

Membership and quorum for committees

Membership

- a) Not less than four governors including the Headteacher/Headteachers Representative.
- b) The committee shall co-opt such non-governor members as deemed appropriate and shall determine their voting rights.
- c) *The majority of the members of the committee must be governors.*
- d) The Chair of the committee will be determined at it's first meeting following the annual review of membership.

Quorum

The quorum should be three *or more who are members of the committee*. In the event of a vote the majority of those present must be governors.

Meetings

The committee shall meet at least once per term and otherwise as required.

This guidance assumes throughout that the Headteacher is a governor

Personnel / Staffing

- 1) To legal requirements and procedures relating to personnel issues.
- 2) To ensure that all staffing policies and procedures contribute to achieving Every Child Matters outcomes.
- 3) To ensure the staffing structure, retention and succession planning is sufficiently flexible to deliver the School Improvement/Development plan objectives.
- 4) To ensure that the school complies with the legal requirements of the workforce modernisation and development agenda and promotes the sustainability of this agenda via staffing structures and personnel policies.
- 5) To monitor Continued Professional Development for all staff and its contribution to school improvement.
- 6) To annually review the school's Performance Management policy.
- 7) To decide on procedures for staff appointments excluding Heads and Deputies.
- 8) To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
- 9) To be involved in the development of all of the school's policies relating to personnel matters, including:
 - Code of conduct
 - Staff consultation
 - Equalities
 - Pay (through the Pay Matters Sub-Committee*)

- Leave of absence
- Capability, Discipline and Grievance
- Safeguarding and Child Protection
- Religious Observance
- Recruitment and Selection and Staff Retention
- Leadership Development and Succession Planning
- Staffing reduction procedures
- Staff secondment
- Adverse weather conditions
- Group size of the school (to be reviewed at least once every three years)

To recommend them for approval by the governing body and to ensure that systems are in place to make all staff aware of these policies.

- 10) To annually review the staffing structure and workforce development plan.
- 11) To draft criteria for the approval of the governing body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
- 12) To be consulted on and to approve job descriptions for the staff.
- 13) To be responsible for reviewing the Headteacher's job description should the need arise.
- 14) To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
- 15) To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

* To appoint from its members a Pay Matters Sub-Committee.

Curriculum

- 1) To be aware of and advise the governing body on the legal responsibilities of governors in terms of Curriculum provision and assessment including Special Educational Needs provision in accordance with the Code of Practice.
- 2) To monitor on behalf of the governing body that National Curriculum requirements are being implemented by the school.
- 3) To consider and review the school's Curriculum policies on behalf of the governing body (including Religious Education, Sex and Relationships Education and Drugs Education) and to ensure that policies contribute to achieving Every Child Matters outcomes.
- 4) *To improve and monitor the impact of the School's Community Cohesion Policy*
- 5) To formulate and review as necessary an overall Curriculum Policy Statement for presentation to the governing body.
- 6) To agree statutory targets for pupil attainment and non-statutory targets to be included in the School Improvement Plan.
- 7) To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information. To monitor the provision for vulnerable groups of children, e.g.
 - Black and Ethnic Minority Children
 - Traveller Children
 - Looked After Children
 - Young Carers
- 8) To support, and receive reports from curriculum link governors e.g.
 - Special Educational Needs
 - Literacy/Numeracy
 - Transition
 - other areas of the curriculum.
- 9) To consider and review the school's policies on discipline and behaviour (including Anti-Bullying policy) and make recommendations to the governing body.
- 10) To contribute towards an Accessibility Plan as required by the Disability Discrimination Act.
- 11) To monitor and review the school's curriculum contribution to its Disability, Gender and Race Equality schemes.
- 12) To monitor how the school listens to the Voice of the Child.
- 13) To consider how the curriculum can contribute to sustainability.
- 14) (Aided and Foundation Schools only) To consider and review the school's admissions policy and make recommendations to the governing body.

Parents and Community

- 1) To oversee the development and maintenance of relationships with parents/carers, the community and other stakeholders and to ensure that these contribute to Community Cohesion.
- 2) To monitor parental/community involvement in the school and to make recommendations about the development of future links.
- 3) To monitor and review the Home School Agreement and related policies.
- 4) To monitor the effectiveness of the school's complaints policy and procedures.
- 5) To review and make recommendations in liaison with the Headteacher on the production of the school prospectus, ensuring that its content meets with legal requirements.
- 6) To encourage the support and involvement of business and industry.
- 7) To approve and monitor plans for the development of Extended Schools / Children's Centre activities.