



St Anne's Church of England Primary School

Governing Handbook - Introduction

THIS DOCUMENT

This document sets out the role, make up and procedures for the Governing Body. It serves as both a guide for governors, staff and parents as well as being a live document, which contains the constitution and sets out the roles of individual governors and committees.

Where overriding legal frameworks exist, such as [The School Governance \(Constitution\) \(England\) Regulations 2012](#), they have not been duplicated here but are referenced. It is incumbent on those referring to overriding legal frameworks to ensure that those referenced in this document remain current and in force.

The nationally published [Governors' Handbook](#) contains extensive notes on the roles and obligations of governors. This document sets out how we have chosen to implement that guidance at St Anne's.

THE ROLE OF THE ST ANNE'S GOVERNORS

The nationally defined roles for school governing bodies are:

- **Ensure clarity of vision, ethos and strategic direction.**
- **Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.**
- **Oversee the financial performance of the school and make sure its money is well spent.**

The particular ethos at St Anne's is based the Christian values of love and respect.

We believe St Anne's operates at its best when there is an active partnership between the school leadership (Head, Deputies and other leaders) and the governing body. It is highly desirable that the Head Teacher sits as a governor and this should be made clear to any candidates for the job. Governors should also regularly invite staff to take part in governor meetings particularly where strategic decisions are being made that could affect the overall direction of the school.



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Chapter 1 – The Constitution

1.0	<p>The Governing Body of St Anne's shall be made up of sixteen full governors and any number of associate members (see 1.8). The full governors shall be appointed as follows:</p> <ol style="list-style-type: none"> 1. Vicar: The Parish vicar or if he/she does not wish to serve the Diocesan Board of Education (DBE) may appoint an appropriate person to take up this position. 2. Foundation Governor: Appointed by the DBE - term of office, 4 years. 3. Foundation Governor: Appointed by the DBE - term of office, 4 years. 4. Foundation Governor: Appointed by the DBE - term of office, 4 years. 5. Foundation Governor: Appointed by the DBE - term of office, 4 years. 6. Foundation Governor: Appointed by the DBE - term of office, 4 years. 7. Foundation Governor: Appointed by the DBE - term of office, 4 years. 8. Foundation Governor: Appointed by the DBE - term of office, 4 years. 9. Foundation Governor: Appointed by the DBE - term of office, 4 years. 10. Local Authority Governor: Nominated by Cambridgeshire County Council – term of office, 4 years. 11. Staff Governor: Elected by the staff of St Anne's – term of office, 4 years. 12. Parent Governor: Elected by parents of children currently attending St Anne's – term of office, 4 years. 13. Parent Governor: Elected by parents of children currently attending St Anne's – term of office, 4 years. 14. Head Teacher: The current Head Teacher may occupy this position, but if he/she chooses not to be a governor, the position must remain unfilled. 15. Co-optee: Chosen by the FGB - term of office, 2 years. 16. Co-optee: Chosen by the FGB - term of office, 2 years.
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1.1	Changes to the overall number of governors must be approved by the Diocesan Board of Education and a new 'Instrument of Government' must be presented to the local authority. As a requirement of being a Grant Maintained Church school, the number of foundation governors must be 2 more than all other governors.
1.2	Changes to terms of office for those positions where terms apply (ie: excluding the two ex officio positions) may be altered by the FGB, however this may not be done to reduce or extend the term for an incumbent, ie: changes may only take effect when the incumbent's original term of office expires or the office holder chooses to resign during their term.
1.3	Election of Parent Governors: The process for electing a parent-governor must adhere to the procedure set out in Schedule 1 of The School Governance (Constitution) Regulations 2012
1.4	Election of Staff Governor: The process for electing a staff governor must adhere to the procedure set out in Schedule 2 of The School Governance (Constitution) Regulations 2012
1.5	It is our intention that all positions should be filled at all times.
1.6	Co-Optee governors will be chosen by the FGB. The FGB should use these two positions to ensure that the Board has the correct diversity of skills required to carry out its role effectively. Before the appointment of a Co-Optee the FGB should carry out a skills audit.
1.7	Local Authority Governor: The LA will nominate a candidate to fill this role, however the final appointment is made by the FGB. The FGB should only refuse the nominated candidate, if in its opinion the person does not possess the skills necessary to carry out effective governance at St Anne's. Staff are not eligible for this position.
1.8	Associate Members: Associate members are appointed by the governing body to serve on one or more governing body committee. They may also attend full governing body meetings. They are not governors and therefore do not have a vote in governing body decisions, but may be given a vote on decisions made by committees to which they are appointed. Associate members may be appointed by the FGB at any time for any length of term.
1.9	<p>Election of Officers: Officers of the FGB shall be elected at the first meeting of the academic year, or at a later date if this is not possible or if a position becomes vacant during the academic year. Term of office is one year.</p> <p>The officers of the FGB are:</p> <ul style="list-style-type: none"> i. Chair ii. Deputy Chair <p>Nominations may be made from the floor and a secret ballot, managed by the clerk for contested positions must take place provided the FGB is quorate. The ballot is not required for non-contested positions.</p>



1.10	<p>Quorum: The FGB shall be quorate if:</p> <ul style="list-style-type: none"> i. 50% or more of current number of full members are present. This is EIGHT if all 16 roles are filled, for example.
1.11	<p>Schedule of Meetings: The FGB shall have a standard meeting schedule of six times a year. Where possible meetings should be scheduled for 7.30pm on Mondays. There should be one meeting per committee and full governing body each half term, with dates set in consultation with the school.</p> <p>It is likely that the Children’s Committee will meet following data points in the school calendar.</p> <p>Committee B meetings should also not be held in the first week of a calendar month and will specifically meet in the Spring term according to budget setting requirements.</p> <p>Where possible, the 2 committees will meet 2 and 3 weeks before an FGB meeting, and the FGB meeting will normally take place in the last 2 weeks of a half term. For the budget setting FGB meeting, this should take place immediately following the budget build meeting with the CCC financial advisor. It may be necessary to move the dates of individual meetings; Members should always check the minutes of the previous meeting for the correct date.</p> <p>The FGB may choose to meet outside of these core times depending on workload and/or discussions and decisions that require further dedicated time.</p> <p>Extraordinary meetings may be called with 7 days’ notice in exceptional circumstances. The Chair may take urgent action without calling a meeting of the FGB if delay would be detrimental to the school, pupils or staff. Emergency action should only be used in extreme circumstances.</p>
1.12	<p>Committees:</p> <p>Three committees shall be annually established to carry out the work of the Governing body:</p> <ul style="list-style-type: none"> A. Admissions Committee B. Business Committee C. Children Committee <p>Two working groups will also be established:</p> <ul style="list-style-type: none"> 1. Premises Working Group (parented by Committee B) 2. Community Project Group (parented by Committee C) <p>Membership of the committees and working groups is set out in the individual chapters below.</p>



The main committees, A, B and C, will be full committees of the FGB. Agendas must be issued at least seven full days ahead of each meeting and minutes must be recorded and submitted to the FGB at least seven full days before the next FGB following the committee meeting. Chairs of committees should bring printed, signed copies of the minutes of committee meetings to the FGB to be filed in the office.

The working groups may meet informally as required, however the Business Committee will delegate the task of carrying out a Health & Safety Walk through the school once a term to the Premises Working Group.

The Working Groups report into their relevant parent committee with any pertinent information, however they do not need to keep agendas and minutes.

The timeline for committee meetings and minutes is as follows:

Time	Event
At least two weeks before FGB meeting 1	Committee meeting 1 takes place minutes are taken
During the same week as the committee meeting 1	Minutes are circulated among committee members for comment
At least one week before FGB meeting 1	Committee meeting 1 minutes are sent to Clerk for distribution to all governors prior to FGB
During FGB meeting 1	Committee meeting 1 minutes discussed
During Committee meeting 2	Committee meeting 1 minutes approved, printed out, and signed by Chair of committee
During Committee Meeting 2 / FGB 2	Signed minutes given to Head to be retained.

1.13 Other Governor Appointments: At the first meeting of the academic year, the Chair shall appoint governors or members to the following roles:

- i. Child Protection (CP) Governor (includes PSHE link role)*
- ii. Looked After Children (LAC) Governor
- iii. Special Educational Needs and Disabilities (SEND) Governor
- iv. Early Years Foundation Stage Governor
- v. Equalities Governor
- vi. Pupil Premium Governor
- vii. Parent, Staff and Friends (PSFA) Link Governor



	<ul style="list-style-type: none"> viii. Training Co-ordinator ix. Governor Visits Co-ordinator x. Prevent Governor (includes British Values role) xi. Membership of Committees A, B and C and Working Groups 1 & 2. <p>*The CP Governor must be a full governor.</p> <p>More than one role may be held by an individual governor or member.</p> <p>The roles for these positions are outlined in Chapter 3.</p>
1.14	School Visits: Governors should aim to carry out regular visits to the school during school hours. The visits will be structured with themes and direction provided by Committee C. A governor or member will be appointed to ensure this process is organised and communicated (see 1.12).
1.15	Admissions Criteria: As a voluntary aided school, the FGB is the admissions authority for the school and as such shall maintain a list of criteria to be used to determine the offer of places at the school. The criteria must be included as an annex to this document and in addition it must be published on the school website. Changes to the criteria must be made in time to notify the local authority in order to implement the change for a new academic year.
1.16	Employer: as a voluntary aided school, the FGB shall be the employer of all paid staff.
1.17	<p>Appointment of Headteacher:</p> <p>The appointment of a new head teacher is one of the most important single tasks the FGB faces. A clear guide to how that is completed is contained the National College for School Leadership guide and it should be followed.</p> <p>It is expected that the interview panel should be made up of:</p> <ul style="list-style-type: none"> i. Chair of Governors ii. Chair of Committee B iii. Deputy Head <p>In addition the Vicar and/or a delegated Foundation Governor should have an opportunity to meet with shortlisted candidates before an appointment decision is made.</p>
1.18	<p>Removal of a Governor / Governors:</p> <p>The procedure to remove a governor or governors is set out in The School Governance (Constitution) (England) Regulations 2012 (Part 4). It should be followed in all instances.</p>



1.19	<p>Clerk</p> <p>The Governing Body shall appoint the Clerk to the Governing Body and it can remove a Clerk by resolution. The Clerk to the Governing Body must not be:</p> <ul style="list-style-type: none"> • A governor or member; • Headteacher of the school. <p>The Clerk to the Governing Body must:</p> <ol style="list-style-type: none"> a) convene meetings by circulating the agenda; b) attend meetings of the Governing Body and ensure minutes of the proceedings are produced; c) maintain a register of members of the Governing Body and of associate members and report any vacancies to the Governing Body; and d) perform such other tasks as may be determined by the Governing Body from time to time. <p>[In an emergency a governor or member (not the headteacher) may clerk for that meeting only].</p>
1.20	<p>Remote participation in meetings</p> <p>The Governing Body approves in principle remote participation in meetings</p> <p>This will be by:</p> <ul style="list-style-type: none"> • Telephone link • Video conference(e.g. Skype) <p>Managing remote access:</p> <ul style="list-style-type: none"> • Remote participation will be limited to one person per meeting • Prior agreement must be sought prior to the meeting from the Chair • Governors or members will ensure that no other persons are present or can hear the meeting when they are participating remotely unless the Governing Body has given its approval for the observer
1.21	<p>Voting</p> <p>All matters are decided by a majority vote. In the event of a tie the Chair (or Acting Chair) has an additional (casting) vote. An exception is in the election of the Chair or Vice-Chair – when it is decided by chance, eg tossing a coin.</p>
1.22	<p>DBS checks for governors and members</p> <p>All governors and members must hold an enhanced criminal record certificate (DBS). Where a governor or member is elected or appointed and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor or member within 21 days after his or her appointment or election. It is recommended that the governor or member applies for the update service at this point, to reduce the need for repeat checks as a governor or member in the future.</p>



Where a governor or member fails to provide the necessary documentation to enable a DBS check to be carried out within the 21 days; the Chair should remind the governor or member of the required documentation, give a reasonable deadline (e.g. 2 weeks) for it to be provided and a DBS check to be undertaken. The Chair should make it clear to the governor or member that if the deadline is not met they will be disqualified in line with the regulations. During this period without a DBS check the governor or member should not be allowed to attend any governing body meetings. If the governor or member fails to provide the necessary information by the deadline, the Clerk should send the governor or member a letter of disqualification and keep a copy on file. The disqualification letter should be copied to any appointing body, for example, the LA for an LA governor and the Diocese for a foundation governor. The Chair should inform the governing body at the next meeting and ensure the action is captured in the minutes.



Chapter 2 – Roles of the Officers of the FGB

2.0	Two officers will be annually elected by the FGB (as set out in 1.8):
2.1	<p><u>Chair</u></p> <ul style="list-style-type: none"> a) The Chair shall chair the FGB. b) The Chair will be the first point of contact for the Head Teacher in all day to day matters that require Governor input or consultation. c) The Chair will engender an environment that allows free and open discussion with a view to defining a clear vision for the School. d) The Chair will work closely with the Head Teacher to ensure the strategic objectives set by the FGB compliment and coincide with the Head's own vision for the school. e) Together the Head and Chair must ensure that there is both a partnership approach to the strategic leadership of the school while at the same time ensure there is also a degree of separation between Head and FGB to allow effective monitoring and governance. f) The Chair will appoint personnel to governor roles as described in 1.12. The Chair will also appoint personnel to Committees A, B and C as well as Working Groups 1 & 2. The Chair must ensure that these appointments are made such that they maximise the Governors effectiveness at fulfilling its overarching role set out in the introduction. g) The Chair should ensure the committees function effectively. h) The Chair should ensure each governor understands his or her responsibilities and roles within the FGB. i) The Chair will be the designated person to receive complaints as part of the procedure set out in the relevant policy. j) The Chair should represent the governors to other authorities as required. k) The Chair may delegate any of his or her responsibilities from time to time. l) To ensure separation of financial matters, the Chair should not sit on Committee B.



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2.2	<p><u>DEPUTY CHAIR</u></p> <ul style="list-style-type: none">a) The Deputy Chair will deputise for the Chair whenever he/she is unavailable to carry out his/her role.b) In addition the Deputy Chair will support the Chair in the running of the FGB by taking on specific roles as agreed with the Chair.c) The Deputy Chair will assist the Chair in ensuring the committees function effectively.



Chapter 3 – Roles of Chair Appointed Positions

3.0	Seven other roles will be annually appointed by the chair (as set out in 1.12):
3.1	<p><u>CP Governor</u></p> <p>The Child Protection Governor will have specific oversight of the policies and procedures that ensure St Anne’s provides a safe and secure environment for children and that we are able to fully comply with all legal CP responsibilities.</p> <p>Specifically:</p> <ul style="list-style-type: none"> a) The CP Governor will carry out an annual audit of CP procedures in St Anne’s. b) The CP Governor will be informed, alongside the Chair of any CP related matters that need to be brought to the Chair or Governors’ attention. c) The CP Governor will ensure that he/she has received the latest relevant training. d) As part of the annual audit, the CP governor shall ensure that: <ul style="list-style-type: none"> I. A Designated and Deputy Designated person are in place at all times. II. Child Protection training has been given to all staff. III. Staff are aware of the specific St Anne’s CP policies and procedures. IV. Staff are aware of their own CP responsibilities. V. That the CP procedures and policies are fit for purpose and are fully implemented. e) The CP Governor will monitor statistics relating to CP incidents throughout the year and bring any trends of note to the FGB. f) The CP Governor will report to the FGB once a year on CP matters, ensuring that no children are identified in his/her report.
3.2	<u>LAC Governor</u>



The Looked After Children Governor will have specific oversight of the arrangements at St Anne's that ensure LAC children have a full and rewarding educational journey at the school.

Specifically:

- a) The LAC Governor will ensure that a Designated Teacher has been appointed for Looked After Children, if the school has at least one Looked After Child or that the Headteacher has a teacher prepared to take on the role if there are no Looked After Children in the school at the time.
- b) The LAC Governor will meet annually with the Headteacher to review how the role of the Designated Teacher is working, with particular regard to how that person is disseminating to all staff the particular needs of Looked After Children.
- c) The LAC Governor will report annually to the FGB on LAC matters, ensuring that no children are identifiable in his/her report.

3.3 **SEND Governor**

The Governor for children with Special Educational Needs and/or Disabilities will have specific oversight of St Anne's policies and procedures that ensure that SEND children have a full and rewarding educational journey at the school.

Specifically:

- a) The SEND Governor should help to raise awareness within the FGB of SEND issues.
- b) The SEND Governor should ensure that the money the school receives for SEND pupils is spent appropriately to support pupils with SEN.
- c) The SEND Governor should provide the FGB with up to date information regarding the quality and effectiveness of SEN and disability provision within the school.
- d) The SEND Governor should help review the schools policy on provision for children with SEND.
- e) The SEND Governor should ensure that all information the Governors are required to report publically with regard to SEND provision, is appropriately available on the school website.



- f) The SEND Governor should meet regularly with the SEND Co-ordinator to learn about the school's SEND provision and to monitor the implementation of SEND policy.
- g) The SEND Governor should also monitor first hand, through the Governor Visits Programme, how SEND children are actively involved in all aspects of school life (both inside and outside the classroom).
- h) The SEND Governor should keep his/herself fully informed of about developments in the SEND area nationally, locally and within the school.
- i) The SEND Governor should report annually to the FGB with regard to SEND provision within the school, ensuring that no children are identifiable in his/her report.

3.4 **PUPIL PREMIUM Governor**

The Pupil Premium Governor shall have oversight of the policies and procedures that ensure that children from disadvantaged backgrounds, who are in receipt of the Pupil Premium have a full and rewarding educational journey at St Anne's.

Specifically:

- a) The PP Governor will monitor expenditure that comes through the Pupil Premium allocation to ensure it is being appropriately spent to reduce the attainment gap between PP pupils and other pupils.
- b) The PP Governor should help to raise awareness within the FGB of issues surrounding children in receipt of the Pupil Premium.
- c) The PP Governor should also monitor first hand, through the Governor Visits Programme, how PP money is spent.
- d) The PP Governor should keep his/herself fully informed of about developments in the PP area nationally, locally and within the school.
- e) The PP Governor should ensure that all up to date and relevant PP information is published on the school website.
- f) The PP Governor should report annually to the FGB with regard to how PP money is spent within the school, ensuring that no children are identifiable in his/her report.



3.5	<p><u>EQUALITIES Governor</u></p> <p>The Equalities Governor shall ensure that St Anne’s is a school free from any form of discrimination in the way that it operates and recruits staff.</p> <p>Specifically:</p> <ul style="list-style-type: none"> a) The Equalities Governor shall have ownership of the Equalities Policy. He/she will review the policy annually and report to Committee B. b) The Equalities Governor shall ensure that the school’s equality statement is on the website.
3.6	<p><u>PSFA LINK Governor</u></p> <p>The PSFA Link Governor shall ensure a positive relationship exists between the PSFA and the Governors.</p> <p>Specifically:</p> <ul style="list-style-type: none"> a) The PSFA governor will attend as many PSFA meetings as practicable. b) The PSFA Governor shall report to the FGB on PSFA matters and vice versa shall represent matters of interest to the PSFA.
3.7	<p><u>TRAINING CO-ORDINATOR</u></p> <p>The Training Co-Ordinator shall have an overview of what training courses governors attend and shall ensure that any areas for which training is desirable shall be highlighted to the FGB.</p> <p>Specifically:</p> <ul style="list-style-type: none"> a) The Training Co-ordinator shall keep a record of all training courses attended by governors and report on this at meetings of the FGB. b) The Training Co-ordinator shall either attend or ensure that a fellow governor attends all local authority briefings.
3.8	<p><u>GOVERNOR VISITS COORDINATOR</u></p> <p>The Governor Visits Co-Ordinator shall oversee the programme of visits for all governors.</p>

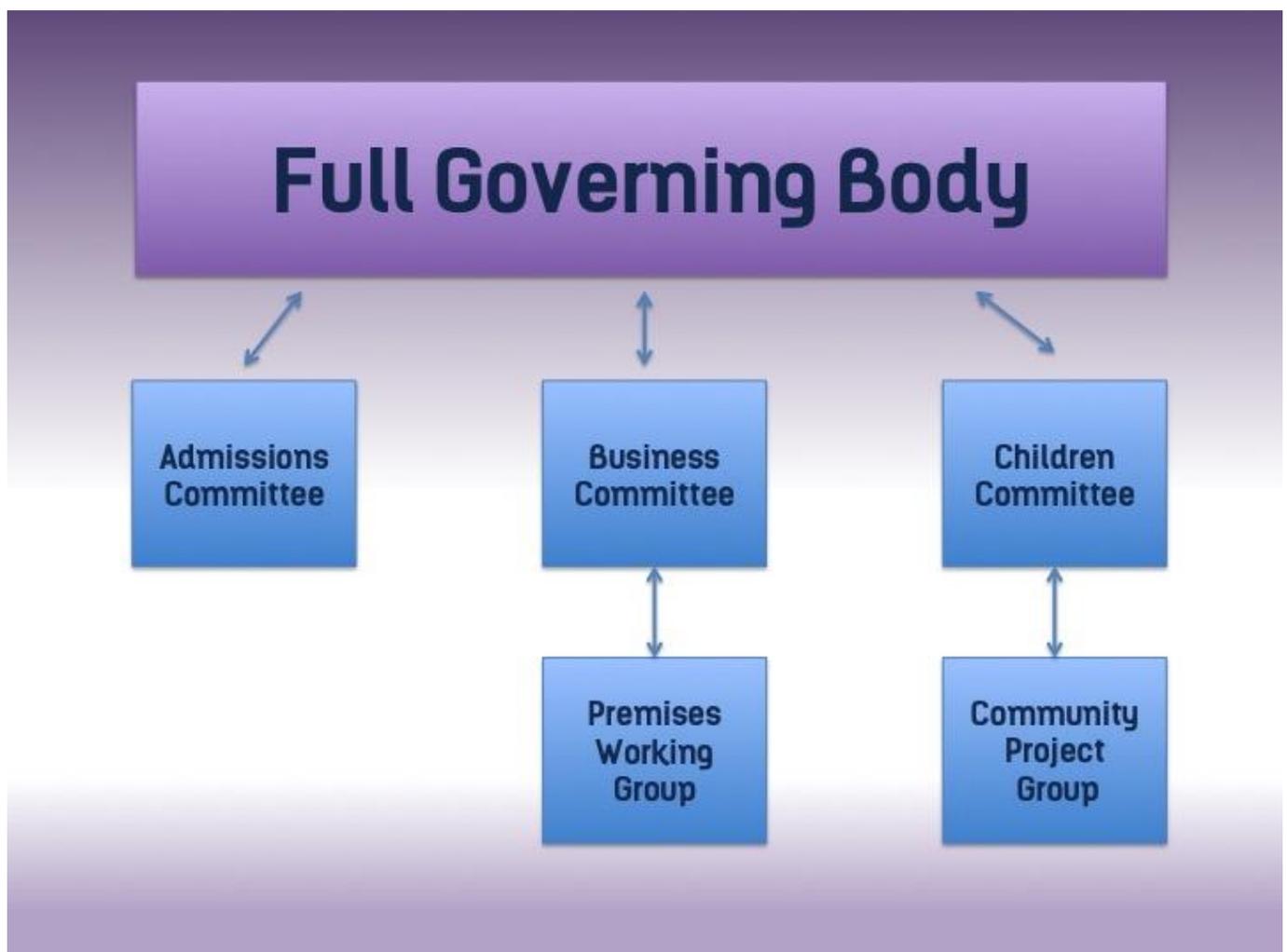


	<p>The Visits Co-Ordinator will sit on Committee C.</p> <p>Specifically:</p> <ul style="list-style-type: none"> a) The Visits Co-ordinator shall draw up a timetable and brief governors for each visit. b) They will liaise with fellow Committee C members to ensure visits are coordinated to support the School Development Plan.
3.10	<p><u>PREVENT GOVERNOR</u></p> <p>The prevent governor will monitor the provision in place that ensures the school maintains an inclusive and tolerant environment. The school must have due regard to the need to prevent people being drawn into terrorism.</p>
3.11	<p><u>Early Years Foundation Stage (EYFS) GOVERNOR</u></p> <p>The EYFS governor will monitor the provision for EYFS children and ensure the relevant issues remain high on the school's agenda. They are responsible for ensuring the school is raising standards among EYFS children.</p>



Chapter 4 – The Committee Structure

The Committees will be organised as follows:



The structure is designed such that the main committees A, B and C, carry out the bulk of the detailed work, with the FGB used to formally approve decisions and spend time on long term issues. Any governor or member may attend any committee meeting, they are not restricted to appointed members.

The FGB should include subject specific information sessions, with the aim of informing governors in more detail about the educational and other work of the school.

In addition to the standing committee structure, the FGB may choose to set up shorter term working groups, such as a 'Vision Group' to consider specific matters.



Chapter 5 –Committee A: The Admissions Committee

5.0	The Admissions Committee is responsible for recommending an Admissions Criteria for the FGB to adopt and overseeing its implementation.
5.1	<p>In common with all committees, the Admissions Committee should:</p> <ul style="list-style-type: none"> a) Ensure St Anne’s complies with statutory & legal obligations as required by DFE, Ofsted, The Diocese and other UK Law. b) Protect and promote St Anne’s distinctiveness as a Church School and to ensure committee members are able to demonstrate this during a SIAMS Inspection. c) Ensure the committee as a whole and individual governors are fully informed and able to articulate an in-depth knowledge of the Committee’s work during an Ofsted Inspection.
5.2	<p><u>MEMBERSHIP</u></p> <p>The Committee shall be made up of six members as follows:</p> <ul style="list-style-type: none"> 1. Vicar 2. Head Teacher 3. Chair of Governors 4. Governor Appointed by Chair 5. Governor Appointed by Chair 6. Governor Appointed by Chair
5.3	<p><u>QUORUM</u></p> <p>The Committee shall be quorate when four governor members are present at a formally notified meeting.</p>
5.4	<p><u>POWERS</u></p> <p>The Committee shall exercise the powers and duties of the Full Governing Body in respect of the admissions administration of the school, except for those items specifically reserved for the FGB and those delegated to the Head Teacher. The Committee will report all decisions taken under this delegated authority to the next scheduled FGB meeting.</p>
5.5	<u>ADMISSIONS CRITERIA:</u>



	The Committee should regularly consider the wider implications of the St Anne's admissions criteria and recommend any required changes to the FGB.
5.6	<p><u>LIAISON WITH GODMANCHESTER SCHOOLS:</u></p> <p>The Committee should ensure regular liaison with the other Godmanchester schools takes place, to ensure a coordinated approach is made to admissions matters in the Town.</p>
5.7	<p><u>ADMISSIONS MATTERS:</u></p> <p>The Committee should deal with any admissions matters that arise.</p>
5.8	<p><u>CLASS SIZE:</u></p> <p>The Committee may decide to accept an application at any time to a class that has 29 or fewer pupils, but a decision to increase a class size to 31 or more must be backed up by a recorded decision of the FGB or if no such decision exists, the recommendation must be specifically referred to the FGB.</p>
5.9	<p><u>REVIEW OF HANDBOOK:</u></p> <p>The Committee will annually review this chapter of the St Anne's Governing Handbook and submit any changes it deems necessary to the Chair.</p>
5.10	<p><u>POLICIES:</u></p> <p>The Committee will liaise with the Head to ensure that the necessary policies are regularly reviewed and re-adopted</p>



Chapter 6 –Committee B: The Business Committee

6.0	<p>The Business Committee is responsible for:</p> <ol style="list-style-type: none"> I. Financial Management of the School II. Personnel Management of the School III. Health & Safety IV. Property
6.1	<p>In common with all committees, the Business Committee should:</p> <ol style="list-style-type: none"> a) Ensure St Anne’s complies with statutory & legal obligations as required by DFE, Ofsted, The Diocese and other UK Law. b) Protect and promote St Anne’s distinctiveness as a Church School and to ensure committee members are able to demonstrate this during a SIAMS Inspection. c) Ensure the committee as a whole and individual governors are fully informed and able to articulate an in-depth knowledge of the Committee’s work during an Ofsted Inspection.
6.2	<p><u>MEMBERSHIP</u></p> <p>The Committee shall be made up of nine members as follows:</p> <ol style="list-style-type: none"> 1. Chair of the Committee 2. Head Teacher 3. The Business Manager 4. Equalities Governor (if not already in one of the roles above) or Governor Appointed by Chair 5. Governor Appointed by Chair 6. Governor Appointed by Chair 7. Governor Appointed by Chair 8. Governor Appointed by Chair 9. Governor Appointed by Chair <p>The Chair of Governors should not sit on Committee B.</p>
6.3	<p><u>QUORUM</u></p> <p>The Committee shall be quorate when four governor members are present at a formally notified meeting.</p>



6.3	<p><u>POWERS</u></p> <p>The Committee shall exercise the powers and duties of the Full Governing Body in respect of the financial, personnel and premises administration of the school, except for those items specifically reserved for the FGB and those delegated to the Headteacher.</p> <p>The Committee will report all decisions taken under this delegated authority to the next scheduled FGB meeting.</p>
6.5	<p><u>BUDGET & FINANCIAL MONITORING</u></p> <p>The Business Committee will ensure that an annual budget is set and that meets the following criteria:</p> <ol style="list-style-type: none"> 1. Keeps the school on a sound financial footing with appropriate margins for unexpected expenditure. 2. Ensures the school can deliver an outstanding journey of discovery for every child. 3. Ensures the school has the financial ability to recruit and retain the best personnel qualified to deliver an outstanding journey. 4. Ensure pupils at St Anne's are taught using a level of technology that prepares them for secondary education and a working life beyond. <p>The Budget must be approved by the FGB.</p> <p>The Committee should continually monitor the financial position and make in-year changes as required to ensure the above criteria can be continually met.</p> <p>Decisions on staffing that may result in compulsory redundancies should be made with regard to the above criteria.</p> <p>The Committee shall ensure the annual accounts are signed off by an official from the Local Authority.</p> <p>The Committee should report regularly to the FGB on the financial position of the school. Any significant overspends (or potential overspends) should be highlighted.</p> <p>All matters relating to the setting of the school budget are to be considered by quorate</p>



	<p>meetings of the committee.</p> <p>The committee shall recommend an annual school budget for approval by the full governing body; this budget should reflect spending requirements identified in the School Improvement Plan where possible and it must be balanced.</p> <p>The authorisation of virement and non-budget expenditure below 1% of the annual budget can be made by the Head Teacher; between 1% and 5% by the FPP committee and above 5% by the full governing body based on the recommendations of the FPP committee.</p> <p>The Head teacher is able to spend up to £2000 without referral to the committee. Expenditure in excess of this amount must be referred to the committee. For items costing less than £2000, one written quote is required. For items costing between £2001 and £30,000, three written quotes are required. The committee will decide which quote to accept using the principles of best practice. All purchases estimated to exceed £30,000 must be put out to tender, unless the expenditure is due to an emergency, or an approved contractor is used.</p>
6.6	<p><u>ADDITIONAL INCOME</u></p> <p>The Committee shall annually review charges for external lettings.</p> <p>The Committee shall have oversight of the financial arrangements of all organisations run from school property including but not limited to the Out of School Club.</p> <p>In addition the Committee should constantly explore ways of maximising school resources for the generation of additional income that can be used to offset recurring costs.</p>
6.7	<p><u>PAY POLICY</u></p> <p>The Committee shall perform the functions described by the St Anne's Pay Policy including but not limited to:</p> <ul style="list-style-type: none"> • Arranging the Head Teacher's Annual Appraisal • Reviewing the pay awards for members of staff • Convening the Pay Review Appeals committee when necessary
6.8	



	<p><u>PERSONNEL</u></p> <p>The FGB functions of appointment, conduct, suspension and dismissal of staff are delegated to this committee, with the exception of the appointment of a Headteacher, which will remain a function of the FGB.</p> <p>However, while the Committee will have oversight on such personnel matters, the day to day personnel management, including the recruitment of non-teaching staff, is delegated to the Headteacher.</p> <p>Governors or members may be invited to take part in interview panels for teaching staff.</p> <p>The Headteacher shall brief the committee on general staffing issues including instances of excellence and improvement as well as perceived failures.</p> <p>The Headteacher should bring any serious staffing issues to the attention of the Committee, at the earliest opportunity to enable timely decisions to be made. This includes, but is not limited to:</p> <ol style="list-style-type: none"> I. Disciplinary proceedings against a member of staff. II. Capability procedure invoked for a member of teaching staff. III. Allegations against a member of staff involving child protection issues. IV. Failure of a member of staff to pass the probation period. V. Long term absence. VI. A teacher who receives two successive 'requires improvement' monitored lessons or one 'inadequate' monitored lesson. <p>The Committee will ensure that the school complies fully with the Equality Act 2010.</p> <p>The Committee will ensure that the school complies fully with statutory pay and conditions regulations such that are in force at the time.</p>
6.9	<p><u>POLICIES:</u></p> <p>The Committee will liaise with the Head to ensure that the necessary policies are regularly reviewed and re-adopted</p>
6.10	<p><u>WEBSITE</u></p>



The committee will ensure that this document and the required information on each governor or member is available on the school website, along with the necessary policies. This includes:

- the structure and remit of the governing body and any committees, and the full names of the chair of each;
- for each governor or member who is currently serving:
 - their full names, date of appointment, term of office, appointing body;
 - relevant business and pecuniary interests (as recorded in the register of interests)



Chapter 7 –Committee C: The Children Committee

7.0	<p>The Children Committee shall have oversight of:</p> <ul style="list-style-type: none"> I. Standard of teaching II. Progress and attainment of all children III. Monitoring of funds allocated for specific children groups IV. The curriculum V. Behaviour and welfare of children and staff VI. Establishing and maintaining close links with the local community of St Anne's
7.1	<p>In common with all committees, the Children Committee should:</p> <ul style="list-style-type: none"> A. Ensure St Anne's complies with statutory & legal obligations as required by DFE, Ofsted, The Diocese and other UK Law. B. Protect and promote St Anne's distinctiveness as a Church School and to ensure committee members are able to demonstrate this during a SIAMS Inspection. C. Ensure the committee as a whole and individual governors and members are fully informed and able to articulate an in-depth knowledge of the Committee's work during an Ofsted Inspection. D. Undertake school visits to facilitate monitoring and reporting internally, to the Local Authority, to Ofsted and to parents.
7.2	<p><u>MEMBERSHIP</u></p> <p>The Committee shall be made up of nine members as follows:</p> <ul style="list-style-type: none"> 1. Chair of the Committee 2. SEND Governor 3. Pupil Premium Governor 4. Looked After Children Governor 5. Head Teacher 6. Child Protection Governor 7. Early Years Foundation Stage Governor 8. Teaching staff representative 9. Community Manager <p>One of the above must be a Link Governor from the Business Committee. Where one governor or member fulfils more than one of the roles outlined above, any other</p>



	governor or member may be appointed to reach the full quota of 9 governors.
7.3	<p><u>QUORUM</u></p> <p>The Committee shall be quorate when four governors or members are present at a formally notified meeting.</p>
7.4	<p><u>Powers</u></p> <p>The Committee shall exercise the powers and duties of the Full Governing Body in respect of Curriculum and Community administration of the school, except for those items reserved for the FGB and those delegated to the Head teacher.</p> <p>The Committee will report all decisions taken under this delegated authority to the next scheduled FGB meeting.</p>
7.4	<p><u>Curriculum</u></p> <p>The Committee shall oversee a balanced and broadly based curriculum, including the provision of a daily collective worship. It will:</p> <ol style="list-style-type: none"> 1. Promote the spiritual, moral, mental and physical development of pupils at the school and of society. 2. Prepare pupils at the school for the opportunities, responsibilities and experiences of later life. 3. Ensure appropriate curriculum coverage with sufficient teaching time to meet statutory requirements. 4. As a voluntary aided school, provide RE in accordance with the religious designation of the school. 5. Ensure sex and relationship education is delivered appropriately to all pupils and that such education covers a suitable range of topics and issues. 6. Ensure the curriculum is non-bias and non-discriminating with regard political, religious and the nine protected characteristics set out in the Equalities Act 2010.
7.5	<p><u>Pupil attainment and progress</u></p> <p>The Committee shall monitor the school's tracking of pupil attainment and progress with specific responsibility for:</p> <ol style="list-style-type: none"> 1. Tracking of all vulnerable groups (SEND, LAC and PP). 2. Pupil progress against national age-related expectations. 3. Monitoring RAISE Online data including data analysis with the Head teacher and reporting to FGB. 4. Ensuring all students undertake statutory assessments. 5. Monitoring school reporting systems to parents. 6. Collaboration with the school to develop and set an assessment system beyond the



	statutory requirements.
7.6	<p><u>Pupil behaviour, attendance and safety</u></p> <p>The FGB has a duty to promote well-being. The Committee shall:</p> <ol style="list-style-type: none"> 1. Assure themselves that pupils are adequately cared for and protected from harm while in school. 2. Ensure the school has policies designed to promote good behaviour and discipline among pupils. 3. Hold the school to account on reporting behaviour standards and the implementation of the behaviour policy. 4. Fulfil their role to hold the head teacher to account for the lawful use of exclusion. 5. Actively promote high attendance and ensure the head teacher responds appropriately when attendance falls below acceptable levels. 6. Agree the policy on authorised and unauthorised absence.
7.7	<p><u>Teaching and learning</u></p> <p>The Curriculum Committee shall ensure the provision of teaching and learning meets the needs of all children, including more able, with particular attention to SEND, LAC and PP pupils. The Committee shall:</p> <ol style="list-style-type: none"> 1. Ensure the mechanics for performance management, professional development and monitoring and evaluation are all based upon the requirements of the teaching standards. 2. Ensure policies and procedures are in place to deliver Early Years Foundation Stage (EYFS), as well as monitoring EYFS curriculum provision and assessment. 3. Liaise with the Business Committee to ensure staffing, teaching assistant hours and curriculum provision meets the required standards and that staffing and resource provision is driven by curriculum requirements.
7.8	<p><u>Community cohesion</u></p> <p>The FGB has a duty to promote community cohesion and this will be delivered through the Community Project Group. Identified groups are: parents, Out of School Club, St Mary's Church, PSFA and Godmanchester School's Forum.</p>
	<p>i. The Committee will liaise with the Head to ensure that the necessary policies are regularly reviewed and re-adopted</p>

Chapter 8 –The Premises Working Group

8.0	The Premises Working Group shall be responsible for a regular 'safety walk' through the school.
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	<p>The group will ensure that the school is physically compliant with relevant health and safety legislation.</p> <p>The group will ensure that the school's physical environs enable a positive learning experience for all.</p>
8.1	<p>The Working Group will report to the Business Committee, who will approve any expenditure required for maintenance and improvements.</p> <p>The Working Group is expected to make recommendations, including options for improvement to the Business Committee.</p>
8.2	<p>The Working Group does not need to produce agendas and minutes, however a record of its meetings should be communicated to the Business Committee. Usually this will be via email to the Chair, Head or Clerk.</p>



Chapter 9 –The Community Project Group

9.0	<p>The Community Project Group is the main forum for St Anne's involvement with the wider community, principally the Town of Godmanchester.</p> <p>Projects and activities can be coordinated through the Group.</p> <p>The Group should also take a pro-active role in ensuring St Anne's plays its full role in the Town.</p>
9.1	<p>The Project Group will report to the Children Committee. The Children Committee may task the Project Group with specific roles which involve activities beyond the walls of St Anne's.</p>
9.2	<p>The Project Group does not need to produce agendas and minutes, however a record of its meetings should be communicated to the Children Committee. Usually this will be via email to the Committee Chair, Head or Clerk.</p>