

# The Joint Governing Body of Catshill Middle School and Catshill First School and Nursery Federation.

## COMMITTEE BOOKLET

### CATSHILL MIDDLE SCHOOL and CATSHILL FIRST SCHOOL AND NURSERY

September 2019 – August 2020



Catshill Middle School  
Meadow Road  
Catshill  
Bromsgrove  
Worcestershire  
B61 0JW  
Tel: 01527 872431



Catshill First School and Nursery  
Gibb Lane  
Catshill  
Bromsgrove  
Worcestershire  
B61 0JP  
Tel: 01527 872913

The school is a maintained school and it reconstituted in line with the Statutory Guidance, on 1<sup>st</sup> January 2013. There are 15 Governors appointed:

1. 2 Staff Head
2. 2 Parents Governor
3. 1 Nominated by the Local Authority
4. 1 Staff Governor (elected across both schools)
5. 10 Co-opted

The **three core strategic functions** of the joint governing body of Catshill Middle School and Catshill First School and Nursery Federation are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Executive Headteacher to account for the educational performance of the School and its pupils
- Overseeing the financial performance of the School and making sure that its money is well spent.

Governors are also responsible for ensuring that the School meets statutory requirements with regard to Safeguarding, Health and Safety, the Curriculum and Finance.

The Full Governing Body meets four times a year; Governing Body committees also meet termly.

The Governing Body has established a number of committees to which it delegates day to day responsibility for the oversight of various aspects of the running of the school:

#### **Admissions/Information Committee**

All arrangements for Year 2019 and Year 2020 entry, including the test procedures and results; Oversight of the production of the prospectus and ensuring that necessary and appropriate information is made available to prospective students and parents/guardians; Oversight of the website and wider marketing of the school.

The Chairman is: Mike Hill

## **Terms of Reference**

- ◆ The following committees established by the Governing Body comply with the School Governance (Procedures) (England) Regulations 2003. The Schools Governance (Federation)(England)Regulations 2012 No.1034 & 1035.
- ◆ **The Executive Headteacher and Heads of School from Catshill First School and Nursery and Catshill Middle School can attend all meetings of any committee established by the governing body, but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Executive Headteacher or either Head of School they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.**
- ◆ The legal minimum quorum for committee meetings is three voting governors. (At least one governor must NOT be an employee of the Local Authority.)

- ◆ Associate members may be appointed to a committee by the Governing Body and may be given voting rights **however**; the number of governors serving on the committee must be greater than the number of those who are not governors.
- ◆ No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the governing body.
- ◆ The appointed Clerk will undertake the Clerking of the Committee.
- ◆ The minutes shall be included as an Agenda item for consideration at the next meeting of the full Governing Body where appropriate.
- ◆ All decisions made by Committees with delegated powers should be reported to the next full meeting of the Governing Body. If the minutes are not finalised a brief statement of the conclusions reached should be given.
- ◆ The Chair of the Committee will be appointed at the first Committee meeting of the academic year.
- ◆ All Governors are encouraged to attend training regularly and review training needs annually.
- ◆ All Governors are reminded that certain items discussed during the committee meetings may be of a confidential nature and must be treated as such. Committee chairs will identify items that have to be treated as confidential. These minutes will be recorded separately and not included within the main minutes. Confidential minutes will not be made available for public inspection.

## **School Improvement Committee**

Ensures the school offers a broad and balanced curriculum in accordance with the National Curriculum; Reviews term dates and the length of the school day; Receives reports of faculty reviews and monitors the Link Governor scheme; Reviews school performance data and ensures lessons learnt are addressed; Provides strategic advice and guidance on staffing and personnel issues; Reviews proposals for the promotion of staff.

The Chair is: Anna Smith

### **Responsible For**

- Ensuring the school is meeting National Curriculum requirements and to review the Curriculum Policy Statements
- Review and update SEFs (Self Evaluation Form)
- Review School Profiles
- Review ASP - Assessing School's Performance and any other external data/IDSR (Inspection Data Summary Report)
- Monitor and review information on School Performance
- Monitor and review School Improvement Plans
- Produce Sex Education Policy statement
- Produce RE and Collective Worship Policy
- Review School Prospectus
- Produce and Review the Special Educational Needs Policy
- Setting Targets

- Monitor and review information about school targets
- Reporting to parents according to statutory requirements
- Agree Home/School Agreement
- Monitor the effectiveness of Literacy and Numeracy Strategies and other subject policies as required
- Consider the Healthy Schools Agenda
- Behaviour and discipline standards
- Curriculum development
- Tracking pupil progress
- Views of learners, parents/carers, community and stakeholders
- Personal development and well being
- Quality of provision
- Achievement and standards
- Safeguarding
- Radicalisation
- Disadvantaged (Pupil Premium Funding)
- Any item referred by the full Governing Body

## **Membership**

- Liz Dane
- Paul Essenhigh - Executive Headteacher
- Jayne Harper
- Bakul Kumar
- David Morris
- Anne McNaughton
- Georgia Plant (Head of School CFS&N)
- Catherine Shearwood
- Anna Smith
- James Thompson (Head of School CMS)
- Richard Williams

Clerk: Wendy Gardner

## **Premises, Staffing and Finance Committee**

Oversight of the management and maintenance of the school premises; Reviews proposals for capital projects and ensures best practice in procurement and implementation of works; Provides advice and guidance on premises maintenance issues; Lead responsibility for Health & Safety and monitoring of associated statutory requirements (eg Fire safety, Legionella etc).

Initial oversight and management of the school annual budget drawn up by the school; Ensures the school maintains an appropriate system of internal financial control; Agrees priorities for revenue and capital funding.

The Chair is: Mike Hill

## **Responsible For**

### **Premises/Health and Safety:**

- Review Health and Safety Policy on an annual basis
- Monitor Risk Assessment Procedures

- Produce the letting policy, review annually the charges for hire of school premises and conditions of use
- Inspect the school sites and buildings to enable maintenance and improvement, including security
- Agree Offsite Educational visits
- Comply with the schools' Health and Safety Policy and consider training needs
- Comply with current fire safety legislation and regulations
- Receive reports/audits from Health and Safety representatives
- Maintain the accident statistics and trends so that reports can be made to the Governing Body and Council
- Establish and review Accessibility Plans
- Consider and make arrangements on risk management issues
- Ensure staff have undertaken Fire Safety training
- Views of Learners, parents/carers, community and stakeholders
- Disadvantaged (Pupil Premium Funding)
- Data Security
- Any item referred by the full Governing Body

### **Finance:**

- Produce and approve the annual budgets and present it to the full Governing Body for information
- Review the actual expenditure and monitoring statements at least once a term
- Receive and Review the financial projections
- Approve expenditure and virements of sums over £5000, sums below that amount are delegated to the Executive Head Teacher
- Conform to the Schools Financial Value Standards (SFVS)
- Assess the financial progress towards achieving the objectives in the School Improvement Plans
- Review of leases and contracts – including traded services
- Ensure Best Value principles apply to services purchased with delegated monies
- Review the financial implications on the budget of the Pay and Conditions document
- Receive CFR Statements
- Receive the annual accounts and certificate of audit of the School Fund Accounts and other voluntary funds held within school
- Assess the schools insurance cover to ensure that it provides adequate protection against risks
- Review and approve the petty cash to be held by the schools
- Ensure LA standing orders are complied with
- Obtain quotations with a view to placing contracts/orders, once the relevant Committee has drawn up a specification
- Identify priority areas in April in anticipation of any under spend
- Disadvantaged (Pupil Premium Funding)
- Sports Premium
- Radicalisation

### **Staffing:**

- Staff Grievance and Discipline (in line with school policies)
- Staff dismissal, redundancy and redeployment
- Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, job share etc.)
- Ensure all personnel records are held securely
- Review annually the staffing of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plans
- Review the pay of staff, in accordance with the Governing Body Pay Policy

- Review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Implement the Appraisal Policy
- Equal Opportunities
- Establish and maintain rolling programme for Disclosure and Barring Service (DBS) checks
- Views of learners, parents/carers, community and stakeholders
- Any item referred by the full Governing Body

## Membership

- Emma Aston
- Luke Attwell
- Claire Brinn
- Paul Essenhigh - Executive Headteacher
- Mike Hill
- Deborah Thomas
- Kate Sabin – School Business Manager (CFS&N/CMS) – non governor
- Graham Wilson – Site Manager (CFS&N/CMS) – non governor

Clerk: Wendy Gardner

A number of further committees are established as and when required, including Pupil Discipline (Chairman: appointed at each meeting); Appeals (Chairman: appointed at each meeting) and Staff Discipline (Chairman: appointed at each meeting). A Governors' Steering Group, to discuss strategic issues facing the school, meets as and when required.

## Pupil Discipline Committee

### Responsible For

- Review the use of exclusion within schools, including exclusions of more than 5 schools days and exclusions which would result in a pupil missing the opportunity to take a public exam
- Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently
- Comply with the procedures in accordance with the LA and DfE Guidance
- Any item referred by the Full Governing Body

The Chair is: **Appointed at each meeting**

### Membership

- 3 members of the Governing Body with no previous knowledge of and not known personally to the pupil or the parents/carers
- Mike Hill

Clerk: Wendy Gardner

# Appeals Committee

## Responsible For

### Hearing Appeals with regard to

- Pay
- Redundancy
- Grievance
- Contractual variation requests
- Complaints (minimum of 3 members are required)
- Staff Dismissal
- Any Item referred by the full Governing Body

*When dealing with an Appeal the Committee should be equal or greater than the original Committee that made the decision.*

The Chair is: To be elected if necessary

## Membership

3 governors to be appointed as necessary.

Clerk: Wendy Gardner

## Selection Panel

## Responsible For

- Selection of the Executive Headteacher and Head of School and Assistant Headteacher  
Guidance on this process will be provided by your Local Authority

***The appointment must always be ratified by the Full Governing Body***

Chair of Committee: **Appointed at each meeting**

## Membership

- Appointed as required by FGB

Clerk: Wendy Gardner

## Items Delegated to an Individual(s)

### Disposal of surplus stock

Delegated to Executive Headteacher with the approval of the Chair of Governors.

### Delegation of Suspension

That suspension be delegated to the Chair of Governors in instances where the Executive Headteacher or either Head of School is the person in question or involved in the case.

**That the Chair of Governors be given delegated powers to lift the suspension after taking advice from LA Personnel or another organisation providing this service to the school.**

## **Approval for Expenditure**

The Chair of Governors or Chair of Finance Committee give emergency approval for expenditure above the set limit prior to the Finance Committee meeting – only in cases of emergency.

## **Appointment of Staff**

### *Support Staff*

- Executive Headteacher / Head of School
- 1 Governor

### *Teaching Staff*

- Executive Headteacher / Head of School
- 1 Governor

### *Senior Leadership Team*

- Executive Headteacher / Head of School
- 2 Governors