

Egton Church of England Aided Primary School

List of Committees, serving members and governors with specific responsibilities (until Autumn Term Meeting 2019).

Chairman **Mr. Roger Everitt.**

Vice Chairman **Mrs. Y. Harrison**

Treasurer **Mrs. Rebecka Jackson**

Staffing Dismissal Committee:

Mr. P. Gilchrist	Foundation Governor
Mrs. V. Grenfell	Foundation 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. L. Foster	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.

Admission Applications Committee

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

13. To determine the school's lettings policy for adoption by the Governing Board and to annually review.
14. To carry out an annual review of the school's Budget Management Policy and to make recommendations to the Governing Board.

PREMISES

15. To provide support and guidance to the Headteacher on all matters relating to the school premises.
16. To prepare and maintain, in conjunction with the Headteacher, an Asset Management plan for the school.
17. To inspect the school premises annually and to prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development.
18. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts.
19. To formulate and implement proposals for the use of the Devolved Formula Capital funding.
20. To prepare, monitor and review an Accessibility Plan which will meet the requirements of the Equality Act 2010 and the Special Educational Needs and Disability Act 2001.
21. To agree procedures to be followed for carrying out emergency work and to make recommendations to the governing Body about delegation to the Headteacher for taking appropriate action on behalf of the Governing Board in the event of an emergency.
22. To be aware of the specific responsibilities of Governors and the Local Authority in relation to premises and ensure that the Local Authority is informed of any matters for which it has responsibility.
23. To report the findings of inspections and audits to the Headteacher and liaise with him to ensure that appropriate remedial action is taken.
24. To regularly monitor the school's security measures and implement appropriate action when necessary.
25. To liaise and consult with the Local Authority's Strategic Planning Team as appropriate.
26. To discharge the responsibilities of the Governing Board regarding litter and refuse under the Environmental Protection Act 1990.
27. To prepare, adopt, implement and review a plan for the reduction, re-use, refurbishment or recycling of waste.
28. To assist the Governing Board and the Headteacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the Local Authority.
29. To consider the Local Authority's health and safety policies and guidance, and to prepare and review a School Health and Safety Policy, for consideration by the Governing Board.
30. To ensure that the necessary school safety management system is in place to implement the health and safety policy.
31. To ensure that risk assessments are carried out and implemented.
32. To monitor the effectiveness of the school's health and safety arrangements and performance.
33. To review any health and safety reports from the Headteacher.
34. To make periodic recorded inspections of buildings, plant, materials and equipment; to report to the Governing Board at least annually; and to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises.
35. To ensure access to competent persons to assist the school with their health and safety measures.
36. To attend or commission appropriate training for Governors.

STAFFING

37. To prepare a strategy for the overall staffing structure of the school for approval by the Governing Board, after which, to ensure its implementation and review.
38. To approve requests to recruit and advertise vacant and new posts within the allocated budget and to make recommendations to the Governing Board.
39. To prepare job outlines, person specifications and shortlisting criteria for any recruitment exercise.
40. To liaise with the Local Authority and York Diocese for all senior staff appointments.
41. To be involved in the shortlisting and interviewing of shortlisted applicants in compliance with current employment law.
42. To undertake an annual assessment of staff salaries in accordance with the agreed pay policy.
43. To regularly review those policies affecting staffing and make any recommendations for change.
44. To review job descriptions to ensure that they adequately reflect the current requirements of the role.

Religious Education and Ethos Committee:

Mrs. Liz Orland	Headteacher
Mrs. Yvonne Harrison	Foundation Governor
Reverend Paul Jackson	Foundation Governor (ex-officio)

Terms of Reference:

To be written at the first meeting of the academic year 2018-2019.

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. L. Foster	SEN/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 2018