



CHESTER-LE-STREET CHURCH OF ENGLAND (CONTROLLED) PRIMARY SCHOOL

MINUTES OF THE INAUGURAL MEETING OF THE GOVERNING BODY HELD VIA MICROSOFT TEAMS ON TUESDAY 12 JANUARY 2021 AT 3.30PM

Present: Mrs R Butler (Headteacher), Mrs C Dixon, Mrs J McKay, Mr B Piercy, Cllr. T Smith, Mrs A Vear and Mrs B Watt

Also Present:

Mrs K Allison, Clerk to the Governing Body

Miss A Vernon, Assistant Director, Joint Education Team, Dioceses of Durham and Newcastle

Mr C Young, School Leadership Advisor

		Action
1	<p><u>Welcome</u></p> <p>The Clerk welcomed everyone to the Inaugural Governing Body meeting.</p>	
2	<p><u>Appointment of Co-opted Governors and introductions</u></p> <p>Nominations for Mrs B Watt and Mrs B Wells were discussed. Mrs Watt and Mrs Wells were appointed as co-opted Governors for a four-year term of office.</p> <p style="text-align: center;">MRS WATT JOINED THE MEETING AT THIS POINT</p> <p>Governors introduced themselves and Miss Vernon and Mr Young were welcomed to the meeting.</p>	
3	<p><u>Declaration of Interest</u></p> <p>The Clerk invited Governors to declare any interests in agenda items at this point or any point during the meeting.</p> <p>Mrs Watt declared that she was Chair of Governors at Witton le Wear Primary School.</p> <p>Governors were reminded of the requirement to complete and return the Register of Pecuniary and other Interests form.</p> <p>AGREED ACTION:</p> <p>Governors to return the Register of Pecuniary and other Interests form as soon as possible.</p>	

4	<p><u>Apologies for Absence</u></p> <p>Governors considered and accepted an apology for absence from Mrs A Roberts due to work commitments.</p>	
5	<p><u>Election of Chair</u></p> <p>The Clerk referred Governors to the Role Descriptor for the position of Chair which had been circulated with the agenda. The Clerk confirmed that the Role Descriptor had been updated to reflect the necessity for the Chair to be prepared to communicate and conduct business/access information through electronic means as necessary; this requirement had been clearly highlighted during the COVID-19 situation.</p> <p>Following receipt of a nomination for Mrs Watt (who withdrew from the meeting) Governors discussed the nomination and following a show of hands it was agreed that Mrs Watt be elected Chair until the first Governing Body meeting of the Autumn Term 2021.</p> <p>AGREED ACTION:</p> <p>Election of Chair to be included on the Autumn Term 2021 agenda.</p>	
MRS WATT IN THE CHAIR		
6	<p><u>Election of Vice-Chair</u></p> <p>Following receipt of a nomination for Mr B Piercy (who withdrew from the meeting) Governors discussed the nomination and following a show of hands it was agreed that Mr Piercy be elected Vice Chair until Autumn 2021.</p> <p>AGREED ACTION:</p> <p>Election of Vice Chair to be included on the Autumn Term 2021 agenda.</p>	
7	<p><u>Arrangements for the Election of Chair and Vice-Chair</u></p> <p>Governors were reminded of the flexibilities in relation to the election of a Chair and Vice Chair as detailed in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • both the Chair and Vice Chair would have a one-year term of office which would end on the date of the first meeting of the Autumn Term. • nominations / self-nominations for both positions would be sought at the meeting. • elections would be confirmed following a show of hands. 	
8	<p><u>Code of Conduct</u></p> <p>Governors agreed the Code of Conduct included in the agenda pack.</p>	

	<p>AGREED ACTION:</p> <p>Governors to sign and return the Code of Conduct to the school as soon as possible.</p>	<p>Governors</p>
<p>9</p>	<p><u>Review of Governing Body Membership</u></p> <p>Governors noted the vacancies for two co-opted Governors and one Foundation Governor.</p> <p>Skills of the current Governors were discussed and it was highlighted that teaching and learning skills and experience were prevalent within the Governing Body. Finance and Health and Safety skills would be of benefit.</p> <p>Governors were requested to forward any suggestions for nominations for the co-opted positions to the Chair.</p> <p>The Clerk would liaise with the Diocese and Miss Vernon regarding a Foundation Governor.</p> <p>AGREED ACTIONS:</p> <p>(a) Nominations for co-opted Governors to be forwarded to the Chair;</p> <p>(b) Clerk to liaise with the Diocese and Miss Vernon regarding the Foundation Governor vacancy.</p>	<p>Governors / Chair</p> <p>Clerk</p>
<p>10</p>	<p><u>Establishment of a Committee Structure</u></p> <p>Governors reviewed the committee membership and suggested terms of reference and in doing so reflected on their skills.</p> <ul style="list-style-type: none"> • Membership and Terms of Reference <p>The Governing Body agreed the committee membership and terms of reference for the forthcoming year and it was noted that a copy of the updated documentation would be attached to this meetings minutes for future reference.</p> <p>It was agreed that Pupil Discipline would come under the remit of the First / Pay Review Committee rather than as a separate committee.</p> <p>Quorum for the First / Pay review committee was set at two at present until further appointments were made to the Governing Body.</p> <p>Committee membership would be reviewed regularly to incorporate new Governors onto committees.</p>	

- Headteacher's delegated responsibilities

In accordance with the School Staffing Regulations 2009, Governors reviewed existing decisions relating to the delegation of staffing functions to the Headteacher. After consideration of the options available to the Governing Body, the following was agreed:

Appointments

Delegation to the Headteacher to appoint outside the Leadership Group as follows:

Governing Body delegates as follows responsibility for the appointment of:

- Permanent teaching staff posts (Headteacher plus one or more Governors)
- Permanent support staff posts (Headteacher plus one or more Governors)
- Temporary staff (Headteacher)

Dismissals:

Governing Body delegates to the Headteacher responsibility up to and including first and final written warning:

- All staff other than Headteacher

The Governing Body agreed that should the Headteacher be the subject of any conduct, capability, performance or discipline proceedings, delegation was to the Chair of the Governing Body.

Lifting Suspensions

Delegation to the Chair of Governors for all staff (excluding the Headteacher), First/Pay Review Committee for the Headteacher

- Expenditure and virement levels

Consideration was given to existing expenditure and virement limits delegated to the Headteacher and the Governing Body approved the following delegated virement/expenditure limits:

Virement limits:

- Up to £1000 without prior approval for emergency cases
- Up to £5000 with approval from Chair of Governors or Finance and Premises Committee
- Above £5000 with appropriate Governing Body or Finance and Premises Committee approval

	<p>Expenditure limits:</p> <ul style="list-style-type: none"> • Any item of expenditure up to £5000 • Above this limit, if item was previously notified to the Governing Body • Prior Governing Body approval to be sought outside this limit • Appointment of Committee Chairs <p>The following Governors were appointed as Committee Chair:</p> <ul style="list-style-type: none"> • Curriculum & Standards: Mrs A Vear • Finance & Premises: Mr B Piercy • First / Pay Review: Mr B Piercy • Appeals: Cllr T Smith • Staffing: Cllr T Smith <p>Governors discussed Special Interest Governors and the following were agreed:</p> <p>Early Years: Claire Dixon Safeguarding: Bridget Watt Community: Tracie Smith SEND: Claire Dixon LAC / Vulnerable including Pupil Premium, Sport Premium & Catch up Funding impact: Claire Dixon (& Bridget Watt) Remote Learning: Bridget Watt & Claire Dixon Church School & Collective Worship: Mr B Piercy (to liaise with Helen Smith) (interim until new Foundation Governor is appointed) Health & Safety / Premises Development: Mrs B Watt (interim until Autumn Term)</p> <p>AGREED ACTIONS:</p> <p>(a) Committee membership and terms of reference to be updated as agreed;</p> <p>(b) Any virements or expenditure outside of the agreed limits to be reported to the Finance and Premises Committee of full Governing Body at the earliest opportunity.</p>	<p>Clerk</p> <p>Headteacher</p>
<p>11</p>	<p><u>Headteacher Context Statement</u></p> <p>Governors received the Headteacher’s report, along with the report of the Chair of the IEB. Questions were invited and the Headteacher gave an update on areas of her report.</p> <p>The Headteacher reported that feedback from parents had been positive and parents were using the school’s Facebook to place these positive comments.</p>	

	<p>The Chair highlighted a detailed email had been sent to the school praising the work done on remote learning and keeping the school running. The curriculum is in place and in use. It was reported that 70 – 80% of pupils were accessing home learning. Devices had been distributed. It was requested that Mrs Dixon be forwarded updates on remote learning.</p> <p>Free school meals (FSM) hampers were due to be delivered and were to be distributed. Cllr Smith asked if the FSM entitlement was a large proportion of the school and it was noted that it was 33%. The school was working with Taylor Shaw and 52 food hampers were being delivered.</p> <p>It was asked how staff absences were being managed and what the impact on teaching was. The Headteacher responded that long term supply from an agency was used. They supply 3-4 candidates and they are interviewed for the role. Supply staff are part of the staff team.</p> <p>Cllr Smith requested details of the Thrive programme. It was explained that this was an emotional wellbeing programme and the Headteacher would forward details to Cllr Smith.</p> <p>Mr Young stated that it was positive to hear that the remote learning offer had been well received. It was also important to ensure that the impact of Pupil Premium, Sport Premium and Catch Up funding was monitored.</p> <p>Miss Vernon advised that Governors look at the information on remote learning on the Ofsted website that had been compiled following monitoring visits.</p> <p>AGREED ACTION:</p> <p>(a) Send details of the Thrive programme to Cllr Smith;</p> <p>(b) Updates on remote learning to be forwarded to Mrs Dixon;</p> <p>(c) Governors review the remote learning information on the Ofsted website (clerk to provide link).</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Clerk</p>
<p>12</p>	<p><u>Dates of Future Meetings</u></p> <p>The following dates for meetings of the full Governing Body were agreed:</p> <p>Spring Term 2021: Monday 15 March 2021 at 4.00pm</p> <p>Summer Term 2021: Monday 5 July 2021 at 4.00pm</p> <p>Autumn Term 2021: Monday 4 October 2021 at 4.00pm</p>	

	<p>The following Committee dates were agreed:</p> <p>Curriculum and Standards Committee: Monday 21 March 2021 at 2.00pm Monday 21 June 2021 at 2.00pm</p> <p>Finance and Premises Committee: Tuesday 2 March 2021 at 2.00pm Tuesday 22 June 2021 at 2.00pm</p>	
13	<p><u>Other business</u></p> <p>It was asked whether Governors would receive a secure school e-mail address, particularly for confidential information. The Headteacher would speak to the ICT technician and would look at best practice. Governors were requested to provide their current e-mail address to the Headteacher.</p> <p>The Clerk highlighted that Governor training was available and that Governors should review their training requirements.</p>	<p>Governors</p> <p>Governors</p>

There being no further business, the meeting closed at 4.54pm

Signed
Chair

Date

Full Governing Body

CHAIR: Mrs B Watt

VICE CHAIR: Mr B Piercy

Terms of Reference

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree virement and expenditure limits for the Headteacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Body.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.

- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

Curriculum and Standards Committee

CHAIR: Mrs A Vear

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

Curriculum Planning and Delivery:

- Review, monitor and evaluate the curriculum offer.
- Contribute to the development and monitoring of the:
 - Self Evaluation form
 - School Improvement Plan
 - Targets for school improvement
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil discipline/behaviour).
- Ensure that the school's policy on SEND is consistent with the Code of Practice and Equalities Act and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor.
- Ensure the SEND Policy is monitored and reviewed regularly and that the policy is known to parents/carers.
- Ensure the school complies with the provisions of the Equalities Act 2010.
- Where necessary ensure that the 14-19 curriculum is broad-based and provides vocational training as well as academic qualifications.
- Where necessary ensure that all pupils have access to careers advice.

Assessment and Improvement:

- Monitor and evaluate the effectiveness of leadership and management.
- Monitor and evaluate the quality of teaching and learning and the impact on rates of pupils progress and standards of achievement
- Monitor and evaluate the impact of continuing professional development on improving staff performance.
- Receive pupil progress and achievement data; monitor and evaluate rates of progress and standards of achievement against agreed targets for all pupils and for all groups of pupils.
- Monitor and evaluate provision for all groups of vulnerable children e.g. looked after children and ensure all their needs have been identified and addressed.
- Monitor and review impact of Pupil Premium, Sports Premium, Early Years Premium and Universal Catch-Up Premium.
- Monitor and review pupil attendance data against attendance targets.
- Monitor and review pupil exclusion information.
- Set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- Regularly review the Assessment Policy and ensure that the policy is operating effectively.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of 'Keeping Children Safe in Education'
- Receive reports from external sources and agree actions to address recommendations; monitor and evaluate progress made.
- Ensure all children have equal opportunities.

- Ensure Safeguarding policies are adhered to; monitor and review all safeguarding policies/procedures within school.
- Advise the Finance and Premises Committee on the relative funding priorities necessary to deliver the curriculum.
- Monitor pupils' attitudes, values and development of other personal qualities within the school through the provision of R.E. and PHSCE. Ensure parents are informed of the right to withdraw their child.

Engagement:

- Monitor the school's publicity, public presentation and relationships with parents/carers and the wider community.
- Identify and celebrate pupil achievements.
- Oversee and monitor arrangements for out of hours provision, extra-curricular activities and educational visits including overnight stays.
- Ensure that adequate provision is made for pupil transition.
- Ensure all statutory requirements for reporting and publishing information are met.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Ensure the school works well with its community, parents and other schools.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: None

Finance and Premises Committee

CHAIR: Mr B Piercy

Terms of Reference

- Elect Chair (if delegated by full Governing Body).

Finance:

- In conjunction with the Headteacher to draft and propose the first formal budget plan of the financial year for approval by the full Governing Body.
- Establish and maintain an up-to-date three year financial plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the budget position statement to identify and address any anomalies from the anticipated position and report termly to the full Governing Body.
- Review and monitor outstanding debts and action taken.
- Review and monitor Direct School Meals Provision by income and expenditure statements.
- Review the year end outturn report.
- Monitor and approve virements and expenditure over the Headteacher's delegated limit.
- Appraise and approve spending decisions where competitive quotations or tenders are required.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the DfE Schools Financial Value Standard (SFVS).
- Approve annually the Schools Financial Value Standard (SFVS) submission prior to the 31 March deadline and monitor the implementation of any identified actions.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Body by review of an audited annual statement of income and expenditure.

- Annually review the outcomes of the asset register stock check and approve the disposal of obsolete items.
- Ensure appropriate use of the Early Years Premium, Pupil Premium, Sports Premium, Universal Catch-Up Premium.
- Review and monitor the school's website to ensure that it is accessible and fully compliant with current DfE requirements.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.
- Annually review income generated from contracts and lettings; oversee the use of premises by outside users.
- Where necessary, monitor and review Wrap Around Care provision including review of annual income and expenditure statements where applicable.
- Ensure all appropriate insurances are in place.
- Annually review and approve the school's Financial Procedures Manual.
- Monitor service level agreements annually and make decisions in respect of service level agreements ensuring value for money.
- Make decisions on expenditure following recommendations from other committees.
- Ensure pay decisions can be appropriately funded.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.
- Ensure appropriate systems and procedures are in place to detect and prevent fraud and ensure any instances of fraud are reported immediately.

Premises:

- Establish, review and monitor the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Headteacher and Governing Body on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and a report received identifying any issues. Inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Establish and keep under review an Accessibility Plan and an Asset Management/Building Development Plan.
- Monitor data on accidents and incidents.

MEETINGS: at least termly

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or a pecuniary interest

VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair of Governing Body <i>Where the cumulative effect of multiple virements on the same budget heading exceeds this limit, details are to be reported to the next Finance and Premises Committee meeting for information and retrospective approval</i>	£1000	Any items of expenditure up to	£5000
Limit set for Headteacher with approval from Chair of Governors <i>A log of these approvals will be maintained and details reported to the next Finance and Premises Committee meeting.</i>	£1001 to £5000	Above this limit if item was previously notified to the Governing Body.	
Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance and Premises Committee at the earliest opportunity.			

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedures Rules (January 2014) for quotations i.e. quotations or tenders to be invited from capable contractors based on the likely value of the procurement over its lifetime:

- Between £500 and £5000 at least one quotation
- Between £5001 and £50,000 at least three quotations
- Over £50,000 full tender exercise

First / Pay Review Committee

CHAIR: Mr B Piercy

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance and Premises Committee on pay review related expenditure.
- Consider any requests made in accordance with personnel policies e.g. flexible working, leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Deal with matters relating to staffing reductions.

Pupil Discipline

- Consider representations from parents/carers in the case of fixed term exclusions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance.

MEETINGS: at least annually / as necessary for Pupil Discipline

QUORUM: 2 (to be reviewed)

DISQUALIFICATIONS: Headteacher; Chair of Governors (if have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reductions);

Pupil Discipline: prior knowledge; any Governor whose child is involved

Appeals Committee

CHAIR: Cllr T Smith

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Consider any appeal against a decision made under the personnel procedures adopted by the Governing Body.
- Consider any appeal against a decision made by the First/Pay Review Committee during the annual review of teachers' salaries.
- Consider any appeal against selection for redundancy through a staffing reduction process.
- Consider complaints against the school in accordance with the agreed school Complaints Procedure.

MEETINGS: as and when required.

QUORUM: Must have at least the same number of Governors as were present at the original hearing.

DISQUALIFICATIONS: Headteacher; Chair of Governors (if have prior knowledge); any Governor involved in the original hearing; where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (appeals in relation to salary or staffing reduction decisions)

Delegation to the Headteacher *School Staffing (England) Regulations 2009*

The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Appointments:

Governing Body delegates as follows responsibility for the appointment of:

- Permanent teaching staff posts (Headteacher plus one or more Governors)
- Permanent support staff posts (Headteacher plus one or more Governors)
- Temporary staff (Headteacher)

Dismissals:

Governing Body delegates to the Headteacher responsibility up to and including first and final written warning:

- All staff other than Headteacher
- Headteacher to a committee of the Governing Body

Lifting of suspensions:

Delegation to the Chair of Governors for all staff (excluding the Headteacher)

First/Pay Review Committee for the Headteacher

Headteacher's Performance Review Committee

LEAD GOVERNOR: Mrs B Watt

Terms of Reference

- Set, with the support of the External Advisor (EA) or Education Development Partner (EDP) Headteacher's annual performance objectives.
- Monitor throughout the year the performance of the Headteacher against agreed performance objectives.
- Review, with the support of the External Advisor (EA) or Education Development Partner (EDP) achievement of performance objectives.
- Make recommendations to the First/Pay Review Committee in respect of the Headteacher's annual pay progression.

MEETINGS: Autumn Term plus monitoring meetings

DISQUALIFICATIONS: Headteacher and staff

Staffing Committee

CHAIR: Cllr T Smith

Terms of Reference

- Elect Chair (if delegated by full Governing Body).
- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations to the Finance and Premises Committee on personnel-related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal, Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Review the Single Central Record to ensure compliance with current statutory guidance.
- Approve the Staff Code of Conduct and ensure all staff are aware.

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any Governor whose spouse/partner is involved

Committee	Name	Position
Appeals	Cllr. T Smith	Chairperson
	Mrs B Watt	
Curriculum and Standards	Ms R Butler	
	Mrs C Dixon	
	Mrs J McKay	
	Mrs A Vear	Chairperson
	Mrs B Watt	
Finance and Premises	Ms R Butler	
	Mr B Piercy	Chairperson
	Cllr. T Smith	
	Mrs A Vear	
First / Pay Review	Mr B Piercy	Chairperson
	Mrs A Vear	
Headteachers Performance	Mr B Piercy	
	Mrs A Vear	
	Mrs B Watt	
Staffing	Mr B Piercy	
	Cllr. T Smith	Chairperson
	Mrs B Watt	
	Mrs B Wells	