

Egton Church of England Aided Primary School

List of Committees, serving members and governors with specific responsibilities (until Autumn Term Meeting 2017).

Chairman **Mr. Roger Everitt.**

Vice Chairman **Mrs. Y. Harrison**

Treasurer **Mrs. Celia Hare**

Staffing Dismissal Committee:

Mrs. Jacinth Simpson	Foundation Governor
Mrs. V. Grenfell	Elected Parent Governor
Reverend P. Jackson	Foundation Governor –Ex-officio (Chairman)

Terms of Reference:

1. To consider matters relating to staff discipline and to determine whether an employee should cease to work at the school.
2. Should the need arise, to draft and review, in consultation with staff, a redundancy policy for approval of the governing body to establish and apply criteria for redundancy selection.

Staffing Dismissal Appeals Committee

Mrs. C. Thorpe	Representative Governor
Mrs. C. Hare	Foundation Governor
Ms. Y. Harrison	Foundation Governor (Chairman)

Terms of Reference:

1. To hear appeals against initial decisions of the Staff Discipline committee about matters relating to the dismissal of staff.

Admissions Appeals Committee

Mr. Roger Everitt	Foundation Governor (Chairman)
Sister Dorothy Stella	Foundation Governor
Mrs. V. Grenfell	Elected Governor

Terms of Reference:

1. Annually to review admission arrangements for the school and to make recommendations.
2. In accordance with the published admission criteria and arrangements, to determine which children should be admitted to the school.

Pupil Discipline Committee

Reverend P. Jackson	Foundation Governor (Chairman) Ex-officio
Mrs. Claire Thorpe	Representative Governor
Mrs. Y. Harrison	Foundation Governor

Terms of Reference:

1. For any exclusion, either fixed term or permanent, of more than five days: to consider the actions of the Headteacher in excluding the pupil, to consider representations made by parents and to make decision about the pupil's reinstatement, in accordance with statutory requirements.

Finance and School Premises Committee:

Mr. R. Everitt	Foundation Governor	(Chairman)
Vacancy	Foundation Governor	
Mrs. C. Hare	Foundation Governor	
Mrs. Jacinth Simpson	Elected Governor	
Mrs. Victoria Grenfell	Elected Governor	
Mrs. L. Orland	Headteacher (non voting guest)	

Terms of Reference:

1. To prepare and review financial policy statements, including long term financial plans, and to provide guidance and assistance to the Headteacher and governing body on financial matters.
2. To ensure that the school has a Budget Management Policy and that it is periodically reviewed.
3. Having regard to the priorities identified in the school's strategic plans, consider the school's delegated budget and other revenue and to prepare appropriate budget proposals for the governing body to consider.
4. To monitor the income and expenditure of all public funds made available to the school (e.g., budget share and grants) and to ensure that expenditure remains within the prescribed limits. Report to the governing body at such intervals as they request (at least termly). Evaluate the use of such sums by having regard to e.g., Audit Commission web sites and NYCC Comparative Statistics.
5. Ensure proper financial systems are in place for recording and monitoring of income and expenditure.
6. To act in accordance with the school's Scheme of Delegation.
7. Keep under review the limits of expenditure permitted to the headteacher under the Scheme of Delegation and make recommendations to the governing body.
8. To advise the governing body on such matters as:
 - The budget needed to run the school in accordance with statutory requirements and the agreed school development plan;*
 - Ensuring that the governing body's financial policy and actions are in accordance with legislation, other statutory requirements and the LEA's Financial Regulations;*
 - Prioritising on major items of expenditure;*
 - The purchasing of services from the LEA or elsewhere;*
 - Generating additional income from sources other than the LEA.*
9. Receive and, where appropriate, respond to audit reports and consider Controls Assurance Statements on public funds made available to the school, and report to the governing body.
10. To ensure that the school meets the requirements of Best Value developments including:

Undertaking appropriate self-evaluation processes including financial benchmarking;

Regularly reviewing contract arrangements.

Drafting Best Value Statements

11. To co-ordinate and periodically review the school's insurance arrangements.
12. In liaison with other committees as necessary, to annually review charges for lettings, private photocopying and phone calls etc.
13. Ensure the audit of non-public funds for presentation to the governing body including compliance with the Charity Commission's requirements where the committee are trustees of the school fund charity.
14. To liaise and consult with other committees where appropriate.
15. To provide support and guidance for the Headteacher on all matters relating to the school premises, grounds, security and health and safety.
16. To prepare and maintain, with the Headteacher, an Asset Management Plan for the school.
17. To inspect the premises and grounds annually and prepare a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the governing body.
18. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation and to oversee the preparation and implementation of contracts and make recommendations to the governing body regarding the use of devolved formula capital.
19. To be aware of the specific responsibilities of governors and the LEA in relation to premises and to ensure that the LEA is informed of any matters for which it has responsibility. The committee will monitor such issues to ensure that appropriate action is taken.
20. To monitor the implementation of the school's health and safety policy and safety management system. To receive and review regular reports, (including risk assessments, accident reports and statistics), from the school's safety co-ordinator, headteacher, trade union (or other) representatives within the school. Authorising recommendations and/or referring them to the governing body as appropriate.
21. To undertake, regular health and safety monitoring, an annual safety audit of the school premises and report on same to the governing body; and to ensure that the school complies with health and safety legislation and guidance.
22. To maintain and review a Fire Safety Management Plan including procedures, action, annual reviews, risk assessment, etc. in conjunction with the local Fire Brigade as appropriate.
23. To consider accessibility issues so as to ensure, as far as is reasonable, that disabled people are not discriminated against and to produce and maintain the school's Accessibility Plan.
24. To report findings of inspections and audits to the headteacher and liaise with her/him to ensure that appropriate remedial action is taken.
25. To regularly monitor the school's security measures.
26. To oversee the preparation and implementation of building contracts.
27. To liaise and consult with the Authority's Building Design and Management Business Unit as appropriate.

28. To ensure the discharge of governor's responsibilities regarding litter under the Environmental Protection Act 1990 i.e., to keep the school site free from litter.
29. To ensure appropriate measures are in place for recycling waste liaising with Scarborough Borough Council Environmental Services Department as appropriate.
30. To prepare a lettings policy and to oversee the implementation of that policy.
31. To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises.
32. To liaise and consult with other committees where appropriate.

School Curriculum Committee (to assist Mrs. Orland in the preparation of School Curriculum matters) Instead of appointing a fixed Committee, working parties with a particular interest/knowledge in the curriculum matter up for consideration will be appointed on an "as and when needed" basis.

The above subcommittees will be responsible for agreeing upon and appointing a Chair.

The appointed clerk to the above sub-committees will be the clerk to the governors.

All resolutions and recommendations agreed upon by the above sub-committees will be brought up for ratification at a future meeting of the full governing body.

Governors with specific responsibilities

Mrs. C. Hare	SEN
Mrs. J. Simpson	Health and Safety/Safeguarding
Mrs. Y. Harrison	Early Years
Mrs. Y. Harrison	Child Protection
Mrs. C. Thorpe	Esk Valley Alliance Governor Representative

Clerk to Governors Mrs. Lyn Coldbeck Telephone 895369 (School number)

Revised - September 2016 Minute Number: 2040