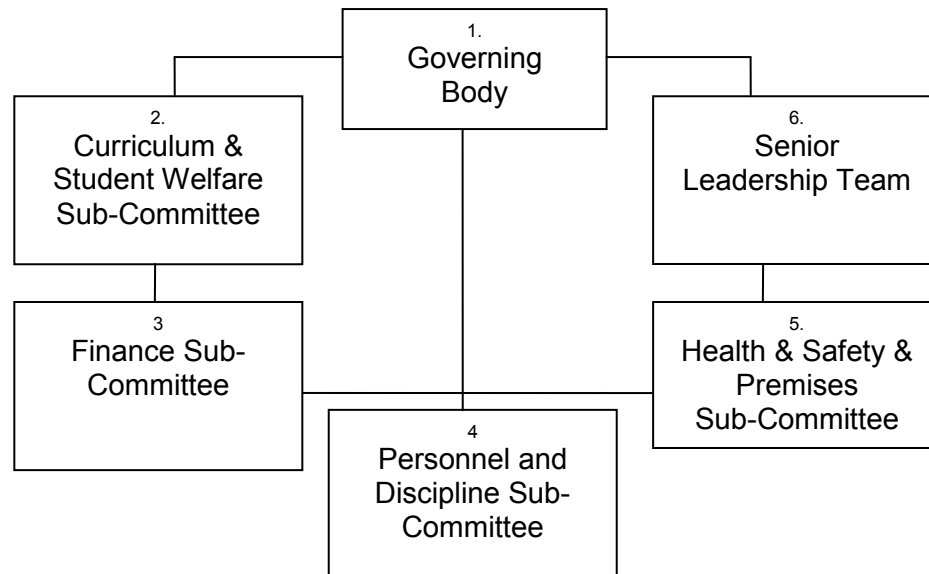


OAK BANK SCHOOL

GOVERNANCE 2018 / 2019



The approach described below is designed to achieve the objectives, strategies and time frames specified in the Oak Bank School Development Plan. The Governors believe that such progress will move the school from a 'good to an 'outstanding' performance level in the context of the Ofsted criteria.

Each group is described in terms of membership, frequency of meetings and the primary elements of its purpose.

1. Governing Body

Membership: - Peter Banwell (Community) (Chair)
Mike Rowland (Community) (Vice Chair)
Jacquie Jones (Parent)

Jan Redding (Community)
Sally Hall (Community)
Carol Tobin (Community)
Richard Johnson (Community)
Ian Summerfield (Community)
Peter Cohen (Executive Headteacher)
Rachael Freer (Staff)
Terri Smith (Staff)

N.B. All members of the Senior Leadership Team and a representative of Local Residents are invited to attend in a non voting capacity.

Meeting Frequency: - At least one per term.

Purpose: - The purpose of the Governing Body is to: -

- Assist shape the vision and direction of the school.
- Ensure that the school fulfils its statutory duties.
- Have a good understanding of the strengths and weaknesses of the school (SEF & SDP)
- Challenge and support the Senior Leadership Team.
- Provide clearly defined working procedures.
- Delegate appropriate lead roles and powers to its Sub Committees and the Senior Leadership Team.

2. Curriculum & Student Welfare Sub-Committee

Membership: - Governors:

School:

Meeting Frequency: - At least one per term.

Purpose: - The purpose of the Curriculum & Student Welfare Sub-Committee is to: -

- Oversee School's curriculum and monitor standards
 - Curricular policies
 - Curricular development planning
 - Implementation of National Curriculum
 - Review outcomes from Inspectors, examinations & Learning support
- Reporting to parents
- Admissions & timetabling
- Student welfare
- Foster links with local business, arts & sports organisations
- External & community relations

3. Finance Sub-Committee

Membership: - Governors:

School:

Meeting frequency: - At least one per term.

Purpose: - The purpose of the Finance Sub Committee is to: -

- Consideration and recommendations relating to Revenue Budget
- Monitor income, expenditure and cash flow
- Consider auditors reports and recommendations
- Consider lettings policies
- Consider policies: re charges to students and outstanding debts
- Consider Staff pay policy
- Review insurance arrangements including indemnity policy
- Ensuring delegated financial authorities are complied with
- Maintaining appropriate segregation of duties
- Co-ordinating the planning and budgeting process
- Applying discipline in financial management, including managing debtors, creditors, cash flow and monthly bank reconciliations
- Planning and oversight of any capital projects
- Management and oversight of assets
- Regularity, propriety and value for money in the organisation's activities
- reducing the risk of fraud and theft
- Independent checking of financial controls, systems, transactions and risks

4. Personnel and Discipline Sub-Committee

Membership: - Governors:

School:

Meeting frequency: - At least one per term.

Purpose: - The purpose of the Personnel and Discipline Sub-Committee: -

- Implementation of Staff Pay policy and salary reviews
- Consider all personnel matters
 - Staff appraisal
 - Staff welfare & conditions of service
 - Staff sickness & attendance
 - Staff recruitment
 - Staff Job descriptions
- Staff Discipline
- Staff & Governor training
- Pupil exclusions
- Appeals
 - from parents
 - from staff

5. Health & Safety & Premises Sub-Committee

Membership: - Governors:

School:

Meeting frequency: - At least one per term.

Purpose: - The purpose of the Health & Safety & Premises Sub-Committee: -

- Consider Health & Safety at Work
- Consider policies relating to Risk Management
- Risk assessments
- Authorisation & monitoring of school trips
- Working conditions
- Premises matters
 - Condition of buildings
 - Maintenance planning
 - Improvements & extensions
 - Specifications for identified works with associated quotations from contractors
 - Cleaning arrangements
- Development of School premises & utilisation of facilities

6. SLT

Membership: - School Executive Head Teacher
Head of School
Deputy Head Teacher
Assistant Head Teacher

Meeting frequency: - Weekly during term time.

Purpose: - The purpose of the Senior Leadership Team is to: -

- Work in conjunction with the Sub Committees to ensure that the School Development Plan is addressed in an integrated and timely manner.
- Respond to the direction provided, and the information requested, by the Governing Body and its Sub Committees.
- Define the Line Management structures and the membership/purpose of all groups within the school.
- Provide effective two-way internal communications, making use of weekly staff meetings, daily de-brief sessions and other means.
- Manage and develop the school with emphasis on teaching and learning and the behavioural needs of pupils.
- Understand and satisfy the development needs of staff and monitor their effectiveness in delivering the outputs required, for the success of Oak Bank School.
- Use the SEF and other inputs to identify and prioritise areas for improvement. Address those areas using improvement project groups where appropriate.