

Appointing Body	Name	Chair	Elected	End of Office	Attendance 2017 – 2018		Business and Financial	Other Schools
					Possible	Actual		
Authority	Maggie Short	Personnel	Dec 2016	22 Dec 2020	14	14	None	No
Headteacher	Trudy Duffield		Sept 2017	30 Aug 2018	19	17		
Staff	Shana Mozejko	Curriculum	Dec 2016	4 Dec 2020	9	7	None	No
Parent	Carol Barber		Dec 2014	7 Dec 2018	11	10	None	No
Parent	Paulo Pinto		Jun 2017	18 June 2021	10	6	None	No
Co-opted	Norma Greener		Feb 2017	3 Feb 2021	9	7	None	No
Co-opted	Julie Miller	Governors	Feb 2017	3 Feb 2021	19	13	None	No
Co-opted	Brian Woolley	Finance	Oct 2015	11 Oct 2019	14	13	None	No
Co-opted	Deborah Thorn		Feb 2017	3 Feb 2021	11	8	None	No
Co-opted	Janet Clarke		Feb 2017	3 Feb 2021	13	11	None	Yes
Co-opted	Jamal Lumsden-Din	Premises	Jun 2017	18 June 2021	12	11	None	No

Co-opted	Ian Seconde		Feb 2017	3 Feb 2021	14	12	None	No
Co-opted	Dave Sherrington		Feb 2017	31 July 2018	10	1	None	No
Co-opted	Nick Tkaczuk		Feb 2017	31 July 2018	10	4	None	No
Co-opted	Francesca Shortland		April 2015	20 April 2019	8	5	None	No
Co-opted	Charles Kane		Mar 2018	18 Mar 2022	3	1	None	No
Co-opted	Gina Yates		Mar 2018	18 Mar 2022	5	3	None	No
Clerk	Derek Lea							

August 2018

Phoenix School

Structure of Governing Body

The Governing body is organised into subcommittees that focus on specific areas of the school with a defined remit. They meet four times a year and all outcomes are fed back as part of each full governor meeting. The structure of these committees for 2017 – 2018 is:

<u>Curriculum</u>	<u>Finance</u>	<u>Personnel</u>	<u>Premises</u>
Carol Barber Janet Clarke Norma Greener Julie Miller Shana Mozejko Debby Thorn	Janet Clarke Abdul Lumsden-Din Julie Miller Ian Seconde Maggie Short Brian Woolley	Paulo Pinto Ian Seconde Dave Sherrington Maggie Short Nick Tkaczuk Brian Woolley	Carol Barber Abdul Lumsden-Din Paulo Pinto Frankie Shortland

Complaint Abdul Lumsden-Din, Ian Seconde and Dave Sherrington

Discipline Carol Barber, Janet Clarke, and Brian Woolley

Staff Appointments Janet Clarke, Maggie Short, Frankie Shortland and Ian Seconde

Staff Discipline Appeal Norma Greener, Dave Sherrington, Debby Thorn and Nick Tkaczuk

Pay Review Janet Clarke, Abdul Lumsden-Din, Ian Seconde, Debby Thorn and Brian Woolley

Headteacher Performance Review Janet Clarke, Ian Seconde and Brian Woolley

Terms of Reference

CURRICULUM COMMITTEE

Terms of Reference

Membership

- The Curriculum committee shall consist of eight governors plus the Headteacher (or his/her representative).
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the Curriculum committee and may contribute to discussions on matters under consideration. Members of the Leadership Team will attend on occasions.
- Only full members of the committee, as approved by the governing body shall have the right to vote on any resolution placed before the committee
- The quorum for meetings will be four governors.

Purpose

- To oversee nature, delivery and implementation of the Curriculum.
- To monitor School and pupil performance,

Meetings

- The committee shall meet at least once a term, or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year

- The Chair of the committee shall be elected annually at the first meeting of the committee each year
- Voting will be by majority of those governors present and voting. The Chair will have the casting vote.

Terms of Reference

Advisory

The committee will make recommendations to the governing body about

- the policy and provision for sex education
- the policy and provision for religious education and collective worship
- the statement of general principles for pupil behaviour and discipline
- the timing of school sessions, dates of school terms and holidays
- the Charging and Remissions policy for school activities
- the approval and review of the home-school agreement

Delegated

The committee will act on behalf of the governing body by taking decisions to

- review the effectiveness of the pupil behaviour and discipline policy
- monitor and review the progress of school priorities in respect of the Curriculum in the improvement plan and OfSTED action plan
- agree the annual statutory and non-statutory pupil performance targets, monitor, and review progress
- monitor and review pupil attendance
- prepare, in partnership with the headteacher, for an OfSTED inspection
- approve the curriculum policy for children with special educational needs and monitor its implementation
- approve arrangements for pupils to be released for work experience
- review procedures for parental complaints
- approve off-site visits and activities of more than 24 hours, or which involve a hazardous pursuit or journey by air, sea or Channel Tunnel.

FINANCE COMMITTEE

Terms of Reference

Membership

- The Finance committee shall consist of seven Governors including the Headteacher (or his/her representative) and the School Business Manager.
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the finance committee and may contribute to discussions on matters under consideration
- Only full members of the committee, as approved by the governing body shall have the right to vote on any resolution placed before the committee
- The quorum for meetings will be four Governors.

Meetings

- The committee shall meet at least once a term, or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year
- The Chair of the committee shall be elected annually at the first meeting of the committee each year
- Voting will be by majority of those governors present and voting. The chair will have the casting vote.

Terms of Reference

Delegated

With reference to the following information is contained in the Financial Administration Manual for details of amounts of money authorised.

- prepare and agree a budget for submission to the LA based on priorities in the school development plan
- notify the approved budget plan to the LA
- agree the level of delegation to the headteacher for the day-to-day financial management of the school
- monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA e.g. The Standards Fund
- approve transfer between budget headings (virement) within agreed limits
- arrange audit of non-LA funds received
- respond to any issues arising from the audit of the school's accounts
- prepare information on income and expenditure for the governors' annual report to parents
- review and approve Pay Policy
- review and approve Lettings Policy and Scale of Charges
- maintain and annually update the Register of Pecuniary Interest
- procedures for governors to claim expenses
- ensure financial regulations are in place and reviewed and approved annually
- monitor Financial Management Standards

PERSONNEL COMMITTEE

Terms of Reference

Membership

- The personnel committee shall consist of seven governors to include the Headteacher (or his/her representative).
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration
- Only full members of the committee, as approved by the governing body, shall have the right to vote on any resolution placed before the committee
- The Quorum shall be four Governors

Meetings

- The committee shall meet at least once a term or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year
- The Chair of the committee shall be elected annually at the first meeting of the committee in the school year.
- Voting will be by majority of those governors present and voting. The chair will have the casting vote.

Terms of Reference

- The personnel committee to have delegated powers from the governing body to:
 - a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory and local legislation, and

any contractual agreement made between the LEA, the governing body, the staff and their unions/professional associations).

b) implement the above policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the finance committee following advice from the finance committee

c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and inset development.

d) establish and regularly review personnel policies and procedures, in particular the following:

Performance Appraisal	Lack of Capability
Disciplinary Procedure — Misconduct	Leave of Absence
Disciplinary Rules	Personal Information
Equal Opportunities — Staff	Physical Intervention
Grievance Procedure	Redundancy
Harassment	Staff Recruitment & Selection
Health Issues for Personnel	

e) report to the governing body on all staff matters which relate to conditions of service

f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget

g) determine and monitor the appointments procedure on behalf of the governing body

h) set and monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place

l) delegate to the headteacher all matters relating to the day to day management and supervision of the staff employed at the school

j) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities

k) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers

l) comply with the Performance Appraisal regulations for teachers

m) form a salary appeals committee when required

PREMISES AND HEALTH & SAFETY COMMITTEE

Terms of Reference

Membership

- The premises committee shall consist of five governors including the Headteacher (or his/her representative).
- The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee
- Other members of the governing body may attend meetings of the premises committee and may contribute to discussions on matters under consideration. Members of the Leadership Team will attend on occasions.
- Only full members of the committee, as approved by the governing body shall have the right to vote on any resolution placed before the committee
- The quorum for meetings will be three governors.

Purpose

- To maintain security, safety and well being of pupils, staff and visitors.
- To review regularly the working environment of the School.

Meetings

- The committee shall meet at least once a term, or more frequently as may from time to time be required.
- The committee shall review the dates of future meetings to ensure that a Schedule exists for the academic year
- The Chair of the committee shall be elected annually at the first meeting of the committee each year
- Voting will be by majority of those governors present and voting. The chair will have the casting vote.

Terms of Reference

Delegated

Premises

The fixed assets of the school, (buildings, grounds, maintenance, etc), to be reviewed annually.

To ensure that responsibility for all aspects of the day to day maintenance of the entire premises, as delegated to the Headteacher, are undertaken.

Look at proposals for new Capital Expenditure within the delegated budget.

Review and approve Lettings Policy

Health & Safety

Establish and regularly review policies and procedures in respect of Health & Safety