



ZETLAND PRIMARY SCHOOL COMMITTEE / WORKING PARTY STRUCTURE

Last Reviewed: 22 March 2022

Local Governing Body Composition:

The Local Governing Body will be made up of a maximum of 13 Governors in the following categories

- Up to nine Governors appointed by the Directors (Trustees)
 - At least one staff representative, including the Head Teacher
 - The option of at least one executive director
 - At least two parents or carers of students in the school
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- The number in each category will be determined on an individual academy basis with the exception of the parent/carer Governors which must remain at a minimum of two.
 - The number of Governors on the Local Governing Body who are employed by or otherwise receiving any direct or indirect financial benefit from the Company (including the Executive director) must not exceed one third of the total number of persons on the Local Governing Body.
 - Full composition detail can be found in “Ironstone Academy Trust Scheme of Delegation and Governance Handbook”

Terms of Reference

See Document “Ironstone Academy Trust Scheme of Delegation and Governance Handbook”

FINANCE AND GENERAL PURPOSES WORKING PARTY

Membership: All governors are invited to attend

Remit: The working party has no decision making authority. The working party: monitors academy expenditure; reviews audit findings; monitor risks; monitor pupil premium funding to ensure it is used to raise achievement of disadvantaged pupils; monitor staffing levels; monitor health and safety and the buildings. Any recommendations must be sent to the local governing body or board of trustees (depending on the decision). The working party must act in accordance with the Governance Handbook and Scheme of Delegation.

CURRICULUM AND STANDARDS WORKING PARTY

Membership: All governors are invited to attend

Remit: The working party has no decision making authority. The working party: monitors the impact of the curriculum; monitors the quality of teaching; monitor student progress against targets; monitors data and standards; monitor the behaviour policy and behaviour of pupils. The working party must act in accordance with the Governance Handbook and Scheme of Delegation.

COMPLAINTS COMMITTEE

Membership: Three governors to be selected by the Chair of governors (excluding any governors paid to work at the school and any previously involved with the complaint). An independent governor from another school is required to sit on the panel.

Quorum: 3

Remit: To consider, investigate and hear complaints as necessary.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors to be selected by the Chair of governors (excluding any governors paid to work at the school and any previously involved with the student)

Quorum: 3

Remit: To review the use of exclusion in the school, including considering the views of the parent of an excluded pupil, in the following circumstances:

- All permanent exclusions
- All fixed term exclusions of more than 15 days in a term or where a pupil would miss the opportunity to take a public exam
- Exclusions between 6-14 days only where the parent requests a meeting to review the exclusion
- In the case of exclusions of 5 days or less a meeting does not have to be held but the governing body should consider representations from parents.

STAFF DISCIPLINE AND GRIEVANCE COMMITTEE

Membership: Three Governors to be selected by the Chair of Governors (excluding any governors paid to work at the school)

Quorum: 3

Remit:

- The Staff Discipline and Grievance Committee will hear any complaint about performance management or any other grievance brought by a staff member. This means the committee must have people different from those named on the PM committee.
- General discipline or grievance matters will be investigated by the Headteacher in the first instance. If a satisfactory outcome is not reached, the Chair of Governors will investigate and attempt to resolve the issue.
- If the issue remains unresolved, the matter will revert to the Staff Discipline and Grievance Committee.

STAFF APPEALS COMMITTEE

Membership: Three Governors to be selected by the Chair of Governors (excluding any governors paid to work at the school and any Governors who served on the Hearing Committee for the case in question).

Quorum: 3

Remit:

To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures.
- Appeals against pay decisions, in accordance with Ironstone Academy Trust's Pay Policy.
- Appeals under performance management procedures. (Performance Management appeals are dealt with under the grievance procedure).

PERFORMANCE MANAGEMENT COMMITTEE

Membership: Beth McGlasson, Clemmie Mamoulides, Jamie Douglas and Sheila Leng

Quorum: 2

RESERVES Any governor to be called upon by the Chair if required, excluding governors paid to work at the school.

Remit:

- To monitor the implementation of the Performance Management (Appraisal) Policy
- To conduct the head teacher's performance review and set performance objectives with support from an external adviser and review progress against the objectives during the year.

PAY REVIEW COMMITTEE

Membership: Beth McGlasson, Clemmie Mamoulides, Jamie Douglas and Sheila Leng

RESERVES: Any governor to be called upon by the Chair if required, excluding governors paid to work at the school.

Quorum: 3

Remit: To implement the Ironstone Academy Trust Pay policy for all staff (teaching and non-teaching)

Zetland Designated Governors

Child Protection Safeguarding/ Children in Our Care	Beth McGlasson
EYFS	Peter Robinson and Clemmie Mamoulides
Key Stage 1	Kerry Daniels, Amy Sands and Daphne Skjelhaug
Year 3 and 4	Beth McGlasson and Andrea Dixon
Year 5 and 6	Jamie Douglas and Sheila Leng
Performance Management	Beth McGlasson, Clemmie Mamoulides, Jamie Douglas and Sheila Leng
Website Compliance	Miriam Fellows Jamie Douglas
Pupil Premium, Children in Our Care	Sheila Leng and Daphne Skjelhaug
SEND	Beth McGlasson
Compliance	

New Categories – 2022

Sports Premium	Jamie Douglas
Health and Safety	Beth McGlasson
Careers Guidance	Jamie Douglas
Wellbeing	Andrea Dixon, Beth McGlasson and Sheila Leng
Local Governors Association (LGA) Representative	Vacancy