

Higham Ferrers Nursery and Infant School

Governor Committee Structure and Responsibilities

Academic Year 2023 - 2024

To efficiently share the workload and responsibilities of the Governing Body, the Governing Body is organised into three committees. Each committee is also delegated responsibility for preparation, review and authorisation of Policies. The three committees operate within the overall framework of Higham Ferrers Nursery and Infant School Governing Body.

Each of the three committees must:

1. Meet least 3 times per year and in time to report back to the next full Governing Body.
2. Elect a Chair and Vice-Chair at their first meeting of each school year
3. Record minutes of each meeting which will be kept and passed to the clerk to the Governors ten days before the Main Governing Body meeting where possible. All Governors will have access to the committee meetings either via GovernorShare on Google Drive.

No committee meeting will continue unless a quorum is present.

Committee Membership		
QofE	PD, B&A	L&M
Dr Hannah Robbins - Chair	Dr Hannah Robbins - Chair	Mr Simon White - Chair
Mrs Sara Whatley	Mrs Julie Flinn	Mrs Ella Flinders
Mrs Katie Green	Mrs Laura Parbery-Gray	Mrs Jane Toyer
Mrs Sara Miller	Mrs Gabriella Foley	VACANCY
Mrs Jane Toyer	Mrs Jane Toyer	Miss Gemma Wright (SBM/Clerk)
Miss Gemma Wright (Clerk)	Miss Gemma Wright (Clerk)	

Committee Responsibilities

Quality of Education Committee	
1	The attainment and progress of particular groups of pupils
2	The learning, attainment and progress of pupils currently in our school and how the curriculum embeds this
3	The quality of teaching, learning and assessment across our school especially in reading, phonics, writing and maths
4	The impact that the wider curriculum has on all learners especially those who are disadvantaged
5	To monitor and evaluate the relevant sections of the SDP and SEF
6	To monitor and evaluate all policies relevant to this committee
7	The equality of opportunity and recognition of diversity along with the local and national safeguarding agenda are promoted through our curriculum
8	Governors to monitor the SEN budget and impact of the expenditure
9	Minimum of 2 governor visits per academic year to fulfil statutory duties

Personal Development, Behaviour and Attitudes Committee		
<i>Behaviour and Safety of Pupils</i>	1	Ensure the school complies with all Safeguarding procedures
	2	Annually review all policies relating to this committee
	3	Provide support to any Pupil Disciplinary panel
	4	Monitor and review pupils conduct and attitude in lessons and around the school towards learning, adults and each other
	5	Monitor and review pupil attendance
	6	Monitor and review levels of wellbeing and attitudes of the children
	7	Monitor SMSC across the school and its impact on pupils
	8	Minimum of 2 governor visits per academic year to fulfil statutory duties
<i>Community Involvement & Pupil Voice(may not be possible during Covid-19 pandemic)</i>	1	Meet with School council at least once a year
	2	Encourage the representation of the Governing Body at school and community events
<i>Accidents, Risk Assessments, Health and Safety and Premises</i>	1	Ensure and support the school to complies with the requirement of the Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 and The Education (School Premises) Regulations 1999
	2	Regularly monitor accident data
	3	Regularly monitor the “Management of Fire Precautions procedures and records” file
	4	Termly undertake a school H&S inspection walk (to consider issue of H&S, Fire and evacuation, Legionella Management and identify area for property maintenance/improvement.) Report findings / recommendation School Business Manager and FGB
<i>Safeguarding</i>	1	Ensure that at least 2 Governors are safer recruitment trained
	2	Regularly monitor the Single Central Record
	3	Review the Section 11 audit or similar to ensure that our school is complying with the latest safeguarding practice.
	4	Be aware of the latest safeguarding documents and ensure the school is implementing them
	5	Monitor the training for the Designated Safeguarding Leads in our school as well as staff safeguarding training
	6	Regularly meet with the DSL (and via Committee meetings) to monitor the quality of safeguarding practices in our school

Leadership and Management Committee		
<i>Staff Performance Management</i>	1	Moderate the Staff Performance Management process
	2	Review and approve priorities for staff CPD, monitoring the impact of any external support
	3	Ensure system for dealing with discipline and grievances is in place and that staff are aware
	4	Support the HT in dealing with any discipline and grievance issues
<i>Budget and Finance</i>	1	Prepare annual budget for FGB approval, taking account of the agreed school priorities
	2	Prepare and review financial policy statements, including consideration of long term planning
	3	Monitor use of the budget. Provide a report with recommendation to the FGB (Minimum 3 times a year)
	4	Monitor the income and expenditure of all public funds including Pupil Premium and Sports

		Premium, through review of ledger and audit reports
	5	Audit all non-public funds for presentation to the FGB
	6	Complete and maintain the SFVS (Schools Financial Value Standard)
	7	Benchmark income / expenditure against similar national and local schools. Report findings to the FGB
	8	Support the HT and SBM in all budgeting and financial matters, and agree level of delegation to same for day-to-day financial matters
	9	Monitor Payroll activities
<i>Governance</i>	1	Maintain a review of the current register of policies (relevant to this committee) to ensure policies are reviewed and ratified by the FGB
	2	Identify areas where new policies (relevant to this committee) are needed and delete policies that are no longer valid – report this to the FGB
	3	Monitor adherence to policies (relevant to this committee) across the school
	4	Maintain a watching brief on staff structures to ensure continuity planning
	5	Maintain a watching brief of Government policy regarding school management/governance (Academies, etc)
	6	Monitor inclusion – ensuring the school gives support to disadvantaged children and those who have additional barriers to learning
	7	Minimum of 2 governor visits per academic year to fulfil statutory duties
<i>Premises and Services</i>	1	Review the Asset Management Plan and develop a property maintenance plan
	2	Approve the costs for maintenance, repair and redecoration in line with the Scheme of Delegation
	3	Oversee the preparation and implementation of contracts with outside contractors in line with the Scheme of Delegation
	4	Consider opportunities for letting of the school premises to generate income
<i>Strategic planning</i>	1	Ensure long-term financial success through close management of the budget

Specific Responsibilities		
	Governor	Link Teacher
Chair	Dr Hannah Robbins	n/a
Vice-Chair	Mr Simon White	n/a
SEN	Dr Hannah Robbins & Mrs Katie Green	Sam Farrell
Sports Premium		Sara Miller
Safeguarding	Mrs Julie Flinn	Jane Toyer
Pupil Premium / LAC	Mrs Laura Parbery-Gray	Sara Miller
Early Years	Mrs Ella Flinders & Mrs Sara Whatley	Sara Miller
School Council	Mrs Gabriella Foley	Gabriella Foley

Disciplinary and Performance	
Disciplinary Panel A	<i>To be selected by the Chair according to availability and circumstance;</i> Any three of the following: Mr Simon White, Mrs Katie Green, Mrs Ella Flinders, Mrs Laura Parbery-Gray, Mrs Sara

	Whatley, Mrs Julie Flinn
Appeals Panel B	Any three of the above who have not already served on Panel A
Performance Management	Dr Hannah Robbins and Mr Simon White
Designated Teacher	Mrs Jane Toyer or Mrs Sara Miller