



Wraybury Primary School

No Limits to Learning!

Committee Structure 2018/19





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Community and Pupil Welfare

Community

- To develop and maintain the involvement and relationship with all people in the local community and especially with our parents and carers within the school (the school bringing in)
- To maximise our profile within the local community and adjacent local areas (the school reaching out)
- To support the school in building on and maximising relationships with other schools.
- To collaborate effectively with the PTFA

Pupil Welfare

To ensure that the school delivers the best possible pupil welfare service and meets the needs of all pupils by:

- Liaising with the Headteacher and other members of the Senior management Team on matters relating to the physical and mental wellbeing of the pupils
- For the designated person and designated Safeguarding Governor to work effectively to ensure the safety of all children at all times.
- Ensuring that matters relating to pupil behaviour and the management of the Behaviour and Anti-Bullying Policy together with the SEN policy are managed effectively and with equality
- Reviewing and monitoring pupil welfare and support such as: work of the ELSA, attendance and welfare policies
- Discussing, reviewing and monitoring matters on the School Development Plan that refer to pupil welfare
- Ensuring the promotion of healthy lifestyles and monitoring health related issues including school food provision
- Monitoring the school catering services and School Food Policy
- To provide a named Governor responsible for Safeguarding and CLA
- To monitor and review policies and procedures relating to: Offsite Activities, Pupil Attendance, School Uniform, Equal Opportunities, Sex Education, Safeguarding and Child Protection, Dealing with racist incidents, The Home School Agreement, The School Travel Plan, Behaviour and Anti-Bullying Policy and the SEN Policy

Finance, Buildings and Lettings

Finance matters

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan linked to the School Self Evaluation Process (SEF) and the School Development Plan
- To ensure that the school satisfies the requirements of the Schools Financial Value Standard and review annually along with the Controls Assurance Statement
- To consider a budget position statement consistent with RBWM Consistent Financial Report (CFR) including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of RBWM and in accordance with Financial Management in Schools Standard (SFVS) and annual signing of the Best Value Statement
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and report termly to the Governing Body
- To annually review charges and remissions policies and finance policies in line with the requirements of SFVS
- To make decisions in respect of service agreements
- To make decisions on income and expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised in terms of funding
- Record and annually review a Register of Business interests for all Governors and senior staff as identified in SFVS.
- Liaise with Staffing Committee to review staffing structure prior to Performance Management Cycle - Identify possible areas of funding to support staffing structure and Performance Management.
- In the light of the Pay Committee's recommendation determine funding sources for pay recommendations
- To formulate and review the Pay Policy for teachers and the Pay and Benefits Policy for support staff.

Premises matters

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Staffing Committee, 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 body policy
- To establish and keep under review a Building Development Plan

To establish and keep under review an Accessibility plan



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Staffing Committee

Staff matters

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- 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
- To oversee and monitor CPD across the school

Teaching and Learning Committee

- To ensure statutory arrangements for statutory tests
- To consider and advise the governing body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEND, English, Maths. To receive regular reports from them and advise the Governing Body
- Monitoring Teaching and Learning elements of the SDP
- Monitoring of the Pupil Premium provision.
- To monitor progress and attainment within the school, being aware of how year groups, subjects and groups are performing