educational Psychology Service, the Primary Behaviour Support Team, Education Other Than At School (EOTAS), the SEN Group or the Education Welfare Service); - having regard to national and local guidance and the policy of the Governing Body; - deciding whether to uphold the exclusion or not (where the pupil is still excluded). Where reinstatement is not possible e.g. because the pupil has already returned to school, the outcome of the review should be added to the pupil's school record for future reference. <p>Appeals to the Independent Review Panel (set up by the LA) made by parents against decisions of the Committee to uphold a permanent exclusion</p> <p>To prepare the statement of the Governing Body for such an appeal and to liaise with the Clerk to the Independent Review Panel with regard to other information required.</p> <p>To represent the Governing Body at the hearing of the case by the Independent Review Panel.</p>

	Training and development To ensure that members of the Committee develop and maintain an up-to-date understanding of pupil behaviour and discipline issues locally and nationally, for example by attending relevant governor training courses and reading relevant national and local guidance.
Date of Next Review	08.10.18



NORTH WOLDS FEDERATION GOVERNING BODY

SCHOOL REGISTER OF BUSINESS INTERESTS AND CONFLICTS OF INTERESTS – as at 9th October 2017 (Next update Feb 2019)

NAME	ROLE	ANY INTEREST?	NAME & NATURE OF BUSINESS	NATURE OF INTEREST
Andrew Smith	Executive Head	No		
Revd. S. Johnson	Foundation Governor	Yes	Diocese of Lincoln/LAAT	Employed by the Diocese, Governor at another school
Tony Parkinson	Foundation Governor	Yes	Clothing supplier	Supplies garments to local companies who supply school uniform
Marcus Hyde	Co-opted Governor	No		
Clifford Buck	Parent Governor	No		
Colin Horton	Co-opted Governor	No		
Mike Eckersley	LEA Governor	Yes		Governor at Tetney Primary School
David Walker	Co-opted Governor	No		
Richard Alderson	Co-opted Governor	No		
Dr. K. Miller	Co-opted Governor	Yes	Husband – Paul Miller Website Designer	Designing web site for the School and for the federation.
Andrew Howson	Co-opted Governor	No		
Nichola Allerston	Co-opted/Head Of School	No		
Geoffrey Barnes	Co-opted Governor	No		
Cerri Belt	Resigned	No		
Claire Smith	Staff Governor	No		
Kate Belt	Parent NCPS	No		
Andrew Lyle	Resigned			
Claire Bell	Resigned			

