North Lincolnshire Council
Governor Services

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North Lincolnshire Council

Committee Structure

How many committees are there?	7

Committee 1

Committee	Appeals Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes	**Quorum: 3** Chair to nominate three or more if required eligible governors who have had no prior involvement in the matter Chair - to be appointed at the meeting Clerk - to be appointed at the meeting **Terms of Reference** to deal with any appeal on a range of issues to include:- • pay-grading • redeployment/redundancy • dismissals • grievance • collective disputes • disciplinary • performance management reviews NOTE: any governor who was also a member of staff would need to stand down when appeals on staff pay/grading issues were being discussed. NOTE: head teacher appraisers may not sit on any appeals committee considering head teacher's performance management. NOTE: the number of governors hearing an appeal must be the same or greater than those making the original decision.

Committee 2

Committee	Complaints Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes

Quorum: 3

Chair of Governors to nominate 3 or more if required available eligible governors who have had no prior involvement in the issue to be considered.

Chair - to be appointed at the meeting
Clerk - to be appointed at the meeting

Terms of Reference

- to hear any complaint with the exception of curriculum issues in line with the school's complaint's procedure

Committee 3

Committee	Finance & Human Resources

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position
Simon Dereck Howe	Member	
Richard John Seton Mason	Member	
Robert Smith	Member	
Helen Parkin	Member	
Thomas Hotchin	Member	
Lisa Anderson	Member	
Nicola Carolan	Clerk	
Robert Biglands	Member	
Thomas Sutton Nelthorpe	Chair	

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes

Quorum: 3

In attendance: SLT members

Terms of Reference - finance, personnel, health and safety, estates, policy approval,

Voting members - seven governors appointed by the school governing body including the head teacher.

The sub committee has power to co-opt other members of the governing body, teaching or non teaching staff to attend any meeting.

Meetings will be held termly.

Votes may only be taken if there is a quorum of at least 3 governors present. In the case of a tie the committee chair has the casting vote.

Finance Committee - Delegation of Powers
NOTE: Any governor/attendee with a pecuniary or personal interest in a particular agenda item must declare an interest and leave the meeting whilst that item is discussed.

- the Headteacher be empowered to amend the budget during the course of the year (virements) to a limit of £20,000
- the finance and HR committee be empowered to amend the budget during the course of the year (virements) above £20,000
- the Headteacher be empowered to incur expenditure within the approved budget to a limit of £20,000 for a single transaction

- the finance and HR committee be empowered to incur expenditure within the approved budget above £20,000 for a single transaction
- the finance and HR committee be empowered to monitor income and expenditure during the year against the budget and decide upon corrective action, where necessary to avoid overspending
- the finance and HR committee be empowered to allocate any underspend to another project within the school
- the finance and HR committee/head teacher be empowered to buy into service level agreements
- the finance and HR committee be empowered to establish and maintain an up to date three year financial plan and approve the annual budget on behalf of the governing body
- the Headteacher be empowered to dispose of surplus equipment to a limit of £2,500. For items between £2,500 and £50,00 one month's notice of disposal must be given to the Service Director: Children and Families / the finance and HR committee/governing body where deemed necessary
- to review and respond to reports by internal audit and to monitor and ensure implementation of agreed action
- the finance and HR committee be authorised to monitor and review the charges and concessions policy on an annual basis and give particular consideration to the charges for community use
- the governing body to give consideration to the provision of governors allowances on an annual basis and to refer their findings to the finance committee
- the finance and HR committee be empowered to review annually the best value statement, governors' competencies and benchmarking
- the finance committee to meet at least once each term and report back on the school's finances to the full governing body through detailed minutes
- to annually complete the SFVS for circulation to governors at the spring term full governing body meeting

Estates Sub Committee - Delegation of Powers
Responsible to the school governors for the effective management of those sections detailed within the local management of schools scheme and which fall under the following areas:

- estate management and development; including capacity and adequacy of provision
- support services; including cleaning and gardens and grounds maintenance
- maintenance contracts especially where there is a statutory obligation under health and safety legislation
- oversight of health and safety including fire evacuation systems
- lettings, community use and joint user agreements
- ensuring value for money
- to investigate maintenance of school buildings
- to consider formulation of bids for funding
- to liaise with the head teacher on all issues relating to the fabric of the buildings and grounds including regular site inspections
- to review the asset management plan

The school governors have delegated authority to the committee to award maintenance contracts and sanction minor building work providing prior financial limits have been agreed.

The committee will determine the extent of delegation to the head teacher and staff.

Representatives will be selected or confirmed as members at the school governors' autumn term meeting.

The committee will meet at least once each term but has the authority to call extraordinary meetings.

There must be at least 3 governors present for any meeting to be quorate.

It is the responsibility of the committee to meet prior to making recommendations to the school governors or taking decisions. In exceptional circumstances the committee chairman in consultation with the head teacher can make decisions. Chair or vice chair can take urgent necessary action.

Reports

It is the duty of the committee to submit a termly report to governors and to make recommendations to the school governors on estates' issues.

Management of Development Plans

The section of the school development plan will be agreed and monitored by the committee. Plans will be reviewed at least annually.

Convener of Meetings

The Headteacher

Human Resources Sub Committee Delegation of Powers
to include issues relating to:

- appointments of staff
- appraisal based salary recommendations for teaching staff
- pay grading issues (with the Headteacher, in liaison with the LA, being empowered to deal with the annual incremental pay awards for all non teaching staff)
- Headteacher's pay
- redeployment / redundancy
- to act as an initial hearing
- to consider the staffing structure and make recommendations to the FGB
- to deal with staff dismissals
- to decide on whether to use fixed term contracts
- to monitor procedures implementing the new staffing structure
- to approve personnel policies
- to annually review the appraisal policy
- to monitor governor training to ensure the training needs of the governing body are met.
- to monitor the mental health and wellbeing of staff and pupils

Health and Safety Sub Committee Delegation of Powers
to include issues relating to:

- monitoring health and safety items
- dealing with monitoring of contracts
- ensure compliance with health and safety regulations including annual review of the health and safety manuals 1-3
- make recommendations to the head teacher, finance committee or full governing body as appropriate

(NB committee to comprise of only three eligible governors who have no prior knowledge of the matter)

Committee 4

Committee	Foundation Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position
Lisa Anderson	Member	
Catherine Alice Kelly	Member	
Nicola Carolan	Clerk	
Robert Biglands	Member	
Thomas Sutton Nelthorpe	Member	

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes	**Quorum: 3**

Committee 5

Committee	Joint Strategic Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position
Simon Dereck Howe	Member	
Robert Biglands	Member	
Thomas Sutton Nelthorpe	Member	

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes	

Committee 6

Committee	School Development & Standards Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position
Simon Dereck Howe	Member	
Mariclare Potterton	Member	
Rod S Wardlaw	Member	
Robert Smith	Member	
Michelle Raddings	Member	
Frederika Hinkley	Chair	
Catherine Alice Kelly	Member	
Nicola Carolan	Clerk	
Robert Biglands	Member	
Thomas Sutton Nelthprpe	Member	
Chloe Nicholson	Member	

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes

Quorum: 3

Terms of Reference:

- to monitor progress against the school action plans and key subject action plans
- to meet termly in late autumn and mid summer term
- to consider pupil achievement targets, pupil progress and the impact of intervention strategies
- to make recommendations to the full governing body on curriculum issues
- to liaise with the senior leadership team in formulating the school development plan
- to monitor the school's action plans and to consider the impact on the achievement of pupils
- to review, amend and approve curriculum policies
- to receive information with regard to generalities for dealing with pupil issues such as attendance, social inclusion, discipline, special educational needs and safeguarding
- to receive governors' visits reports
- to consider for approval safeguarding and child protection policies annually and to review other health and safety policies as required including the accessibility plan
- to annually complete the safeguarding audit
- to deal with issues relating to the wellbeing of pupils, staff and premises
- to deal with issues relating to the medical needs of pupils
- to annually review and approve the behaviour policy

	• to consider safeguarding matters in relation to Keeping Children Safe in Education The chair be empowered to substitute any eligible governors on any committee to ensure a quorum was met subject to this not prejudicing the outcome of the meeting or a further hearing.

Committee 7

Committee	Wellbeing Award Working Party Committee

Committee Members (Active Governors)

Governor	Primary Committee Position	Additional Committee Position

Committee Members (Preappointed Governors)

Governor	Primary Committee Position	Additional Committee Position

Memo/Notes	**Working Party formed Spring 2022 Minute 375** Members: Wendy Ellis Alex Smith Kirsten Smith Laura Ward Emily Bagot Carrie Featherstone Karen Andrews (school linked Educational Psychologist) Remit to act as a school group working towards a wellbeing award to enable the best for the staff and pupils in terms of wellbeing.