

**Governor Details as at 3<sup>rd</sup> January 2017**

<b>Governor Names</b>	<b>Type of Governor</b>		<b>Term of Office</b>
<b>Mr. Andrew Smith</b>	Executive Head Teacher	Ex-Officio	
<b>Mrs. Nichola Allerston</b>	Deputy Head Co-opted		01.07.14 – 30.06.18
<b>Mr. Mike Eckersley</b>	LA		01.07.14 – 30.06.18
<b>Revd Steve Johnson</b>	Foundation	Ex-Officio	08.09.2014
<b>Mr. Antony Parkinson</b>	Foundation		15.07.14 – 14.07.18
<b>Mr. Cliff Buck</b>	Parent MPCPS		01.07.14 – 30.06.18
<b>Mr. Simon Carey - Resigned</b>	Ex Parent NCPS		01.07.14 – 12.11.15
<b>Mrs. Claire Roberts - Resigned</b>	Staff		01.07.14 – 30.06.18
<b>Mr. Andrew Howson</b>	Co-opted		01.07.14 – 30.06.18
<b>Mr. Geoffrey Barnes</b>	Co-opted		12.10.15 – 11.10.19
<b>Mr. Marcus Hyde</b>	Co-opted		12.10.15 – 11.10.19
<b>Dr. Kirsty Miller</b>	Co-opted		01.07.14 – 30.06.18
<b>Mr. Andrew Lyle</b>	Co-opted		01.07.14 – 30.06.18
<b>Mr. Colin Horton</b>	Co-opted		01.07.14 – 30.06.18
<b>Mrs. Jo Parsons - Resigned</b>	Ex Co-opted		01.07.14 – 01.02.16
<b>Mrs. Cerri Belt</b>	Parent NCPS		14.12.15 – 13.12.19
<b>Mrs. Claire Bell - Resigned</b>	Co-Opted		01.02.16 – 31.01.20
<b>Miss. Claire Smith</b>	Staff		03.01.17 – 02.01.21
<b>Mrs. Michelle Walker</b>	Clerk		n/a



**2016/17**

**Composition of Committees**

<p><b><u>Quality and Standards</u></b></p> <p><b>Mr. Colin. Horton - Chair</b>  <b>Mr. Cliff. Buck – Vice Chair</b>          Mr. A. Smith          Mr. M. Eckersley          Mr. T. Parkinson          Mr. G. Barnes          Dr. K. Miller          Mr. A. Howson          Revd. S. Johnson          Mrs. N. Allerston</p>	<p><b><u>Curriculum and Community</u></b></p> <p><b>Mr. Andrew. Howson - Chair</b>  <b>Mrs. Kirsty. Miller - Vice Chair</b>          Mr. A. Smith          Mr. T. Parkinson          Revd. S. Johnson          Mrs. C. Roberts (resigned 07.11.16)          Mrs. C. Belt          Mr. A. Lyle          Mrs. N. Allerston          Mrs. J. Parsons (resigned 01.02.16)          Miss. C. Smith</p>	<p><b><u>Resources</u></b></p> <p><b>Mr. Mike. Eckersley - Chair</b>  <b>Mrs. Claire. Bell – Vice Chair</b>          (resigned 05.12.16)          Mr. C. Buck          Mr. T. Parkinson          Mrs. C. Belt          Mr. M. Hyde          Mr. G. Barnes          Mr. A. Smith          Mrs. J. Parsons (resigned 1.02.16)          Mr. S. Carey (Resigned 12.11.15)          Mrs. C. Fussey (Obs)</p>
<p><b><u>Strategy</u></b></p> <p>Mr. Tony. Parkinson – Chair Govs          Mr. Mike . Eckersley – Res/Vice Govs          Mr. A. Smith – Ex Head          Mr. C. Horton – Q &amp; S          Mr. A. Howson – C &amp; C          Mrs. N. Allerston – Head MRCPS          Mrs. R. Schaffer – Head NCPS</p>	<p><b><u>Pay &amp; Performance Management Team</u></b></p> <p>Mr. Tony. Parkinson          Mr. Mike. Eckersley          Mr. C. Buck          Mr. S. Carey (Resigned 12.11.15)          Mr. C. Horton</p>	<p><b><u>Kitchen Committee</u></b></p> <p>Mr. A. Smith          Mrs. N. Allerston          Mr. T. Parkinson          Mr. M. Eckersley          Mrs. J. Parsons (Resigned 01.02.16)</p>

## TERMS OF REFERENCE 2016/17

Approved 10<sup>th</sup> October 2016 (up to the period ended 09.10.17)

### 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; Gifted & Talented; 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 headteacher 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 Remodelling.
- Decide arrangements for all staff appointments, except for the appointment of the Headteacher and Deputy Headteacher, 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 Headteacher.
- 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 Remodelling 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.

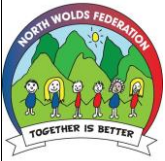
#### STRATEGY

- 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. ie. 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.





	Smith	Allerston	Buck	Miller	Parkinson	Howson	Eckersley	Carey	Belt	Horton	Parsons	Lyle	Roberts	Johnson	Barnes	Hyde	Bell
<b>Quality and Standards</b>																	
September 2015			A				A							A			
November 2015				A													
February 2016			A											A			
April 2016							A										
July 2016										A							X



**NORTH WOLDS FEDERATION GOVERNING BODY**  
**SCHOOL REGISTER OF BUSINESS INTERESTS AND CONFLICTS OF INTERESTS – as at 10<sup>th</sup> October 2016**

NAME	ROLE	ANY INTEREST?	NAME & NATURE OF BUSINESS	NATURE OF INTEREST	DATE INTEREST STARTED
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	No			
Andrew Lyle	Co-opted Governor	Yes	Farming	Offers farm visits to local schools.	
Claire Roberts	Staff 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	Parent NCPS	No			
Claire Bell	Co-opted Governor	No			



