

**NORTHUMBERLAND COUNTY COUNCIL**  
**PONTELAND COMMUNITY MIDDLE SCHOOL**  
**COMMITTEES**

**Governors are welcome to attend both Resources and Curriculum**

**Resources**

Mr T Barber  
Mrs S Stott [Chair]  
Mrs T Hannant [Vice Chair]  
Mr Mike Sadler  
Mr D Styles  
Headteacher  
Deputy Headteacher

**Appeals**

Six members appointed by Chair

**Governors are welcome to attend both Resources and Curriculum**

**Curriculum**

Mrs J Knight [Chair]  
Mrs H Batey [Vice Chair]  
Mr P Naughton  
Dr K Owen  
Headteacher  
Deputy Headteacher

**Pupil Discipline**

Three members appointed by Chair

**Complaints**

Three members appointed by Chair

**Chairmen's/Strategic**

Chairmen of Governors [Mrs H Batey; T. Barber]  
Chairmen of the Committees  
Headteacher  
ChairS of Resources and Curriculum [Mrs S Stott; Mrs J Knight]  
Vice Chair of GB [Mrs T Hannant]

## **Governor Responsibilities**

Target Setting and Performance Management  
Curriculum, Assessment and Reporting

ICT

Data Pupil Tracking

SEN/PP/LAC Governor

Complaints Co-ordinator

Safeguarding, Child Protection

Safer recruitment

HT Performance Management

## **Curriculum Committee**

**Mrs Jacqueline Knight**

**Dr K Owen**

**Headteacher**

**Dr Kate Owen**

**Mr T Barber**

**T Barber, H Batey, D Styles**

## **COMPLAINTS COMMITTEE**

### **MEMBERSHIP:**

The Committee shall consist of three Governors.

### **QUORUM:**

The quorum must be three Governors.

### **CHAIR:**

To be appointed by the Committee.

### **CLERK:**

To be appointed.

### **FREQUENCY OF MEETINGS:**

As required.

### **TO BE RESPONSIBLE FOR:**

Hearing all formal complaints against the Head Teacher, an individual member of staff or the Governing Body.

## **PUPIL DISCIPLINE COMMITTEE**

### **MEMBERSHIP:**

The Committee shall consist of three Governors

### **QUORUM:**

The quorum must be three Governors.

### **CHAIR:**

To be appointed by the Committee

### **CLERK:**

To be appointed.

### **FREQUENCY OF MEETINGS:**

As required.

### **TERMS OF REFERENCE:**

1. Reviewing the use of exclusion within the school.
2. Considering the views of the Headteacher and of parents of excluded pupils.
3. Deciding whether or not to confirm exclusions of more than five school days or those where a pupil would miss an opportunity to take a public examination.

## **CURRICULUM COMMITTEE**

### **MEMBERSHIP**

The Committee shall consist of six Governors.

### **QUORUM**

The quorum must be three Governors.

### **CHAIR**

To be appointed by the Committee

### **CLERK**

To be appointed by the Committee

### **FREQUENCY OF MEETINGS**

As required

### **TERMS OF REFERENCE**

1. To annually review the Curriculum map and SEF for approval by the Governing Body.
2. To review annually the School Development Plan and to advise the Governing Body on priorities for the key areas of the curriculum.
3. To analyse data relating to the school's performance and to agree targets for pupil achievement.
4. To monitor and evaluate pupil progress, in all subjects and to review regularly curriculum policies.
5. To make recommendations to the governing body on the arrangements for collective worship and the provision of religious education.
6. To make recommendations to the governing body on the policy for the provision of sex education and the delivery of PSHE in school.
7. To advise the governing body on arrangements required for pupils with special educational needs.
8. To consider complaints relating to the curriculum and to advise the governing body.

**Date last reviewed: November 2016**

## **RESOURCES COMMITTEE**

### **MEMBERSHIP**

The Committee shall consist of six Governors.

### **QUORUM**

The Quorum must be three Governors.

### **CHAIR**

To be appointed by the committee.

### **CLERK**

Finance Officer.

### **FREQUENCY OF MEETINGS**

As required.

### **TERMS OF REFERENCE**

- 1 To set and agree the annual budget for the school.
- 2 To ensure appropriate advice is sought before entering into contracts, in line with the LAs financial regulations.
- 3 To authorise the virement of funds between budgets and inform the LA.
- 4 To approve arrangements for the audit of funds received other than from the LA.
- 5 To advise the governing body on any matters arising from the audit of the school's accounts.
- 6 Generally, to monitor the budget and to advise the governing body as necessary on financial matters.
- 7 To agree with the Headteacher, expenditure on capital projects not falling within the planned budget.
- 8 To authorise signatories for the school bank account.
- 9 To determine the levels of charges for lettings.
- 10 To make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

**Date last reviewed: November 2016**

- 11 To review and assess in accordance with the school's Performance Management arrangements, salaries and their determinations on an annual basis.
- 12 In accordance with the Terms of the School Teachers Pay and Conditions document to determine the individual school range as and when the need arises.
- 13 The Salaries Committee to review and agree a pay policy on an annual basis, for implementation by the Headteacher.
- 14 Responsible for the requirements of the Financial Standard in Schools.
- 15 To set the price of school meals.

## **APPEALS COMMITTEE**

### **MEMBERSHIP:**

The Committee shall consist of six Governors, none of whom should have taken part in the original decision.

### **QUORUM:**

The number of Governors hearing any appeal must be equal to or greater than that of the committee taking the original decision. The Head will attend in an advisory capacity if appropriate.

### **CHAIR:**

To be appointed by the Committee.

### **CLERK:**

To be appointed.

### **FREQUENCY OF MEETINGS:**

As required.

### **TERMS OF REFERENCE**

Hearing appeals against a decision made by another committee of the Governing Body. These will include appeals over capability or disciplinary action, grievance, dismissal and staff salaries.

## **CHAIRMEN'S COMMITTEE [STRATEGIC]**

### **MEMBERSHIP**

Chairman of Governors  
Chairmen of the Committees  
Head Teacher

### **QUORUM**

The Quorum must be four Governors.

### **CHAIR**

To be appointed by the Committee.

### **CLERK**

To be appointed.

### **FREQUENCY OF MEETINGS**

Normally once a term or more frequently as required.

### **TERMS OF REFERENCE**

1. To discuss current issues which do not justify calling a full Governing Body meeting;
2. To discuss strategic issues;
3. To seek ways to improve the running of the Governing Body;
4. To enable the Head Teacher/Deputy Head Teacher to raise any matters of interest or concern.

## **DELEGATION TO THE HEADTEACHER**

1. Casual staff appointments.
2. Teaching Assistant appointments.
3. Support staff appointments.
4. Temporary teaching appointments to maintain the curriculum.
5. Arrangements for the termination of staff contracts.
6. To annually recommend staff salaries in accordance with the school's pay policy.
7. Day to day financial management of the school.
8. Composition of Hearing Bodies
9. Approve educational visits.
10. Approve of DFC projects costing up to £15,000.