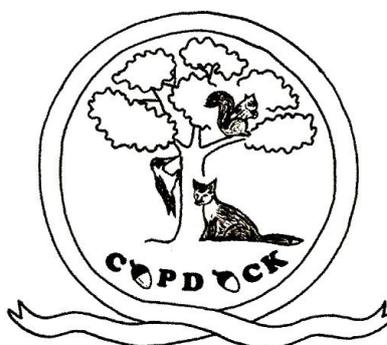


Partnership of Bentley and Copdock Primary Schools



**Governing Board and Committee
Structure
September 2020**

Our Vision

The governing Board of Bentley CEVC and Copdock Primary Schools share a vision for the children of our schools...

to become '*confident individuals, successful learners and responsible citizens*

who are well equipped for future life, whatever that may hold'

knowing that God is with us always (Matthew 28:20)

Within our partnership, the Governing Board aims to develop and enhance our provision by:

Identifying the strength and characteristics of our schools, sharing and developing good practice from which we may all learn and looking to support further developments and opportunities for those within our school communities.

Exploring how to maintain and develop the ethos within our schools ensuring the focus is based on the spiritual and personal wellbeing of the pupils and all those who contribute to the learning that takes place.

Identifying areas of the curriculum that could be developed and engage in joint curriculum work.

Identifying opportunities to exchange and share good work practices to ensure quality learning opportunities for the children.

Building on existing provisions within each school whilst developing the partnership between both schools for the educational future of the pupils and their families, the professional development of staff and to ensure inclusion and commitment of the local community.

Working together in order to support and share issues and circumstances that will enable staff at all levels to develop and apply their professional skills and expertise.

The Roles of Chairs and Clerks

The Role of the Chair of the Governing Board

- To ensure the business of the Governing Board is conducted properly, in accordance with legal and Suffolk County Council delegation requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Governing Board acts as a sounding board to the Headteacher and provides strategic direction

Disqualification – the Headteacher, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Governing Board

- To work effectively with the Chair of Governors, the other Governors and the Headteacher to support the Governing Board.
- To advise the Governing Board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the Governing Board.
- To attend meetings of the Governing Board and ensure minutes are taken.
- To maintain a register of members of the Governing Board and report vacancies to the Governing Board.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Governing Board from time to time.

Disqualification – Governors, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

Disqualification – none

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters.
- To convene meetings of the Committee.
- To attend meetings of the Committee and ensure minutes are taken.
- To perform such other functions with respect to the Committee as may be determined by the Governing Board from time to time.

Disqualification – the Headteacher

Meetings

Full Governing Board Meetings

These should not be extended meetings but enable governors to share the work of the committees and discuss the headteacher's report, enabling all governors to maintain an overview of the schools' progress. There should also be the opportunity to discuss the vision and future development of the partnership.

Key items for discussion should include:

Headteacher's Report: This is an important focus of the full Governing Board meeting. Following the model already developed, it should enable all governors to maintain an overview of both the quality of teaching and the quality of learning in the school and will form the main discussion of the meeting. Achievement and celebration should also be shared.

Schools/Partnership Development Plan: Progress of the Partnership Development Plan can be monitored.

Committee Reports Each committee should give a brief report of progress. (The minutes will be available to all on the school websites.)

County issues: Discussion of those issues not delegated to committees.

Governor visits: Receive an update on visits and monitoring undertaken by governors. (A full report will be available on the website)

Questionnaires

In order to evaluate aspects of the school and highlight strengths and weaknesses, annual questionnaires for pupils, parents and staff are conducted. A separate governors' questionnaire can also give the chance for the self-evaluation to be monitored. Considerable time in collation and analysis can be achieved by conducting these electronically.

Governor Induction/Training

To help new governors settle into the structure, an induction pack explaining the two schools, the partnership and the Governing Board structure has been produced. All new governors are urged to complete the "How Do I Start?" training. A "buddy/mentor" system is also used as a helpful way of settling into a larger structure. Regular training for individual governors and as a whole governing will be planned as appropriate.

Committees

To improve delegation and reduce individual commitment, the committee structure is essential. The committees are co-ordinated and responsibilities timetabled throughout the year. Apart from chairs, governors should not be expected to sit on more than one standing committee. This structure should ensure:

- Delegation of issues to appropriate committees.
- A reduction in duplication of discussions, particularly repeating those held in committee, at full governors' meetings.
- Discussions of issues become easier in smaller groups.
- Governors are able to specialise and develop expertise in an area of school governance.
- All aspects of the governors' responsibilities are scheduled to be considered each year.

Chairing and clerking meetings

Governing Board and committee meetings will be hosted by alternate partner schools each half term. Whole Governing Board meetings will be clerked independently by a Local Authority clerk.

All minutes will be available on Governorhub.

Other committees will meet as required.

The Committee Structure

Committee	Principal Terms of Reference	Meetings	Membership (Quorum)
Full Governing Board Learning and Achievement	Maintains overall responsibility. Plans vision and development of the schools and the partnership. All matters of children's learning, progress, attainment, assessment and resourcing.	Half termly Termly	14 (7)
Steering	Maintain strategic overview and delegate tasks to committees.	Half termly	Chair, Vice Chair, Head, Committee Chairs (F & P, P & C, E) (3)
Delegation of Responsibility to Individuals	Monitor a particular responsibility delegated by the Governing Board and report back.	Report as agreed by Governing Board	Individual
Finance and Premises	Set and monitor budget. Oversee premises, grounds and health and safety issues.	Half termly	5(3)
Personnel and Communication	All matters relating to the staffing structure, quality of teaching and communication with parents and the wider community. Promoting our schools.	Half termly	5 (3)
Hearings	Determine issues from the Governing Board's personnel or complaint procedures.	As required	4 (3)
Appeals	Consider any appeal against the decision of the Hearings Committee including dismissal and redundancy.	As required	4 (3)
Pupil Discipline	Consider representations from parents on exclusions and monitor school behaviour and discipline and the associated policy.	As required	4 (3)
Headteacher's Performance and Review	Review and set performance management targets at the start of the year. Review mid-year.	Autumn 2 Spring 2	3 (2)

The Governing Board

The Governing Board needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Governing Board has discretion
- To draw up the instrument of government and any amendments thereafter*
- To recruit new members as vacancies arise and to appoint new governors* where appropriate
- To hold at least three Governing Board meetings a year*
- To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Clerk to the Governing Board*
- To establish the committees of the Governing Board and their terms of reference*
- To appoint the Chair of any committee (if not delegated to the committee itself)
- To appoint or remove a Clerk to each committee*
- To suspend a governor*
- To decide which functions of the Governing Board will be delegated to committees, groups and individuals*
- To review the delegation arrangements annually* (links to SFVS evidence 3)
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Board is necessary*
- To set up a Register of Governors' Business Interests
- To review and monitor the Summary School Self Evaluation Form annually
- To formally approve and adopt the School Development Plan (links to SFVS evidence 29)
- To review and formally approve the Governing Board Decision Planner on an annual basis (links to SFVS evidence 1)

****these matters cannot be delegated to either a committee or an individual***

Membership of Governing Bodies

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Governor	
Louise Amphlett Lewis	Associate
Jo Austin	Headteacher
Liz Collyer	Parent
Heidi Cross	Teaching staff
Jane Day	Foundation
Peter Drew	Co-opted
Diane Hance	Co-opted
Simon Hurst - CHAIR	Co-opted
Dennis Kell - VICE CHAIR	Co-opted
Wayne McIntosh	LA
Don Mehen	Foundation*(sub)
Louise Moxon	Parent
Laurie Page	Co-opted
Rachael Rudge	Associate
vacancy	Co-opted
vacancy	Co-opted

Steering Committee

Terms of reference:

- To propose the schedule of work and calendar of meetings for the Governing Board and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To meet before each WGB meeting to coordinate the work of the Governing Board and its committees for that term and beyond
- To monitor the progress of work being undertaken by committees and individuals
- To adopt and keep under review the Critical Incident policy and procedures, Home School Agreement, Pecuniary Interests Policy and Policy for Class Visits/Governor Visits to the school
- To adopt and keep under review the Publication of Equality Information and objectives (information to be published on website on annual basis)
- To suggest changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Board and its sub committees
- To oversee arrangements for Governor involvement in formulating and monitoring the School Development/Improvement Plan
- To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To review and formally approve the policy for Pecuniary Interests (links to SFVS evidence)
- To act as a forum for discussion of general issues and innovative practices
- To review and monitor the Summary School Self Evaluation Form annually
- To review and monitor overall progress with the School Development Plan on a termly basis
- To consider training requirements on a regular basis to include whole Governing Board and individual governor training (links to SFVS evidence 24)
- To oversee the arrangements for the induction of new governors to include an induction pack and procedures (links to SFVS evidence 7)

- To monitor the review process for all school policies.
- Any additional items delegated by the Governing Board.

Membership

This committee has an important strategic and co-ordinating role that will add greatly to the effectiveness of the work of the Governing Board as a whole. The terms of reference give an indication of this broader perspective

Steering Committee	
Governor	
J. Austin	Headteacher
S. Hurst (Chair)	Chair of Governors
L.Moxon	Chair of Finance and Premises Committee
D. Kell	Vice Chair/Named Safeguarding Governor
Peter Drew	Chair of Personnel and Communications Committee
Don Mehen	Chair of Ethos

Schedule	
Autumn 1 Terms of reference Delegation of issues/actions to committees Decision Planner Set dates for year Review of Pecuniary Interests Governor skills audit Discuss Gov visits for term linked to SDP	Autumn 2 Delegation of issues/actions to committees Analyse Governor skills audit Governor training issues Partnership development plan Report back on visits from committees
Spring 1 Delegation of issues/actions to committees Critical Incident plan Discuss Pupil and Parent Questionnaires — general provision Discuss Gov visits for term linked to SDP	Spring 2 Delegation of issues/actions to committees Review of staffing structure document Priorities overview Report back on visits from committees Review equality information
Summer 1 Delegation of issues/actions to committees SEF:- Leadership + governance Leadership of teaching and learning Important actions for the school Capacity for improvement Policy review—Governor visits, behaviour Discuss Gov visits for term linked to SDP	Summer 2 Delegation of issues/actions to committees Federation Promotion Review Home-school agreement Grade All Sections of SEF Report back on visits from committees Create Governor review questionnaire

Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the

following terms of reference.

Terms of reference:

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To monitor progress of the School Development Plan when linked to a specific subject / area of delegation e.g. literacy, numeracy
- To regularly report to the Governing Board, or the most appropriate committee, on developments and progress within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Governing Board
- To attend training as appropriate
- Any additional items which individual governing bodies may wish to include

Disqualification

The following functions CANNOT be delegated to an individual:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Delegation of Responsibility to Individuals

Governor	Class	Individual Responsibility	Reporting to:
Joanne Austin			
Heidi Cross			
Rachael Rudge (Assoc)		Ethos	WGB
Louise Amphlett Lewis (Assoc)	Foxes	AG&T / SEND/CLA	P+C committee WGB
Wayne McIntosh (LA)	Foxes	PE	F+P committee
Louise Moxon	Squirrels	Community links Link Governor	F+P committee
Simon Hurst	Squirrels	H & S	Steering + F+P committee
Peter Drew	Hedgehogs	School meals	Steering + WGB
Laurie Page	Hedgehogs		F+P committee
Dennis Kell	Wolves	Educational Visits School Council Safeguarding	P+C committee Steering + WGB
	Wolves		P+C committee
Don Mehen	Adders	Ethos	L+A committee (WGB)
Jane Day	Adders	Ethos	L+A
Liz Collyer	Woodpeckers	Governor Newsletter	P+C committee + WGB
Diane Hance	Woodpeckers		L+A Committee (WGB)

Finance and Premises Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year for approval by WGB, carry out revisions and monitor the budget (half termly) (links to SFVS evidence 22)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans - links to SFVS evidence 9)
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board (links to SFVS evidence 10)
- To review the Outturn Report and report any significant variances from the original budget to the Governing Board (links to SFVS evidence 13)
- To receive and review the Cash-flow report prior to presentation to the Governing Board on a minimum of an annual basis (links to SFVS evidence 39)
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable (links to SFVS evidence 43)
- To take a recommendation to the Governing Board for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (links to SFVS evidence 18/19)
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS links to SFVS evidence 30)
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To review and approve the charges and remissions policies and expenses policies and best value statement (links to SFVS evidence 27/33/34)
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To be responsible, in conjunction with the Personnel Committee, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing Board annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
- To review and agree policies relating to Finance as delegated by the Governing Board (please list) e.g. Finance Policy, Record of Financial Responsibility (links to SFVS evidence 2/30)
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (links to SFVS evidence 11)
- To complete the self-evaluation of Governing Board competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (links to SFVS evidence 23)
- To review benchmarking data on an annual basis (links to SFVS evidence 31/32)
- To prepare the Governing Board Value for Money Health Check documentation for approval by the Governing Board (links to SFVS evidence 35)

Continued./

Finance and Premises Committee (Continued)

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises links to SFVS evidence 14/17)
- To oversee arrangements for repairs and maintenance (links to SFVS evidence 14/17)
- To make recommendations on premises-related expenditure (links to SFVS evidence 14)
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing Board policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
- To review and agree policies relating to Premises, Health and Safety as delegated (please list)
- Any additional items delegated by the Governing Board.

Membership

Finance and Premises Committee	
Governor	
J. Austin*	
S. Hurst	
Wayne McIntosh	
Louise Moxon (Chair)	
Laurie Page	

Schedule

<p>Autumn 1 'Terms of Reference' Monitoring the budget. Review Strategic Plan/Medium Term Plan Review SIC New SDP / BDP Health & Safety Bentley — termly review feedback Pay recommendations Policy review—finance, RoFR, Best Value, Procurement Policy Draft Governor monitoring plan for term</p>	<p>Autumn 2 Monitoring the budget. Budget Revision Review of SFVS -November SDP review Monitoring of internal control — Copdock Health & Safety Copdock —termly review feedback Policy review—finance, RoFR Review monitoring plan</p>
<p>Spring 1 Monitoring the budget. Benchmarking+ review Best Value Health & Safety Bentley termly check Review Strategic Plan/Medium Term Plan Policy review— Draft Governor monitoring plan for term</p>	<p>Spring 2 Set budget. SDP review Health & Safety Copdock termly check Review monitoring plan</p>
<p>Summer 1 Monitoring the budget. Monitoring of internal control (Bentley) Risk assessments Health & Safety Bentley + Copdock Annual check Outturn Set Strategic Plan Draft Governor monitoring plan for term</p>	<p>Summer 2 Monitoring the budget. Evaluation of SDP Policy review—Charges + remissions, Governor expenses, H+S, Fire Safety Governor Skills matrix Review monitoring plan</p>

Learning and Achievement – undertaken by WGB

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan to ensure targets are met.
- To review anonymised SATs data, Raiseonline information and FFT data if appropriate. To consider pupil progress and how the school is targeting areas of underperformance
- To discuss (using anonymised data), set and publish targets for pupil performance
- Monitor the impact of Pupil Premium funding
- Monitor that the requirements of pupils in vulnerable groups are met
- To consider and advise the Governing Board on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy
- To review the school's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Board
- To oversee arrangements for individual governors to take a leading role in specific areas of provision as identified in committee delegation, Appendix 2.
- To receive regular reports from them and advise the Governing Board.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- To monitor risk assessments for educational visits and curriculum areas
- To review and agree policies for the curriculum as delegated by the Governing Board Sex and Relationships, anti-bullying, Educational vsits, assessment and marking
- To decide on the provision for Sex Education
- Any additional items delegated by the Governing Board.

Schedule – items for the first half term will be included in the WGB agenda as part of the business meeting for follow up and sign off in second half term SDP focus.

Autumn 1 Terms of Reference Target Setting SATs reports + summer data New SDP foci Draft Governor monitoring plan for term	Autumn 2 SDP review —NC implementation SEF 1 Achievement Policy review—anti-bullying Safeguarding update and attendance Review monitoring plan
Spring 1 Autumn tracking assessments Policy review—Educational Visits + monitoring Impact of pupil premium spend Raise Online Draft Governor monitoring plan for term	Spring 2 SEF Behaviour and SMSC SDP review Safeguarding update and attendance Review monitoring plan
Summer 1 Spring tracking assessments Policy review—Sex and relationships, Draft Governor monitoring plan for term	Summer 2 Evaluation of SDP Policy review—Assessment + feedback, Curriculum, Equality Safeguarding update and attendance Review monitoring plan

Ethos Committee

With particular reference to Bentley CEVC School, this committee will support the school in maintaining and developing its Christian ethos.

The Ethos committee will promote the key features of church school distinctiveness as outlined by Dearing (The Way Ahead 2001)

- *The Headteacher committed to the Christian character of the school*
- *Collective Worship with distinctive Christian elements every day*
- *Excellence in Religious Education and that it commands at least 5% of curriculum time*
- *Observance of Christian festivals and the seasons of the Church year*
- *Active and affirming relationships with local churches*
- *Proclamation of the school as a church school*

The Ethos committee will also take account of the recommendations of the Chadwick Review (The Church School of the Future 2012) with regard to church schools

- *The recruitment of Christian teachers and headteachers*
- *Strategies for the improvement of teaching and learning in religious education, particularly the teaching of Christianity (see Religious Education Statement of Entitlement, National Society 2012)*
- *The development of a Church school curriculum that includes implications for pedagogy,*
- *curriculum content and school organisation*
- *Attention to a study being carried out to establish 'well-being' indicators*
- *Embedding and expressing distinctively Christian values*

Terms of Reference

1. *To ensure that all school leaders contribute to sustaining, developing and nurturing the school's Christian ethos.*
2. *To ensure that the Religious Education and Collective Worship policies contribute to an institution in which the Christian faith is manifested through every aspect of school life.*
3. *To ensure the school develops a corporate life which attempts to glorify God in developing the full human potential of each person - whether pupil, member of staff, parent or governor.*
4. *To ensure that Christian principles are embedded in the policies and day to day life of the school.*
5. *To regularly monitor and review the school's self-evaluation as a Church school, ensuring that self-evaluation is ongoing, contributes to school improvement and ensures good preparation for a SIAMS inspection.*
6. *To ensure the school, through its distinctive Christian character, meets the needs of all learners.*
7. *To ensure that the importance of Religious Education is demonstrated in the school.*
8. *To ensure learning and teaching in Religious Education is effective and progress of pupils' learning is assessed.*
9. *To ensure Collective Worship inspires and enhances the spiritual development of pupils and staff, of all faiths or of none.*
10. *To ensure school leaders and governors focus on and use Christian values to promote a distinctive Christian vision for the school.*
11. *To ensure effective partnership between the school, the church and the wider community, including parents.*

Membership

Ethos Committee	
Governor	
D. Mehen	
Jane Day	
Rachael Rudge	
Joanne Austin*	
Simon Hurst *	

Schedule

Autumn 1 Terms of reference Action Plan Parent questionnaire	Autumn 2 Review action plan Review website RE end of year assessments
Spring 1 Review action plan Review monitoring including Collective Worship Review Collective Worship Policy	Spring 2 Review action plan Review website Review RE Policy
Summer 1 Review action plan Review SEF RE Book Scrutiny	Summer 2 Review action plan Review SEF

Personnel and Communications Committee

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan to ensure targets are met.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (links to SFVS evidence 26)
- To have a governor as part of the recruitment panel for teaching staff.
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (links to SFVS evidence 21)
- To approve and review an appraisal policy for all staff
- To review job descriptions for staff as appropriate and recommended by the headteacher (links to SFVS evidence 4)
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff
- To be responsible for the ending of a suspension for staff
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- To produce, collate and report questionnaires for parents, staff and pupils
- To prepare and publish the school prospectus
- To promote the school and partnership
- To produce a termly Governor Newsletter
- To ensure all documents required under statutory regulation are published on the school's website
- Any additional items delegated by the Governing Board.

Membership

Personnel and Communications Committee	
Governor	
J. Austin*	
Louise Amphlett-Lewis	
Liz Collyer	
Peter Drew (chair)	
Diane Hance	
D. Kell	

Schedule

<p>Autumn 1 'Terms of Reference' New SDP Policy review — Appraisal monitoring, pay policy + pay review, job descriptions Capability, Disciplinary, Grievance in line with SCC review Draft Governor monitoring plan for term</p> <p>Safeguarding actions - induction and training records, safeguarding updates delivered, SCR updates, policy</p>	<p>Autumn 2 SEF: Quality of Teaching Report Content for school news – celebrating schools SDP review Review website Review monitoring plan Policy – SEND, Teaching and Learning, Assessment</p> <p>Safeguarding actions - attendance data, behaviour incidents / safeguarding records submitted, recording procedures. SCR audit</p>
<p>Spring 1 Questionnaires—linked to partnership (Parental, Pupil and Staff) Safeguarding toolkit + communication to parents Policy review – whistleblowing, pupil premium Review staffing structure staff well-being questionnaire Draft Governor monitoring plan for term Content for school news – celebrating schools Safeguarding actions - safeguarding toolkit and return to LA, review SCR, new staff joined? Children's training</p>	<p>Spring 2 Quality of Teaching Report Content for school news – celebrating schools SDP review Policy review – well-being, Absence, Harassment + bullying Review website Review monitoring plan</p> <p>Safeguarding actions - attendance data, behaviour incidents / safeguarding records submitted, recording procedures. prevent update</p>
<p>Summer 1 SEF: Engagement with parents—prospectus Staffing Structure Policy review— Data protection policy (2 yearly), FOI, GDPR, EY transition</p> <p>Draft Governor monitoring plan for term</p> <p>Safeguarding actions - Ed visits + visitors induction; risk assessments, audit actions, online safety</p>	<p>Summer 2 Quality of Teaching Report Content for school news – celebrating schools Evaluation of SDP Review prospectus + website Review monitoring plan Policy – safer recruitment, confidentiality</p> <p>Safeguarding actions with ADSL - attendance data, behaviour incidents / safeguarding records submitted, recording procedures.</p>

Hearings Committee

Terms of reference:

- To make any determination to dismiss any member of staff (unless delegated to the headteacher)
- To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action*
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Board's charging policy:
- Any additional items which individual Governing Bodies may wish to include

*cannot be delegated to an individual

Membership

Hearings Committee	
Governor	
Simon Hurst	
Liz Collyer	
Louise Moxon	
Wayne McIntosh	
Diane Hance	

Disqualification: The Headteacher
Any members of the Appeals Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

Appeals Committee

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- Any items which individual governing bodies may wish to include

*cannot be delegated to an individual

Membership

Appeals Committee	
Governor	
Louise Amphlett Lewis	
Laurie Page	
Don Mehen	
Dennis Kell	
Peter Drew	

No fewer members than the Hearings Committee

Disqualification: The Headteacher
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of Governors, due to probable prior knowledge, should not be a member)

Pupil Discipline Committee

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held within 50 school days after receiving notice of the exclusion)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent;
 - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- Any additional items which individual governing bodies may wish to include.

Membership

Pupil Discipline Committee	
Governor	
Governors will be selected as appropriate	

Minimum of 3

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification: The Headteacher*
Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

Headteacher's Performance Review Committee

Terms of reference:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- Additional items which individual Governing Bodies may wish to include

Membership

Headteacher's Performance Review Committee	
Governor	
D. Mehen	
S.Hurst	
L .Amphlett-Lewis	

2 or 3, but in Voluntary Controlled Schools, at least one of the members must be a Foundation Governor.

Disqualification: The Headteacher and Staff Governors

Appendix 1: Meeting Dates

Meeting dates for the school year should be prepared and distributed by the steering committee as close as possible to the start of the school year.

Committee	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Host school	Bentley	Copdock	Bentley	Copdock	Bentley	Copdock
Steering Louise(F+P), Peter (P+C), Don (Ethos) Chair, Vice, Jo	Wed 24-9-20	4-11	6-1	24-2	14-4	9-6
Finance and Premises Wed 9am Simon, Wayne, Louise, Laurie, Tracy C, Jo	Wed 7-10-20	25-11	20-1	10-3	28-4	30-6
Ethos Thurs 4pm Don, Jane, Rachael	Thurs 1-10-20	19-11	14-1	4-3	22-4	24-6
Personnel and Communication Thurs 6pm Louise, Dennis, Liz, Peter, Diane, Heidi, Jo,	Thurs 3-10	26-11	28-1	11-3	29-4	1-7
Whole Governing 7pm Body All Governors	21-10-20	10-12-20 L+A focus	3-2-21	17-3-21 L+A focus	12-5-21	14-7-21 L+A focus

Appendix 2: Committee Membership

Partnership of Bentley and Copdock Primary Schools										Governor Responsibilities				
Governor	Committee								Class	Individual Responsibility	Governor Category	Term ends	Personal and /or pecuniary interest	
	Steering	Ethos	F & P	P & C	Hearings	Appeals	Pupil Discipline	HT Performance & Review	Admissions					
Louise Amphlett-L										Foxes	AG & T / SEND	Associate	10.7.22	
J. Austin												Head		
vacancy												Co-opted		
Jane Day										Adders		Co-opted	31.5.24	
Laurie Page										Hedgehogs		Foundation	14.10.23	
Simon Hurst										Squirrels	H&S	Co-opted	31.08.22	
Dennis Kell										Wolves	Educational V Safeguarding Attendance	Co-opted	31.08.22	
vacancy										Wolves		Co-opted		
Don Mehen										Adders	Ethos	Foundation (Diocese)	31.08.22	
Louise Moxon										Squirrels	Community links	Parent	31-08-22	
Rachael Rudge												Associate	Associate	
Liz Collyer										Woodpeckers	Governor Newsletter	Parent	27.03.23	
Peter Drew										Hedgehogs		Co-opted	24.03.24	
Diane Hance										woodpeckers		Foundation	21.05.24	
Wayne McIntosh										Foxes	PE	LA	31.08.22	
Heidi Cross												Staff	31-08-22	

Governor Strategic planning

Autumn Term

Steering Committee - plan governor audit and review committee structures

WGB meeting 1 – complete review with all governors

- Role of governor visits to classes, lead an assembly
 - Committee structure
 - Review governor visits, feedback form
- P+C – plan annual parent questionnaire

Aut 2 2016 – general provision: consider use of parent view or survey monkey to complete

F+P – update asset management plan

L+A (WGB) – Data assessment / RAISE / SIS review to inform pupil focus for Spring term

- Discuss Leadership and Management from Ofsted framework, making links which could be included in governor visit reporting and SEF statements.
- Agree visits for next term – who will cover each focus area?

Spring Term

WGB Spr 1

L+A (all governors) – plan pupil review focus in spr 1:

Governors agree formal school visits in pairs so all classes are visited this term before WGB meeting in Spring 2. Focus could be curriculum observation, book scrutiny, and discussion with children about learning. Feedback on monitoring in Spr 2 WGB meeting.

P+C – staff review: well-being and any other items for review

F+P – update asset management plan

- budget setting

WGB Spr 2 – update on visits so far and any outstanding

Summer Term

Review progress and next steps

Steering – Governor action plan; where now and next

F+P - premises review and identification of asset management priorities for new budget

WGB Sum 1 – agree action plan for next year, follow up visits from Spring term

F+P – long term financial strategy

P+C – staffing structure

WGB Sum 2 - evidence for SEF from monitoring (all committees)

L+A – progress and achievement

Strengths and successes

- Strong, shared leadership and team work across federation
- Reflective team, committed to own professional development; 1 MaST teacher, 2 qualified SENCOs, 2 staff NPQSL qualified, 2 NPQH
- Effective and skilled support staff, including HLTA
- Engaging and creative curriculum
- Parental and community involvement is strong
- Pastoral care and support and SMSC is effective
- Shared responsibility / accountability for attainment and progress
- Flexible and creative approaches to addressing priorities
- Pupil independence and resilience
- Schools of choice – both at full capacity
- Resilient team despite many changes
- Pupil leadership and voice
- Copdock – Ofsted judged Outstanding July 2017
- Bentley – Ofsted judged Good December 2018
- SIAMS at Bentley should be outstanding at next visit

Early Years & Key Stage 1 attainment data 2019

EY GLD	Bentley 67% 3 chn	Copdock 77% 13 chn	National 71.8%
Y1 Phonics	90% 10 chn	75% 12 chn	81.9%

	Bentley 10 chn	Copdock 12 chn	National 2019
Reading			
ARE	78%	92%	74.9%
GD	33%	33%	25%
Writing			
ARE	78%	67%	69.2%
GD	11%	25%	14.8%
maths			
ARE	78%	83%	75.6%
GD	22%	33%	21.7%

Key Facts About School

Bentley

- Close links with church and community
- Good SMSC and enrichment activities
- Lots of inward mobility recently
- Higher % of boys in some year groups

Copdock

- Oversubscribed year on year
- Good community links
- Strong evidence of independence
- twice judged outstanding

Collectively

- mixed age classes due to small roll
- Staff expertise shared across federation and beyond
- Committed staff and governing Board
- Creative curriculum with active engagement
- Shared leadership and drive
- Active parental involvement
- Increasing challenges with SEND

Key Stage 2 attainment data 2019

	Bentley 8 chn	Copdock 10 chn	National 2019
Reading			
ARE	88%	100%	73%
GD	50%	40%	27
Progress score	109 (1.5)	106 (-0.1)	104
Writing			
ARE	88%	90%	78%
GD	60%	40%	20
Progress score	2.1	1	na
maths			
ARE	100%	100%	79%
GD	38%	50%	27
Progress score	107 (-0.5)	109 (2.1)	105
SPaG			
ARE	88	90	78
GD	63	60	36
score	111	109	106

Bentley CEVC & Copdock Primary Schools Partnership



Federated since September 2014

Headteacher: Mrs Joanne Austin 01473
310253 / 730337

admin@bentley.suffolk.sch.uk
[/admin@copdock.suffolk.sch.uk](mailto:admin@copdock.suffolk.sch.uk)

Chair of governors: Mr Dennis Kell 01473
730087

dennis.kell@copdock.suffolk.sch.uk

School Development Priorities

To sustain high levels of pupil achievement

- Continue to monitor levels of progress towards meeting end of year expectations for all children in all year groups
- EY attainment (GLD) and progress is inline or above national.
- KS1 / KS2 attainment in RWM is above national with scaled scores
- Writing progress is at good and high quality can be seen in application of key skills in all areas of the curriculum.

Teaching is consistently good and increasingly outstanding across federation

- use staff expertise to share good practice
- identify effective support and CPD to improve areas for development
- ensure regular monitoring triangulates evidence to inform judgements

Maintain creative approaches whilst driving progress for all children, giving real purpose to learning experiences. Further improve EY provision developing independence through an exciting environment and engaging opportunities.

Embed effective assessment practice across federation in line with national curriculum and expected standards.

Church SIAMS

- Increase the overtly Christian signage on the school's website.
- To develop prayer in the life of the school.
- To widen engagement in the monitoring and evaluation of CW.