

The Full Governing Body meets twice each term.

Specific duties are delegated to three sub-committees which meet in the Autumn and Spring terms and occasionally, as required.

Individual governors will also meet with the Headteacher and other appropriate staff to carry out monitoring and support responsibilities.

## **Leadership and Management Committee**

**Membership:** head, chair, vice-chair and at least 2 other governors

**Quorum:** 3

**Meetings:** Autumn and Spring terms and occasionally

### **Terms of Reference:**

1. Work with the Headteacher and School Improvement Partner to carry out statutory duties with regard to school self-evaluation, improvement and inspection
2. Oversee the school development plan's formation, implementation and evaluation
3. assist in the process of developing policies
4. Oversee the school's Performance Management programme and work with the School Improvement Partner to carry out the Headteacher's annual Performance Review
5. Assist in the process of budget setting
6. monitor and evaluate actual spending
7. Ensure the policies and practices as described in the school's policy for the Delegation of Financial Management are consistently applied
8. Ensure that the school achieves value for money by applying the principles of Best Value (comparison, challenge, consultation and competition)

In the event of a complaint being made or a disciplinary hearing being required, the chair of governors (or occasionally the vice-chair) will convene a panel of up to 3 governors. Any appeals panel will be drawn from amongst the remaining governors – staff members should not sit on any complaints, grievance, discipline or appeals panel.

**Meetings:** as required

### **Purpose:**

1. to hear and consider any formal complaint reaching stage 3 of the school's complaints policy
2. a. to consider and make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with LEA procedures
- b. to consider and decide on any appeals against the decision of the first committee, in accordance with LEA procedures

## **Achievement, Teaching and Learning Committee**

**Membership:** head chair or vice-chair and at least 3 other governors  
plus any non-voting associate governors the governing body may wish to appoint

**Quorum:** 3 governors

### **Terms of Reference:**

1. Oversee and advise on the school's curriculum, being aware of statutory National Curriculum obligations and relevant Cornwall curriculum statements
2. Oversee and advise on the policy and provision for Religious Education
3. Oversee and advise on the policy and provision for collective worship
4. Oversee and advise on the policy and provision for sex education
5. Ensure that the requirements of children with special needs are met
6. Review school performance and assessment
7. Support the School Council, providing advice and guidance
8. Promote good relationships with parents through a Parents Forum and School Profile
9. Oversee staff well-being and the school's performance management
10. Promote good relationships with the community, local business and industry
11. Maintain the school's profile through local media

## **Behaviour and Safety Committee**

**Membership:** head, chair or vice-chair and at least 3 other governors  
plus any non-voting associate governors the governing body may wish to appoint

### **Terms of Reference**

1. Monitor the school's behaviour policy and practice
2. Ensure the health and safety of all school members, contractors and visitors with attention to the Health and Safety at Work Act 1974 and the Local Authority's policies
3. Monitor registration and attendance procedures
4. Inspect annually the premises and grounds to provide support and advise on school site development and maintenance
5. Ensure all necessary liaison with surveyors, advisers and contractors, monitoring maintenance and improvement project services
6. Oversee and monitor the quality of all sites related services
7. Oversee and monitor the use condition and replacement of equipment
8. Oversee school security
9. Oversee and monitor the school's lettings and charges policy
10. Oversee and monitor the development of the Healthy School programme
11. Oversee and monitor the Sustainable Travel plan
12. Ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990