



## COMMITTEE INFORMATION SHEET

This committee information sheet was ratified by the Governing Board on 7<sup>th</sup> October 2024 and should be read alongside the Scheme of Delegation.

### ELECTIONS AND APPOINTMENTS

The Chair and Vice-chair will be elected by a process of nominations, invited at the first termly meeting of each academic year.

|       |             |                |            |                  |                   |
|-------|-------------|----------------|------------|------------------|-------------------|
| Chair | Val Forster | Date Appointed | 07/10/2024 | Length of Office | Until Autumn 2025 |
|-------|-------------|----------------|------------|------------------|-------------------|

|            |              |                |            |                  |                   |
|------------|--------------|----------------|------------|------------------|-------------------|
| Vice-chair | Alan Rinaldi | Date Appointed | 07/10/2024 | Length of Office | Until Autumn 2025 |
|------------|--------------|----------------|------------|------------------|-------------------|

|      |                 |                |            |                  |                |
|------|-----------------|----------------|------------|------------------|----------------|
| Head | Claire McKinney | Date Appointed | 25/04/2022 | Length of Office | N/a Ex-officio |
|------|-----------------|----------------|------------|------------------|----------------|

### LINK GOVERNORS

| Link Area   | Governor Name(s)       | Link Area                | Governor Name(s) |
|---|------------------------|--------------------------|------------------|
| Attendance  | David Swift            | PE and Outdoor Education | Colin Dagg       |
| Child Protection/ Safeguarding/ Previously Cared for Children | Val Forster            | Pupil Premium            | Alan Rinaldi     |
| Data  | Muhammad Zahidul Islam | Religious Education      | Alan Rinaldi     |
| Early Years   | Rima Ali               | SEND                     | Val Forster      |
| English   | Vacant                 | PE and Sports Grant      | Colin Dagg       |
| Equality/Inclusion  | Syeda Khaled           | Staff Wellbeing          | Val Forster      |
| Finance   | Val Forster            | STEM                     | Lynne Dagg       |
| Healthy School and PSHE                                       | Colin Dagg             | The Arts                 | David Swift      |
| Humanities  | Ehthesham Haque        | Languages                | David Swift      |
| Parent Communications   | Colin Dagg             |                          |                  |

### TRAVEL & SUBSISTENCE ALLOWANCE

Governors agreed they would not establish a policy to pay expenses but would keep this matter under review.

### COMMITTEES

All committees established by the Governing Board will discharge their functions in accordance with the agreed Scheme of Delegation and Levels of Delegation. They will adhere to adopted policies and procedures, DfE guidance and legal requirements.

## **RESOURCE MANAGEMENT COMMITTEE**

The primary function of this committee includes but is not limited to:

- Finance/Budgets
- HR/Staffing (including Hearings)
- Premises Management
- Cases of Pupil Discipline
- Formal Complaints (Stage 3)

The meeting quorum shall be no less than 3 governors. The Chair will rotate however staff will not be considered as Chair.

When considering HR/Staffing, Staff Performance, Salaries, Pupil Discipline or Complaints, employees will not be eligible to sit on this committee.

When conducting a Hearing, Pupil Discipline Meeting or Complaint Meeting, the committee will be made up of three governors who have not had prior involvement in the case.

| Committee Membership | Role   |
|----------------------|--|
| Alan Rinaldi         | Member                                       |
| Claire McKinney      | Member - Staff (Finance and Premises Only)   |
| Colin Dagg           | Member                                       |
| Ehthesham Haque      | Member                                       |
| Lynne Dagg           | Member                                       |
| Val Forster          | Member                                       |
| Gillian Donneky      | Attendee – Staff (Finance and Premises Only) |
| Lindsey Walker       | Attendee – Staff (Finance and Premises Only) |

## **SCHOOL IMPROVEMENT AND PUPIL PROGRESS COMMITTEE**

The primary function of this committee includes but is not limited to:

- School Improvement
- Pupil Progress and Attainment
- Attendance (Pupil)

The meeting quorum shall be no less than 3 governors. The Chair will rotate however staff will not be considered as Chair.

| Committee Membership | Role             |
|----------------------|------------------|
| Amina Razak          | Member           |
| Claire McKinney      | Member – Staff   |
| David Swift          | Member           |
| Lynne Dagg           | Member           |
| Rima Ali             | Member           |
| Tracey Ellis         | Member - Staff   |
| Val Forster          | Member           |
| Lynsey Robson        | Attendee - Staff |

## **STRATEGIC POLICY AND DIRECTION COMMITTEE**

The primary function of this committee includes but is not limited to:

- Curriculum
- Policy Review
- Website Compliance

- Appeals (including but not limited to Personnel Appeals)

The meeting quorum shall be no less than 3 governors. The Chair will rotate however staff will not be considered as Chair.

When considering an appeal, employees will not be eligible to sit on this committee. In addition, the committee will be made up of three governors who have not had prior involvement in the case.

| Committee Membership | Role             |
|----------------------|------------------|
| Alan Rinaldi         | Member           |
| Claire McKinney      | Member – Staff   |
| David Swift          | Member           |
| Shehzad Raza         | Member           |
| Val Forster          | Member           |
| Lindsey Walker       | Attendee - Staff |
| Lynsey Robson        | Attendee - Staff |

### **PERFORMANCE MANAGEMENT - HEADTEACHER**

Responsible for the Annual Appraisal of Headteacher.

The Review Officer will be independent of the actual appraisal process.

| Current Committee Membership                     | Role                            |
|--|---------------------------------|
| Lynne Dagg                                       | Performance Management Governor |
| Val Forster                                      | Performance Management Governor |
| Together for Children School Improvement Officer | External Consultant             |

### **CONSTITUTION OF THE GOVERNING BODY**

| Category of Governor | Number Per Category | Term of Office |
|----------------------|---------------------|----------------|
| Local Authority      | 1                   | 4-years        |
| Parent               | 4                   | 4-years        |
| Staff                | 1                   | 4-years        |
| Staff - Headteacher  | 1                   | n/a            |
| Co-opted             | 8                   | 4-years        |