

# Stephenson Way Academy and Nursery School: Governor Committees, Terms of Reference and Responsibilities

## Statutory Governors

<b>Chair of Governors:</b> <b>Mr M Simpson</b>	<b>Safeguarding:</b> <b>Mrs A Mole</b>	<b>SEN:</b> <b>Mr C Sowerby &amp; Mr R Gibson</b>	<b>LAC:</b> <b>Cllr. K Hopper</b>
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## Membership and purpose

Progress Committee	Personal Development and Well Being Committee	Finance, Premises and Grounds Committee	Personnel and General Committee	Pay Review/First Committee	Appeals Committee
<p><b>Mr M Simpson</b> (Chair, LKS2, Maths);  <b>Mr M A Robinson</b> (Vice Chair KS1, Reading);  <b>Mr M Stewart</b> (Curriculum, UKS2, Writing);  <b>Mrs J Richardson</b>(SMSC/EYFS)  <b>Mr G A Bennett</b> (Health and Safety)</p>	<p><b>Mrs J Richardson</b> (SMSC/EYFS);  <b>Mr R Gibson</b> (SEN);  <b>Mr C Sowerby</b> (SEN);  <b>Mrs S M Picken</b> (Attendance, behaviour, anti-bullying);  <b>Cllr. K Hopper</b> (LAC, disadvantaged pupils)  <b>Mrs A Mole</b> (Safeguarding);</p> <p>(+Mrs Layfield-Carroll Staff governor)</p>	<p><b>Mr M Simpson</b> (Chair, LKS2, Maths);  <b>Mr G A Bennett</b> (Health and Safety);  <b>Mr M A Robinson</b> (Vice Chair KS1, Reading);  <b>Mr C Sowerby</b> (SEN)  <b>Mrs S M Picken</b> (Attendance, behaviour, anti-bullying);</p> <p>(+Mrs J Alton Staff governor)</p>	<p><b>Mr M Simpson</b> (Chair, LKS2, Maths);  <b>Mr M A Robinson</b> (Vice Chair KS1, Reading);  <b>Mrs J Richardson</b> (SMSC/EYFS)  <b>Mr R Gibson</b> (SEN)  <b>Mrs A Mole</b> (Safeguarding);</p>	<p><b>Mr M Simpson</b> (Chair, LKS2, Maths);  <b>Mr G A Bennett</b> (Health and Safety);  <b>Mrs A Mole</b> (Safeguarding);  <b>Mrs S M Picken</b> (Attendance, behaviour, anti-bullying);  <b>Mrs J Richardson</b> (SMSC/EYFS)</p>	<p><b>Mr M A Robinson</b>(Vice Chair KS1, Reading);  <b>Mr R Gibson</b> (SEN);  <b>Cllr. K Hopper</b> (LAC, disadvantaged pupils);  <b>Mr C Sowerby</b> (SEN);  <b>Mr M R Stewart</b> (Curriculum, UKS2, Writing)</p>
<p>The progress committee is concerned with the core business of school. Its purpose is to support and hold the school to account for performance in the following areas:</p> <ul style="list-style-type: none"> <li>-Continuous development and improvement</li> <li>-Effective monitoring and subsequent improvement</li> <li>-Pupil outcomes</li> <li>-The quality of teaching, learning and assessment</li> <li>-Curriculum effectiveness</li> <li>-Effectiveness in preparing children for the next steps in their learning and beyond</li> </ul>	<p>The Personal Development and Well Being committee is concerned with the wider development of all pupils, especially in relation to their spiritual, moral, cultural and social development. It aims to support and hold the school to account for performance in the following areas:</p> <ul style="list-style-type: none"> <li>-The promotion of SMSC across all aspect of the school's work, including the promotion of the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs</li> <li>-Promoting inclusive practices</li> <li>-Promoting healthy lifestyle choices</li> <li>-Promoting positive behaviours and dispositions</li> <li>-Keeping children safe</li> </ul>				

## Terms of reference

Progress Committee	Personal Development and Well Being Committee	Finance, Premises and Grounds Committee	Personnel and General Committee	Pay Review/First Committee	Appeals Committee
<p>-Contribute to the development and monitoring of the School Improvement Plan and the SSE.</p> <p>-Set targets for achievement at EYFS, KS1 and KS2. Monitor the school's performance against these targets.</p> <p>-Ensure outcomes are maximised for all groups of pupils.</p> <p>-Review school's monitoring mechanisms</p> <p>-Ensure each child is able to reach their potential through monitoring of differentiation and that every child receives full statutory curriculum.</p> <p>-Ensure each child is able to reach their potential including gifted and talented pupils (differentiation)</p> <p>-Monitor teaching, learning and assessment and the progress of all pupils, especially the achievement of disadvantaged groups (SEN, FSM, EAL, etc.).</p> <p>-To make recommendations and provide information about how the curriculum including extra-curricular activities is taught, evaluated and resourced to the Governing Body.</p> <p>-Periodic review the school's curriculum statement and policies as required in the light of statutory obligations regarding the National Curriculum.</p> <p>-Consider out of hours provision (wraparound provision, study support, extended schools) and the impact on education</p> <p>-Ensure that adequate provision is made for transition between primary and secondary education</p>	<p>-Promote positive ethos of the school, including the promoting fundamental British values. Policy decision to be consistent with this.</p> <p>-To review the policy and provision for collective worship and RE and to make recommendations where necessary</p> <p>-Ensure that the school has an effective school council.</p> <p>-Monitor development of pupils' attitudes, values and other personal qualities.</p> <p>-Promote inclusive policies and adhere to anti-discrimination laws. Monitor impact of policies on all stakeholders.</p> <p>-Ensure that the school's policy on SEN is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.</p> <p>-Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision</p> <p>-Consider developing a whole school drugs policy</p> <p>-Monitoring nutritional standard within the school to include school meals, snack provision and food available during wrap-around provision</p> <p>-Ensure that school's health and safety policies and practices enable children to manage risk and stay safe, including staying safe online.</p> <p>-Anti-bullying and Behaviour policies. Monitor the implementation of these policies and their impact</p> <p>-Ensure that school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children"</p> <p>-Ensure the school works well with all stakeholders including the local community, parents other schools and agencies.</p> <p>-Ensure the school works effectively with other agencies to support vulnerable children and their families.</p> <p>-Set attendance targets and monitor the school's performance against these targets</p>	<p>-Consider all matters received from the Trust relating to the financial aspects of the Trust's scheme for the Financing of Schools</p> <p>-Receive actual share and agree a budget plan for approval by the full Governing Body</p> <p>-Monitor and determine spending patterns and consider spending proposals from other committees</p> <p>-Consider and promote Income generation</p> <p>-Supplies Budget (delegate to Headteacher for report to Governors as appropriate)</p> <p>-Inspection/reporting repair and maintenance and improvements to -</p> <p>Buildings &amp; Grounds</p> <p>-Tendering procedures</p> <p>-Purchase &amp; disposal of Furniture and Equipment</p> <p>-Health &amp; Safety issues, inspection report and action, (including completion of annual risk assessment).</p>	<p>-Teaching Staff appointments</p> <p>-Non teaching staff appointments</p> <p>-When teaching and non-teaching appointments are made by this Committee, shortlisting for those appointments will also be by this Committee</p> <p>-Review temporary contracts on an annual basis</p> <p>-To ensure that a Performance Management Policy is in place</p> <p>-Consider staff Leave of Absence (only if necessary after delegation to Headteacher).</p>	<p>-To act in accordance with the Teachers Pay Policy (revised and agreed by the Governing Body annually) to include matters relating to the determination of additional responsibility points, regradings, recruitment and retention points: and the annual review of all staff including salary matters in connection with the Headteacher and Deputy Headteachers performance review/targets</p> <p>-Staff disciplinary, grievance, capability and ill health matters in accordance with the procedure adopted by the Governing Body</p> <p>-Staff reductions</p> <p>-Reducing the staffing</p> <p>-Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.</p> <p>-Listen, investigate and respond to general complaints about provision.</p> <p>-Act as Pupil Discipline Committee for permanent/fixed term exclusions.</p> <p>-Listen, investigate and respond to general complaints about provision.</p>	<p>-To hear appeals relating to Staff Discipline, Grievance Matters, Capability and the Teachers Pay Policy</p> <p>-To hear appeals on reducing the staffing.</p>