

WEOBLEY SCHOOLS' FEDERATED GOVERNING BODY

The Weobley Schools' Federated Governing Body is divided into 3 committees which contain representatives across all phases. These are:

- Resource and Finance
- SEND and Safeguarding
- Achievement and Standards

Each committee meets at least 4 times per year, before full board meetings. There are 5 governors on each committee as well as relevant Associate Governors. Each committee has a 50% quorum.

There is also an additional transitional committee in place which focuses specifically on primary school issues. The members of this committee are spread evenly across the other 3 committees and are members of the full board.

Meetings will take place at the high school with committee meetings beginning at 4.30 pm. Refreshments will be available from 4pm. Full board will begin at 5.30pm.

RESOURCE AND FINANCE COMMITTEE

TERMS OF REFERENCE (2017-2020)

FINANCE

- Explore and assess different expenditure options and bids
- Consider predicted pupil numbers and income levels
- Monitor the budget through monthly reports
- Approve Schools' Financial Value Statement (SFVS)
- Draw up the annual budget for approval by the governing body
- Monitor and adjust in-year income and expenditure figures
- Ensure end of year accounts are properly finalised and reported
- Approve the disposal or write off of stock
- Review end of year out-turn figures
- Ensure the School Fund is properly managed and that annual audits are carried out and reported on

STAFFING

- Formulate and review, annually, a salary policy for all staff employed in the school
- Review, annually, the salary of the Executive Headteacher, Head of School and Deputy Headteacher
- Set the school's staffing levels
- Formulate and review the school's staffing structure
- Establish the criteria and procedures for determining all discretionary elements of the salary policy
- Agree any staff salary progression within or between MPS and UPR
- Establish the procedures for advertising and appointing new staff
- Ensure that agreed LA procedures for appraisal of teachers are carried out
- Operate redundancy procedures if ever they become necessary
- Monitor the school's support for Newly Qualified Teachers (NQT)
- Agree, annually, costings for proposed staffing levels
- Operate at all times within the budget
- Draw up a post specification, long and short-list, interview candidates for posts on offer and make an appointment
- Receive representations on the possible dismissal of staff and decide an appropriate outcome
- Act on behalf of the governing body having regard to the Governors' statutory employment responsibility and the school's personnel policy and practices
- Report the decision to the next full meeting of the governing body after either the period for appeal has elapsed or an appeal has been heard
- All staff employment issues where the possibility of dismissal needs to be formally considered
- Consider any appeal against formal warnings given by the Executive Headteacher
- Hear all formal appeals against employment warnings given by the Executive Headteacher

PREMISES

- Inspect the premises to identify essential maintenance work
- Recommend to the governing body an ongoing programme of repairs and maintenance
- Oversee contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance
- Consider health and safety issues associated with the buildings and sites
- Monitor and review the arrangements for cleaning the buildings and maintaining the surrounding areas
- Maintain satisfactory standards of furniture and fittings
- Monitor and control the schools' energy needs

SCHEDULE

Meeting	Agenda
<i>September</i>	Finance Health & Safety Premises Staffing Register of Business Interests Review: Instrument of Government (annual) Review: Central Record of Recruitment and Vetting Checks (annual) Policy: Staff Discipline (2017) – 3yr Policy: Staff Conduct (2018) – 3yr Policy: Staff Grievance (2019) – 3yr Policy: Whistleblowing (2019) – 3yr
<i>December</i>	Finance Health & Safety Premises Staffing Evaluate SDP priorities Draft budget forecasts Policy: Performance-Related Pay (Teaching / Non-teaching) (annual) Policy: Health & Safety (annual) Policy: Premises Management (annual)
<i>March</i>	Finance (inc. SLAs) Health & Safety Premises Staffing SFVS School Fund Audit Agree 5 year budget Policy: Charging and Remissions (annual) Policy: Dignity at Work (2017) – 3yr Policy: Governors Allowances (2018) – 3yr Policy: Capability of Staff (2019) – 3yr
<i>June</i>	Finance Health & Safety Premises Staffing Policy: Data Protection (2017) – 2yr Policy: Freedom of Information (2017) – 2yr Policy: Teacher Appraisal (2018) – 2yr Policy: Statement of Procedures about allegations of abuse against staff (2018) – 3yr

SEND AND SAFEGUARDING COMMITTEE

TERMS OF REFERENCE (2017-2020)

SAFEGUARDING

- Provide a safe environment for children and young people to learn in education settings
- Identify children and young people who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and in the education setting

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- Comply with the provisions of the SEND Code of Practice on admissions of children with SEND whether they have an EHC Plan or not
- Decide the school's general policy and approach to meeting children's SEND for those with EHC Plans and those without
- Make every effort to see that the necessary special arrangements are made for any pupil who has SEND by setting up appropriate staffing and funding arrangements and overseeing the school's work
- Ensure that the school policies on SEND are made available to parents, staff and the LA and report annually
- Ensure that staff are aware of children with SEND and emphasise the importance of identifying pupils who have SEND and provide appropriate teaching
- Ensure the school has a named teacher responsible for SEND in the school at both phases

EQUALITY DUTIES

Under the requirements of the Racial Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), the Governing Body must prepare and implement a policy to eliminate racial discrimination.

We have a duty to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different groups
- Prepare a policy to promote racial equality and diversity, including arrangements to fulfil the duties of the policy
- Maintain a copy of the policy and fulfil the arrangements therein
- Review and monitor the implementation of the policies listed in the policy schedule and make judgements about the impact
- Monitor the operation of those policies with particular reference to the impact on pupils, staff and parents, including especially their impact on the levels of attainment of pupils from different groups
- Publish a Gender Equality, Disability Equality and Racial Equality scheme, which can be made into a single equality plan

SCHEDULE

Meeting	Agenda
<i>September</i>	Safeguarding Review Policy: Supporting Pupils with Medical Conditions (2017) – 2yr
<i>December</i>	LAC Review Policy: SEND Review (annual) Policy: Behaviour (2017) – 3yr
<i>March</i>	Policy: Sex and Relationships (2018) – 3yr Policy: Accessibility Plan (2019) – 3yr Policy: Child Protection (annual)
<i>June</i>	Review SDP priorities Policy: Written statement of behaviour principles (2017) – 3yr Policy: Equality Statement (2020) – 4yr

ACHIEVEMENT AND STANDARDS COMMITTEE

TERMS OF REFERENCE (2017-2020)

STANDARDS AND CURRICULUM

- Consider recommendations from the leadership team and staff regarding statutory and discretionary attainment targets, and report to the governing body at the first meeting of the autumn term
- Ensure that the National Curriculum and RE are taught
- Monitor progress towards the targets by – key stage, subjects, year group, gender and ethnic groups and report successes and areas for further development to the governing body
- Consider reports on the school's performance relative to national averages and similar schools, with reference to RaiseOnline (including attainment, attendance and exclusions data)
- Ensure that all statutory requirements regarding national tests are met.
- Review and monitor the implementation of the policies listed in the policy schedule and make judgements about the impact
- Monitor any disapplication of the National Curriculum and to ensure that, in the event of disapplication, appropriate provision is made for the pupils involved
- Monitor Information, Advice and Guidance provision including pupil destinations

COMMUNITY COHESION

We should provide:

- Opportunities across the curriculum to promote shared values and help pupils to value differences and to challenge prejudice, discrimination and stereotyping. As well as the opportunities in citizenship there are opportunities across the curriculum and in the new programmes of study for RE and PSHE.
- A programme of curriculum based activities whereby pupils' understanding of community and diversity is enriched through fieldwork, visits, for example to places of worship, and meetings with members of different communities.
- Support for pupils for whom English is an additional language (EAL) and specific support for their teaching staff, to remove barriers to effective learning, enabling the pupils to be integrated and achieve the highest possible level in English.
- Assemblies which involve members of the local and wider community and promote the engagement of learners and shared understanding, as well as a school's ethos and values.
- Encouragement for learners to value diversity and develop a better understanding of UK society, for example by challenging assumptions and creating an open climate to address sensitive and controversial issues.

SCHEDULE

Meeting	Agenda
September	Key Stage 2 Results analysis Key Stage 4 Results analysis Draft target-setting
December	Community Cohesion / External links Review Policies and Procedures for EYFS Review IAGS provision Policy: Complaints Procedure (2018) – 3yr
March	RaiseOnline / FFT data Monitor SDP priorities Pupil Premium Report
June	Review exclusions Review attendance Proposed Curriculum