

# **Forest Academy**

**Recommendations on Committee Structure  
and Terms of Reference  
2018-19**

### Forest Academy: Recommendations on Committee Structure and Terms of Reference

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## **The Role of the Chair of the Governing Body**

- ❖ To ensure the business of the Governing Body 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 Body 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 Body**

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

**Disqualification – the Headteacher**

## The Governing Body

*The Governing Body 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 Body has discretion
- To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
- **To hold at least three Governing Body meetings a year\***
- **To appoint or remove the Chair and Vice Chair\***
- **To appoint or remove a Clerk to the Governing Body\***
- **To establish the committees of the Governing Body 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 Body will be delegated to committees, groups and individuals\***
  - **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 Body is necessary\***
- To approve the first formal budget plan of the financial year
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
- **To review the delegation arrangements annually\***
- *Any items which individual governing bodies may wish to include*

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

### Membership – As per the Instrument of Government

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

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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Name of Governor	End of term of Office
Gordon Hodgkinson	27/2/2019
Rebecca Silkstone	27/2/2019
April Grimes	Ex Officio
Lorna Rourke	Ex Officio
Mary Andrew	19/5/2019
Claire Goldstone	10/10/2021
Helen Morley	6/11/2021

<b>Chair of the Governing Body</b>	Gordon Hodgkinson
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<b>Vice-Chair of the Governing Body</b>	Claire Goldstone
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<b>Clerk (s) to the Governing Body</b>	Local Authority Representative.
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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### Steering or Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such importance they should be transferred to the Governing Body.***

#### Terms of reference:

- To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body 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 be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- *Additional items which individual Governing Bodies may wish to include*

**These terms of reference agreed by the Governing Body**

12<sup>th</sup> November 2018

Name of Governor	Date Appointed to the Committee
Gordon Hodgkinson	30/11/2017
Claire Goldstone	30/11/2017
April Grimes	16/6/2014

**Chair of the Committee** Gordon Hodgkinson

**Clerk to the Committee** Claire Goldstone

**Quorum (minimum of 3, committee can determine higher number)** 3

**Date Committee established** 1/03/04

**Date of review:** November 2019

## Academy Admissions Committee

**Terms of reference:**

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school\*
- To review admissions arrangements and to make recommendations for changes to the governing body
- *Any items which individual governing bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing body in determining the school's admissions policy, or in deciding on the admission of any individual child.

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
April Grimes	14/02/2011
Gordon Hodgkinson	30/11/2017
Rebecca Silkstone	30/11/2017

<b>Chair of the Committee</b>	April Grimes
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<b>Clerk to the Committee</b>	Gordon Hodgkinson
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	14/02/11
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<b>Date of review:</b>	November 2019
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### 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 Body'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** – 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 Chairman of Governors, due to probable prior knowledge, should not be a member)

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Rebecca Silkstone	27/2/2017
Mary Andrew	16/6/2014
2 governors from local schools nominated to be on hearing committee	

<b>Chair of the Committee</b>	Mary Andrew
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<b>Clerk to the Committee</b>	Rebecca Silkstone
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	10/10/01
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<b>Date of review:</b>	November 2019
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### 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 Body'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 Body's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Governing Body's charging policy:
- Members of this committee may be required to sit on a hearing committee for another school in the local cluster of schools.
- *Additional items which individual Governing Bodies may wish to include*

**\*cannot be delegated to an individual**

**Membership** – not less than 3 members of the Governing Body  
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

**Disqualification** – The Headteacher

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

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Claire Goldstone	6/11/2017
Simon Munro	12/11/2018
Rev. Paul Tams	12/11/2018

<b>Chair of the Committee</b>	Claire Goldstone
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<b>Clerk to the Committee</b>	Tracey Branch
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	1/10/01	<b>Date of review:</b>	November 2019
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## Finance and Risk Management Committee

### Terms of reference:

- 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
- To consider a budget position statement 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 the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- 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 determine whether 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
- Discuss and agree that all involved are satisfied with the Chairman's list of risks;
- Determine the appropriate response to each risk;
- Assess existing controls and determine appropriate action;
- Allocate responsibility for action; and
- Agree future reporting and review procedures.
- Additional items which individual governing Bodies may wish to include.
- *Additional items which individual Governing Bodies may wish to include*

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

### Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>These terms of reference agreed by the Governing Body</b>		12 <sup>th</sup> November 2018
<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Lorna Rourke/April Grimes	G	14/2/2011
Mary Andrew	G	16/6/2014
Gordon Hodgkinson	G	27/2/2017
Claire Goldstone	G	30/11/2017
<b>Chair of the Committee</b>	Mary Andrew	
<b>Clerk to the Committee</b>	Gordon Hodgkinson	
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3	
<b>Date Committee established</b>	14/02/04	
<b>Date of review:</b>	November 2019	

## Quality of Teaching and Learning and Assessment of Pupils Committee

**Terms of reference:**

- 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 Policy
- 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 SEN, Literacy, Numeracy. To receive regular reports from them and advise the Governing Body.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator
- *Additional items which individual Governing Bodies may wish to include*

**These terms of reference agreed by the Governing Body**

12<sup>th</sup> November 2018

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Rebecca Silkstone	G	27/2/2017
April Grimes/Lorna Rourke	G	14/2/2011
Claire Goldstone	G	30/11/2017

**Chair of the Committee**

Claire Goldstone

**Clerk to the Committee**

Rebecca Silkstone

**Quorum (minimum of 3, committee can determine higher number)**

3

**Date Committee established**

6/10/07

**Date of review:**

November 2019

## Premises Committee

**Terms of reference:**

- 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 Finance 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
- *Additional items which individual Governing Bodies may wish to include*

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Gordon Hodgkinson	G	27/2/2017
April Grimes	G	14/2/2011
Lorna Rourke	G	19/10/2015
Mary Andrew	G	30/11/2017

<b>Chair of the Committee</b>	Gordon Hodgkinson
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<b>Clerk to the Committee</b>	Mary Andrew
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	01/09/02
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<b>Date of review:</b>	November 2019
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## Personnel (Leadership and Management Committee)

### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- 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 consider any appeal against a decision on pay grading or pay awards
- *Additional items which individual Governing Bodies may wish to include*

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

### Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Gordon Hodgkinson		27/2/2017
April Grimes		14/2/2011
Lorna Rourke		30/11/2017
Rebecca Silkstone		30/11/2017
Mary Andrew		30/11/2017

<b>Chair of the Committee</b>	Gordon Hodgkinson
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<b>Clerk to the Committee</b>	Mary Andrew
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	2/09/02
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<b>Date of review:</b>	November 2019
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## Headteachers' Performance Review Group (Leadership and Management 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 – 3

### Disqualification –

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Janice Flack (Elveden)	30/11/2017
Rev. Paul Tams (Elveden)	6/11/2017
Mary Andrew	16/6/2014

<b>Chair of the Group</b>	Rev. Paul Tams
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<b>Review Officer</b>	External advisor TBC
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<b>Quorum (minimum of 2 suggested)</b>	3
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<b>Date Group established</b>	02/09/00
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<b>Date of review:</b>	November 2019
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### Audit Committee

#### Terms of reference:

- discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
- consider all relevant reports by the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters;
- review the effectiveness of the body's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
- ensure that the body's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service;
- consider and advise the board on the body's annual and long-term audit programme;
- consider internal audit reports, including value-for-money reports and the arrangements for their implementation;
- review the operation of the body's code of practice for board members and code of conduct for staff;
- consider any other matters where requested to do so by the board; and
- report at least once a year to the board on the discharge of the above duties.
- *Additional items which individual Governing Bodies may wish to include*

Accounting officer and the Finance Officer and the Head of Internal Audit will attend meetings of the Committee.

#### Membership – 4

#### Quorum - 3

#### Disqualification –

The Headteacher and Staff Governors

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name of Governor</b>	<b>Date Appointed to the Group</b>
Gordon Hodgkinson	27/2/2017
Mary Andrew	27/2/2017
Claire Goldstone	30/11/2017

<b>Chair of the Group</b>	Gordon Hodgkinson
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<b>Review Officer</b>	Patrick Smith
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<b>Quorum</b>	3
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<b>Date Group established</b>	02/09/00
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<b>Date of review:</b>	November 2019
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## Ethos, Personal Development, Behaviour and Welfare Committee

### Terms of reference:

- To consider and advise the governing body on standards and other matters relating to the school's ethos.
- To monitor that the Christian ethos of the school is maintained and suggest ways to ensure this.
- Monitoring pupils' level of behaviour in class, between themselves, before school, during breaks and after school. This is done through the headteacher's termly report, regular visits to the school, and any other means deemed appropriate by the behaviour and safety committee
- Monitoring and reviewing reports of racist incidents and agree the termly reports to the local authority (LA)
- Monitoring attendance levels and details of fixed-term and permanent exclusions
- Ensuring that all current safeguarding and child protection legislation and associated procedures are followed

These terms of reference agreed by the Governing Body

12<sup>th</sup> November 2018

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Gordon Hodgkinson	G	27/02/2017
Lorna Rourke	G	23/09/2013
April Grimes	G	19/10/2015
Rebecca Silkstone	G	27/02/2017

Chair of the Committee

Gordon Hodgkinson

Clerk to the Committee

Rebecca Silkstone

Quorum (minimum of 3, committee can determine higher number)

3

Date Committee established

10/09/2012

Date of review:

November 2019

### EYFS Committee

#### Terms of reference:

- To ensure that the EYFS profile assessments comply with national standards, including monitoring the school's safeguarding provisions
- To ensure that the school is meeting the statutory requirements of the EYFS framework
- To agree, and review as required, policies relating to the EYFS
- To monitor the implementation of the EYFS curriculum
- To monitor the EYFS learning goals and EYFS profile data in comparison with local and national performance data: and to evaluate achievement and progress throughout the setting
- To monitor how creatively the EYFS environment is used to successfully meet learning goals
- To monitor how the school communicates with parents and other stakeholders, and to consider how the school gathers and responds to feedback
- To consider recommendations from external reviews and moderation of the EYFS setting, such as Ofsted inspections and local authority or academy trust review
- To agree the actions needed to address any issues identified through external review; and to regularly evaluate the implementation of any plan agreed
- To monitor and evaluate the development of the relevant sections of the EYFS setting improvement plan
- To ensure that the whole governing body is aware of both the strengths and weaknesses of the EYFS setting, and the details of plans for building on strengths and addressing weaknesses

#### Membership – 5

#### Quorum - 3

<b>These terms of reference agreed by the Governing Body</b>	<b>12<sup>th</sup> November 2018</b>
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Name of Governor	Date Appointed to the Group
Claire Goldstone	30/11/2017
Rebecca Silkstone	30/11/2017
Lorna Rourke	19/10/2015
April Grimes	19/10/2015

<b>Chair of the Group</b>	Claire Goldstone
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<b>Clerk</b>	Rebecca Silkstone
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<b>Quorum</b>	3
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<b>Date Group established</b>	19/10/2015
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<b>Date of review:</b>	November 2019
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### Responsible Officer

#### Terms of Reference:

The role of the Responsible Officer (RO) is to provide the governing body (GB) with an on-going independent oversight of the academy's financial affairs. Most public sector organisations, and a growing number of private sector organisations, are required to have an internal audit service but due to the relatively small size of academies this requirement is thought to be too onerous.

In the absence of an internal audit service it falls to the RO to provide the GB with independent assurance that:

- the financial responsibilities of the GB are being properly discharged;
- resources are managed in an efficient, economical and effective manner;
- sound systems of internal financial control are being maintained and
- financial considerations are fully taken into account in reaching decisions.

Disqualifications:

-any relevant person employed at the school and not a member of the Finance Committee

<b>These terms of reference agreed by the Governing Body</b>	12 <sup>th</sup> November 2018
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<b>Name</b>	<b>Date Appointed to the Role</b>
Patrick Smith	26 <sup>th</sup> July 2013

<b>Date Role established</b>	24/01/11
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<b>Date of review:</b>	November 2019
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### 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 regularly report to the Governing Body, the Curriculum Committee or the Steering Group, whichever the Governing Body deems most appropriate, 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 Body
- To attend training as appropriate
- *Any 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

Area Of Responsibility	Name of Governor (From either school)	Liaising with	Reporting to
Child Protection	Simon Munro	Child Protection Co-ordinator	Governing Body
SEN	Rebecca Silkstone	SENCO/Headteacher	Steering/Curriculum/Gov .Body
Link Governor	Rebecca Silkstone	LA Governor Support	Governing Body
EYFS	Claire Goldstone	KS Leader	Governing Body
KS1	Rev. Paul Tams	KS Leader	Governing Body
LKS2	Rebecca Silkstone	KS Leader	Governing Body
UKS2	Gordon Hodgkinson	KS Leader	Governing Body
Safeguarding	Simon Munro	Headteacher	Governing Body
Risk	Mary Andrew	Headteacher	Governing Body
Ethos	Rev. Paul Tams	Headteacher	Governing Body
Responsible Officer	Patrick Smith	Finance Officer	Governing Body
HT Performance Management	Lyn Lowery	Committee	Governing Body
Pupil Premium/ Achievement for All	Mary Andrew	Headteacher	Governing Body
Online Safety	Helen Morley	Online safety lead	Governing Body

**These terms of reference agreed by the Governing Body**

12<sup>th</sup> November 2018

**Date Delegation  
Agreed**

16<sup>th</sup> June  
2014

**Date of  
review:**

November  
2019

## Committee Meeting Minutes Template

School

Committee

Terms of Reference

Quorum

Chair

Clerk

Date of Meeting

Attendance

Name	Governor*	Associate Member*	Present/ <b>A</b> pologies/ <b>A</b> bsent

\*tick box where appropriate

Issues discussed

❖  
❖  
❖  
❖  
❖  
❖

Decisions and recommendations made

❖  
❖  
❖  
❖  
❖  
❖

Date and Time of Next Meeting

Duration of Meeting

## Meeting Dates for the Academic Year

		Forest	Elveden	Date of impact report (Tuesdays )  Committee to arrange a meeting if required soon after.
Ethos, Personal Development, Behaviour and Welfare.	Pupil Discipline	Rebecca Silkstone April Grimes Lorna Rourke Gordon Hodgkinson	Simon Munro April Grimes Lorna Rourke Janice Flack Rev. Paul Tams	1. 16.10.18
	Ethos			2. 15.1.19 3. 23.4.19
Premises	Premises Health and safety	Lorna Rourke April Grimes Gordon Hodgkinson Mary Andrew	Gordon Hodgkinson April Grimes Lorna Rourke Simon Munro Rev. Paul Tams	1. 30.10.18 2. 22.1.19 3. 14.5.19
Leadership and Management	Personnel	Gordon Hodgkinson April Grimes Lorna Rourke Mary Andrew  Rebecca Silkstone (Personnel Only)	Lorna Rourke April Grimes Janice Flack Gordon Hodgkinson Rev. Paul Tams  Simon Munro (Personnel only)	Dates to be agreed with external advisor for HT's PM  1. Autumn Term (Target setting) 2. March (Mid year review) 3. July (End of year review)
	HT Performance Review			
	Pay Review Committee			
				(Budget Report sent week before meeting)
Finance meetings 6.15pm at Forest	Finance	Mary Andrew Lorna Rourke April Grimes Gordon Hodgkinson Claire Goldstone	Lorna Rourke April Grimes Gordon Hodgkinson Rev. Paul Tams	1. 15.10.18
	Risk Management			2. 21.1.19 3. 29.4.19 4. 15.7.19
Quality of Teaching and Learning and Assessment of Pupils	Curriculum	Rebecca Silkstone Lorna Rourke April Grimes Claire Goldstone	Lorna Rourke April Grimes Janice Flack Deirdre Kane	1. 16.11.18 2. 12.2.19 3. 4.6.19

## Recommendations on Committee Structure and Terms of Reference

				4. 16.7.19 (Final data)
EYFS		Lorna Rourke April Grimes Claire Goldstone Rebecca Silkstone	Gordon Hodgkinson Lorna Rourke April Grimes Simon Munro	1. 14.11.18 2. 5.2.19 3. 11.6.19
Appeals	Hearings	Mary Andrew Rebecca Silkstone Claire Goldstone Rev. Paul Tams	Rev. Paul Tams Janice Flack Simon Munro Deidre Kane	When called (This may also mean sitting on appeals for other schools in cluster)
	Appeals	Simon Munro		