

name	category	responsibilities	Conflicting interest or membership of other gb	Start date and Term expiry date	Committee
Anne Mayne	Authority Appointed by the local authority	SEND Vice-chair of Standards/Curriculum and Pupil Wellbeing Committee	none	17.02.15- 16.02.19	Standards/Curriculum and Pupil Wellbeing Committee
Karen O'Neill	Co-opted Appointed by GB	Link training governor	none	28.01.14 29.01.18	Standards/Curriculum and Pupil Wellbeing Committee
Michael Foster	Co-opted Appointed by GB		none	30.01.15 - 31.01.19	Finance
Chris Cave	Co-opted Appointed by GB		none	16.11.16 – 15.11.20	Finance Pay, Personnel and Welfare committee
Gillian Bartle	Co-opted Appointed by GB		none	16.11.16 – 15.11.20	Standards/Curriculum and Pupil Wellbeing Premises/H+S Admissions
Miles Moseley	Co-opted Appointed by GB	Chair of Governors Vice-chair of finance committee Chair of Admissions	none	30.01.11 - 31.01.19	Standards/Curriculum and Pupil Wellbeing Finance Admissions Pay, Personnel and Welfare committee
Paul Shipton	Co-opted Appointed by GB	Chair of Pay, Personnel and Welfare committee	none	30.01.11 - 31.01.19	Finance Pay, Personnel and Welfare committee
Anita Holmes	Co-opted Appointed by GB	Chair of Standards/Curriculum and Pupil Wellbeing Committee	none	11.11.15 – 10.11.19	Standards/Curriculum and Pupil Wellbeing Committee

		Vice-Chair of Admissions Pupil premium governor			Admissions
Paul Estall	Co-opted Appointed by GB			08.02.17- 07.02.21	
Sean Frisbee	Parent Appointed by parents		none	16.11.16 – 15.11.20	Standards/Curriculum and Pupil Wellbeing Premises/H+S
Tayo Agoro	Parent Appointed by parents		none	01.01.17 – 31.12.20	Standards/Curriculum and Pupil Wellbeing Pay, Personnel and Welfare committee
Isobel Sullivan	Partnership governor appointed by GB	Vice-Chair of Governors Vice-chair of Premises/H+S	None	16.10.11 - 17.10.19	Finance Pay, Personnel and Welfare committee Premises/H+S Admissions
Peter Meacock	Partnership governor appointed by GB	Chair of Finance	None	31.01.15 01.02.19	Finance, Premises/H+S
Katherine Wadling	Staff Appointed by staff	Chair of Premises/H+S	None	11.05.12 12.05.17	Premises/H+S
Darren Smith	The Head Ex officio		Associate who works at FG Photography and Braiswick Photographic Co. Ltd Governor at Elmstead Primary School	January 2015 Ex officio	All committees

Bronya Patmore (Deputy Head)	Associate member Appointed by GB No voting rights		Husband is graphic designer	Ex officio	
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Former governors:

Natalie Summerson	Parent Appointed by parents		None	04.02.15 resigned 31.12.16	Admissions pay/personnel
Ben Sutton	Parent Appointed by parents		none	31.01.15 Resigned Sept 16	Premises/H+S admissions
Vicky Pavitt	Co-opted Appointed by GB		none	31.01.15 Resigned Sept 16	Curriculum Admissions
James Holmes	Co-opted Appointed by GB		none	30.01.11 - Resigned August 16	Curriculum Admissions
Sarah Prince	Co-opted Appointed by GB	Chair of curriculum Chair of admissions	none	30.01.11 Resigned Aug 16	Curriculum Admissions
Andy Eadie	Co-opted Appointed by GB	Chair of finance committee	Charity Trustee, Philip Morant School	30.01.11 Resigned 31.12.16	Finance Curriculum Pay and personnel

Comprising 8 members

The Committee shall consider all detailed matters related to the pupils' education and social wellbeing.

- The Committee shall monitor the activities relating to the assessment, ECHPs for children with special educational needs and review of the same.
- The Committee shall ensure that those responsibilities laid down under relevant Educational Acts relating to the conduct of the School and Curriculum are being met.
- The Committee shall monitor and assist in the administration of the following:
 - (a) to ensure that the school is meeting the requirements of the National Curriculum
 - (b) special needs in relation to education and welfare
 - (c) religious education, collective worship
 - (d) race equality
 - (e) pastoral care
 - (f) school meals
 - (g) educational visits
 - (h) school uniform
 - (i) school prospectus
 - (j) overall school organisation
 - (k) pupil disciplinary matters
 - (l) any other pupil related matters deemed appropriate
 - (m) freedom of information

Activities

The Committee is authorised to carry out the following duties:

- (a) to ensure the school is meeting the requirements of the National Curriculum
- (b) to agree in consultation with the Headteacher, floor standards for the achievement of pupils at Key Stage 2.
- (c) to review when appropriate and make recommendations to the Governing Body on:
 - the schools' curriculum statement
 - the provision for religious education and collective worship
 - race equality policy
 - the sex education policy

- the assessments arrangements for pupils at the end of each Key Stage
- reporting arrangements to parents
- to consult with the Headteacher, staff , parents, the community and relevant bodies as appropriate in order to maintain an oversight and review of the above.
- to assist in the production and review of the school development plan if appropriate
- the deal with any matters that may be referred to the Committee by the Full Governing Body

Finance committee Chair: Peter Meacock
Comprising 7 members plus the School Business Manager

To review annually the Terms of Reference of the Finance Committee.

To ensure the Register of Business Interests is kept up to date.

To recommend to the Full Governing Body approval of the annual budget plan and cash flow forecasts for the forthcoming financial year in accordance with the timescales dictated by the Essex Scheme for Financing Schools.

To determine the school's financial priorities through the School Development Plan (SDP) and the Asset Management Plan (AMP).

To receive monthly management reports to facilitate the monitoring of the school's actual financial performance compared with budgeted priorities and cash flow, and to take remedial action as necessary. Such action will be reported to the Governing Body. In all cases liaison must be maintained with other appropriate committees.

To review and monitor budget projections / medium term financial plans to ensure the school's budget is realistic and any financial decisions are sustainable.

To review annually the school's Financial Regulations and Scheme of Delegation.

To monitor all spending and income received in the school i.e. Local Authority (LA) Delegated /Devolved Budgets and School Private Fund(s).

To ensure that funding from the LA and other sources is used only in accordance with any conditions attached.

To ensure the school has appropriate internal financial controls in place.

To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Schools Financial Value Standard (SFVS).

To ensure the school adheres to the policies and procedures as specified by the Department for Education and its Schools Financial Value Standard (SFVS).

To receive and comment on the content of any audit report relating to LA funding, and to monitor the implementation of the agreed action plan.

To annually review all on going contracts (Including Local Authority Contracts).

To review the various leasing agreement schemes and options available to the school.

To award contracts by tender up to a specified limit.

To make decisions on requests from other committees that will have an impact on the school's financial position.

To agree and determine appropriate charges for lettings of the premises, in line with the school's lettings policy.

To make decisions on expenditure within the Committee's delegated powers.

To make decisions on virements within agreed budgets, within the Committee's delegated powers, and authorising any budgetary adjustments made.

To advise the Governing Body on the appropriateness, or otherwise, of virements to be made outside of the Committee's delegated powers.

To review appropriate financial benchmarking data, in order to compare the schools financial performance with other similar schools.

To annually review and appoint the auditor to the School Fund

To receive and approve the annual audited accounts of the School Fund.

**Premises/Health + Safety committee Chair: Kate Wadling
Comprising 6 members plus the Site Manager and School Business Manager**

- The Committee shall have an oversight of the Asset Management Plan (AMP),
- The Committee shall monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
- The Committee shall ensure that there are no shortfalls in the minimum standards laid down, particularly, relating the Health & Safety Regulations.

- The Committee shall administer applications for hire of premises.
- The Committee shall ensure that the character of the school's building is retained.
- The Committee shall appoint architects, building, ground maintenance teams, surveyors etc according to the established procedures laid down by school Governors and monitor all aspects of their work.
- The Committee shall monitor and approve appropriate expenditure relating to grants etc.
- The Committee shall monitor aspects of improvement and requirements for the smooth running of the school, in relation to the premises, to the full Governors.
- The Committee shall make recommendations to the Finance Committee on the needs and requirements of the premises.
- The Committee shall receive reports from the Site Manager and the Health & Safety Manager of the school and to delegate powers for the day to day matters to the Headteacher.

Pay, Personnel and Welfare committee Chair: Paul Shipman

Comprising 6 members

To determine the Pay Policy for the school.

To advise the governing body/finance committee on current and future pay level.

To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group.

To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.

To approve applications to be paid on the Upper Pay Range.

To approve annual pay progression for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.

To determine the application of national inflationary increases as required.

To monitor and report to the full governing body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

Terms of Reference – Personnel

To draft and keep under review the staffing structure in consultation with the headteacher and the Finance Committee

To approve procedure for recruitment and appointment of staff

To consider applications from staff for secondments or leave of absence

To oversee the process leading to staff reductions

To follow established procedure when advertising, selecting and appointing new members of staff

To make recommendations on personnel related expenditure to the Finance Committee

To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

To draft and recommend for adoption, the procedures for dealing with discipline and grievances

To establish and review a Performance Management policy for all staff

Admissions committee Chair: Miles Moseley

Comprising 5 members

- to discharge the functions conferred on it by relevant Education Acts and Regulations;
- to determine and review the admissions policy for the school;
- to ensure all applications are ranked in accordance with the current determined admissions policy;
- to ensure the school continues to serve the needs of the whole community and complies with the School Admissions Code.

