

Williamstown Primary School

Committee Structure and Terms of Reference 2023-24

Chair: Mr Kevin Harry

Vice Chair: Mrs Hayley Kemp

Committee	Summary Terms of Reference	Membership
Staff Disc. & Dism. 1	<ul style="list-style-type: none"> To review the Staff Disciplinary and Dismissal Policy, when appropriate To consider and make selection decisions relating to redundancies. To consider and make decisions in relation to staff discipline issues. In determining these issues to decide whether any person employed by the governing body (excluding staff employed within LEA funded special class provision and other funded posts) may continue to work at the school. To determine the level of reprimand in line with the Schools Staff Disciplinary Policy as appropriate. <p>When cases under discussion involve child protection issues a neutral member (eg a member of another governing body) will be included on this committee.</p>	(Quorum: 3) Members Mrs Hayley Kemp - Chair Mrs Claire Bridge Mrs Samantha Morgan Reserve(s) Mrs Helen Tuck Mrs Emma Anstee Mr Matthew Free
Staff Disc. & Dism. (Appeals) 1	<ul style="list-style-type: none"> To consider any appeals against decisions made by the staff disciplinary and dismissal committee To consider any appeals against selection for redundancy 	(Quorum: 3) Members Mr Matthew Free - Chair Mrs Emma Anstee Mrs Helen Tuck Reserve(s) Mrs Samantha Morgan Mrs Claire Bridge Mrs Hayley Kemp
Pupil Disc. & Exclusions 1	<ul style="list-style-type: none"> To review the school's behaviour and discipline policy and ensure due process is followed. To consider any representations in respect of decisions of the headteacher to exclude pupils from the school. To consider representations from parents or pupils, in case of exclusions of five days or less. To consider representations from parents in case of exclusions totalling more than five but no more than 15 school days in one term. To consider cases of exclusions totalling more than 15 school days in one term or a permanent exclusion. 	(Quorum: 3) Members Mrs Claire Bridge - Chair Mrs Samantha Morgan Mrs Helen Tuck Reserve(s) Mrs Shelley French

<p>Grievance/Capability 1</p>	<ul style="list-style-type: none"> To review the grievance/ capability policy and ensure due process is followed. To consider any issues of grievance/capability in line with the agreed policy To consider and determine any staff grievance and capability issues 	<p>(Quorum: 3)</p> <p><u>Members</u> Mrs Hayley Kemp - Chair Mrs Claire Bridge Mrs Samantha Morgan</p> <p><u>Reserve(s)</u> Mrs Helen Tuck Mrs Emma Anstee Mr Matthew Free</p>
<p>Grievance/Capability Appeals 1</p>	<ul style="list-style-type: none"> To consider any appeals against decisions made by the Grievance/Capability Committee 	<p>(Quorum: 3)</p> <p><u>Members</u> Mr Matthew Free - Chair Mrs Emma Anstee Mrs Helen Tuck</p> <p><u>Reserve(s)</u> Mrs Samantha Morgan Mrs Claire Bridge Mrs Hayley Kemp</p>
<p>Complaints</p>	<ul style="list-style-type: none"> To review the complaints policy as appropriate and ensure due process is followed. To consider any complaints received in line with the school's complaints policy. To consider any complaints involving pupils (as complainants, witnesses or as the subject of the complaint) in line with the agreed policy. To make decisions relating to the complaint and inform the complainant of the outcome 	<p>(Quorum: 3)</p> <p><u>Members</u> Mrs Hayley Kemp - Chair Mrs Helen Tuck Mrs Claire Bridge</p> <p><u>Reserve(s)</u> Mrs Emma Anstee</p>
<p>Human Resources 2</p>	<ul style="list-style-type: none"> To review Human Resources policies as appropriate and ensure due process is followed. Agree, review, recruit and select all staff other than members of the leadership group. To make recommendations on staffing related expenditure to the Finance Committee. 	<p>(Quorum: 3)</p> <p><u>Members</u> Mr Kevin Harry - Chair Mrs Hayley Kemp Mrs Samantha Morgan Mrs Sian Edwards Mrs Claire Bridge Mrs Alison Hall - Headteacher</p>

<p>Pay Review ³</p>	<ul style="list-style-type: none"> To review the school's pay policy as appropriate and ensure due process is followed 	<p>(Quorum: 3)</p> <p><u>Members</u></p> <p>Mr Kevin Harry - Chair Mrs Hayley Kemp Mrs Samantha Morgan Mrs Alison Hall - Advisor</p> <p><u>Reserve(s)</u></p> <p>Mrs Emma Anstee</p>
<p>Pay Appeals ³</p>	<ul style="list-style-type: none"> To consider and determine any appeals against decisions made by the Pay Review Committee, in accordance with the school's pay policy. 	<p>(Quorum: 2)</p> <p><u>Members</u></p> <p>Mrs Claire Bridge Mrs Helen Tuck</p>
<p>Finance</p>	<ul style="list-style-type: none"> To ensure that the school operates within the Financial Regulations of the Local Authority To consider the budget in line with the priorities set out in the SDP / SIP To review and agree all contracts/lease agreements prior to renewal. To agree a draft budget by 31st May each year. To regularly monitor expenditure in line with the agreed budget plan and to authorise the Headteacher to immediately deal with any change management requirements throughout the school year. To recommend virements between budget categories. To consider any financial issues referred by the governing body or any other committee. To consider any consultative documents relating to the Scheme of Financial Delegation. To consider reports received from auditors and make any responses or recommendations to the governing body. To review the schools Charging and Remissions policy and recommend any amendments to the governing body. 	<p>(Quorum: 3)</p> <p><u>Members</u></p> <p>Mr Kevin Harry - Chair Mr Matthew Free Mrs Hayley Kemp Mrs Emma Anstee Mr Daniel Stagg Mrs Claire Bridge Mrs Alison Hall - Headteacher</p> <p><u>Reserve(s)</u></p> <p>Mrs Helen Tuck</p>
<p>Premises and Health & Safety</p>	<ul style="list-style-type: none"> To review the relevant Health & Safety policies as appropriate and ensure due process is followed. To monitor arrangements for cleaning, caretaking, security and grounds maintenance contracts and review performance. To support and challenge the Headteacher in all matters relating to the maintenance of the premises, grounds, and Health & Safety. To monitor the state of repair of the school premises 	<p>(Quorum: 4)</p> <p><u>Members</u></p> <p>Mr Kevin Harry - Chair Mr Daniel Stagg Mrs Sian Edwards Mrs Hayley Kemp Mrs Alison Hall - Headteacher</p>

	<ul style="list-style-type: none"> • To ensure compliance with the regulatory framework i.e.: <ul style="list-style-type: none"> ○ Fire Risk Assessment ○ Traffic Impact Assessment ○ Access Statements ○ Schools Individual Accessibility Strategy ○ Health & Safety Compliance Audit ○ Business Continuity Plan • To recommend to the governing body a programme of planned maintenance/improvements • To determine arrangements for cleaning and grounds maintenance contracts and to monitor performance. • To oversee and monitor caretaking and security. • To develop, monitor and review the school's Health and Safety policy. • To develop, monitor and review the school's policy for the use of premises outside school hours. • To make recommendation to the Finance Committee on premises related expenditure. 	
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<p style="text-align: center;">Standards and Curriculum</p>	<ul style="list-style-type: none"> • To plan, monitor and review the school's curriculum in line with the Curriculum for Wales. • To monitor, and evaluate, the effectiveness of the school's curriculum and pastoral policies. • To make recommendations to the governing body on appropriate priorities to be included in the School Improvement Plan (SIP). • To regularly review progress on the achievement of priorities in the SIP. • To monitor and review the Self-Evaluation Report and identify areas to be included in the SIP. • To monitor and evaluate: <ul style="list-style-type: none"> ○ pupil progress and achievement ○ the impact of continuing professional development on improving staff performance ○ the effectiveness of provision for children with additional learning needs ○ the effectiveness of provision for children who may be otherwise disadvantaged. ○ the quality of the curriculum in securing high standards of achievement. ○ the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils (e.g. ALN, gender, free school meals, minority ethnic, English as an additional language, looked after children etc). 	<p>(Quorum: 7)</p> <p><u>Members</u></p> <p>Mrs Hayley Kemp - Chair</p> <p>Mr Daniel Stagg</p> <p>Mrs Shelley French</p> <p>Mrs Samantha Morgan</p> <p>Mrs Helen Tuck</p> <p>Mrs Sian Edwards</p> <p>Mr Kevin Harry</p> <p>Mrs Claire Bridge</p> <p>Mrs Emma Anstee</p> <p>Mr Matthew Free</p> <p>Mrs Alison Hall - Headteacher</p>
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<p>Community and Parental Links</p>	<ul style="list-style-type: none"> • To draft and produce the Governors' annual report to parents • To assist with the preparation of the school prospectus • To liaise with the school's parent body PTA, Friends and the local community. 	<p>(Quorum: 3)</p> <p><u>Members</u> Mrs Claire Bridge - Chair Mrs Emma Anstee Mrs Hayley Kemp Mrs Helen Tuck Mrs Shelley French Mrs Alison Hall - Headteacher</p>
<p>Performance Management ⁴</p>	<ul style="list-style-type: none"> • To develop, monitor and review the school's P M Policy. To abide by the terms of that policy. • To agree performance objectives for the Headteacher and review those objectives with the appointed assessor. • To receive/consider the PM review statement and ensure copies are issued to the Headteacher and chair of governors. • To make recommendation to the Pay Review Committee in respect of pay awards 	<p>(Quorum: 2)</p> <p><u>Members</u> Mr Kevin Harry - Chair Mrs Emma Anstee Mrs Hayley Kemp</p>
<p>Performance Management Appeals ⁴</p>	<ul style="list-style-type: none"> • To carry out any appeal review in accordance with the school's P M policy. 	<p>(Quorum: 2)</p> <p><u>Members</u> Mrs Helen Tuck - Chair Mrs Claire Bridge</p>

¹ The Headteacher is not permitted to be a named member of this committee or any other governor where there may be a conflict of interest.

² The appointment of Head/Deputy Headteachers will be dealt with by a panel specifically appointed for that purpose, in line with the Staffing of Maintained Schools (Wales) Regulations 2006.

³ No member of the governing body who is employed to work in the school shall be eligible for membership of this committee. The Headteacher may attend in an advisory capacity. Any relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. Where the Pay Committee has invited a representative of the LA to attend in order to offer advice on the determination of the Headteacher's pay, that person will withdraw when the committee deliberate.

⁴ No member of the governing body who is employed to work in the school shall be eligible for membership of this committee

Advisory Notes

- In instances when a member of the Governor Support team is not in attendance at a committee meeting it is the responsibility of the Chairperson of the Committee to ensure that minutes of the meeting are drawn up and to make those minutes available to the Governor Support Officer for inclusion on the agenda of the next meeting of the full governing body.
- It is essential that named reserves are included for the statutory committees and that, if required, they are called in the priority order as given on the membership list.
- The regulations are “silent” in respect of naming reserves for other committees however, it would be prudent to do so for those marked ** on this list. When these committees are required to meet there are time restrictions governing their operation, if the quoracy rule cannot be met, governors may find themselves in breach of the regulations. With regard to the staffing committee, again it would be prudent to appoint reserves to ensure that the processes may be completed without delay.
- ***All governors are encouraged to attend training in relation to their roles***
- Full delegated powers for decisions were granted to each committee by the governing body at the autumn term governing body meeting 2023. It is recommended that decisions of each committee are brought forward to the next full governing body meeting in the format of minutes.

Appendix B

Williamstown Primary School

Link Governors 2023-24

Role	Purpose	Governor(s)
Additional Learning Needs	To monitor and review in partnership with the ALNCO, the implementation of the school's ALN policy and to report to the governing body if appropriate	Mrs Samantha Morgan
Attendance & Exclusion	To liaise with school staff, and if necessary, the Attendance and Wellbeing Service to maintain procedures to effect acceptable levels of pupil attendance. To monitor and review any exclusions on a termly basis. To report back to the governing body if appropriate	Mrs Hayley Kemp
Children Looked After	To monitor and review, in partnership with the CLA co-ordinator, the implementation of the school's CLA policy and to report to the governing body if appropriate	Mrs Samantha Morgan Mrs Sian Edwards
CP & Safeguarding	To monitor and review in partnership with the child protection/safeguarding co-ordinator, ensuring that due process is followed and report back to the governing body if appropriate	Mrs Samantha Morgan Mrs Sian Edwards Mrs Emma Anstee
Equality, Diversity & Inclusion	To liaise with school staff to ensure whole school inclusivity and report back to the governing body if appropriate	Mr Kevin Harry
GDPR/Data Protection	To monitor and review in partnership with the school, the relevant policies in line with the regulations relating to GDPR/Data Protection and to report back to the governing body if appropriate	Mrs Claire Bridge
Induction/Mentor	To ensure the effective induction of new members of the governing body.	Mr Daniel Stagg
Pupil Voice	To liaise on a regular basis, with the school's pupil voice groups and report back to the governing body if appropriate	Mrs Claire Bridge
Staff and Pupil Wellbeing	To support the school to embed its mental health and wellbeing provision across the entire school and report back to the governing body if appropriate	Mrs Claire Bridge
Tackling Poverty	To monitor the commitment to tackling child poverty, in accordance with the Children and Family (Wales) Measure 2010. The 5 Key Areas are: Understanding Poverty, School Uniform and Clothing, Food and Hunger, Participation in the life of the School and Home-School Relationship	Mr Kevin Harry Mrs Helen Tuck
Teaching Assistant Champion	To ensure their views are considered when key decisions are made within the school and report back to the governing body if appropriate	Mrs Shelley French Mrs Sian Edwards
Transition		Mr Matthew Free

	To liaise with a nominated staff members to ensure that effective transition arrangements are in place and report back to the governing body if appropriate	Mrs Shelley French
Welsh	To promote the use of Welsh language across the whole school and report back to the governing body if appropriate	Mrs Claire Bridge

School Improvement Link Governors

To monitor the implementation of a specific Area of Learning and Experience across the school.

The role includes:

- becoming familiar with the Welsh Government Curriculum for Wales guidance for nominated area, any other initiatives, nationally and locally, from the Welsh Government, Estyn, Regional Consortium and Local Authority.
- developing an understanding of how the AoLE is assessed, recorded, and reported in school
- being aware of the requirements/resources needed for the AoLE and the available budget.
- meeting termly, in accordance with the Governor Visits policy, with the AoLE Lead to discuss progress and provide support to help achieve any relevant school targets.
- reviewing, monitoring, and evaluating the impact of the activities within the AoLE action plan (if appropriate) and report outcomes to the Governing Body; helping to ensure that there is a better understanding and knowledge of the introduction and implementation of the AoLE within school.
- Attending in-service training course (INSET day) if relevant to your AoLE; and keeping knowledge up to date by attending relevant governor training courses run by the Local Authority/CSC/Welsh Government etc.

Role	Purpose	Governor(s)
Expressive Arts	Specific focus on Expressive Arts, reviewing standards, provision, and progression.	Mrs Claire Bridge
		Mrs Helen Tuck
Health & Wellbeing	Specific focus on Health and Wellbeing, reviewing standards, provision, and progression.	Mrs Samantha Morgan
		Mr Kevin Harry
Humanities	To monitor and assist with the transition from current National Curriculum (2008) to Curriculum for Wales.	Mrs Emma Anstee
		Mrs Hayley Kemp
Language, Literacy & Comms	Specific focus on Literacy, reviewing standards, provision, and progression.	Mr Daniel Stagg
		Mrs Helen Tuck
Numeracy & Mathematics	Specific focus on Numeracy, reviewing standards, provision, and progression.	Mrs Shelley French
		Mr Daniel Stagg
		Mrs Emma Anstee
Science & Technology	Specific focus on Science and Technology, reviewing standards, provision and progression.	Mrs Samantha Morgan
		Mr Matthew Free