

Structure of the Downlands School Governing Board

Committee	Chair and Vice Chair of Committee	Remit
<p>Full Governing Body</p>	<p>Chair – Mrs Diana Hunt Vice Chair – Mrs Clare Brittain</p>	<p>Objectives In all types of schools, governing boards should have a strong focus on three core strategic functions:</p> <ol style="list-style-type: none"> a. Ensuring clarity of vision, ethos and strategic direction; b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; c. Overseeing the financial performance of the school and making sure its money is well spent <p>Downlands Community School Governing Board has a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. Within its general responsibility are specific tasks that form the core of the Governing Board’s activities through the year including:</p> <ul style="list-style-type: none"> • Helping to set the strategic direction and vision for the school • Holding the Headteacher and senior leaders to account for the educational achievement for all pupils • Setting appropriate targets for pupil achievement • Ensuring equality of opportunity for pupils and staff • Making sure the school’s budget is spent well • Making sure the curriculum for the school is balanced and broadly based • Reporting assessment and examination results • Supporting a healthy and safe learning environment • Aspects of staffing and staff management procedures • Systems for supporting children with special educational needs • Monitoring the resourcing and delivery of the School Development Plan <p>The role of the Headteacher</p> <p>The Headteacher is responsible for the internal organisation, management and control of the school. Governors are not expected to be involved in the detail of the day-to-day management of the school</p> <p>Downlands School Governors and Headteacher work in close partnership</p>

<p>Finance and Buildings</p>	<p>Chair – Mr Colin Brace Vice Chair – Mrs Hannah Wilson</p>	<p><u>Purpose/Function</u></p> <ul style="list-style-type: none"> i. To review and monitor policies and practice regarding financial matters and on matters relating to the school premises. ii. To provide support and challenge to the Leadership Team regarding the above and offer advice to the Headteacher iii. To support the implementation of the School Development Plan iv. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate. <p><u>Key Responsibilities – Finance</u></p> <p>Statutory Policies/Documents:</p> <ul style="list-style-type: none"> • The Delegation of Financial Powers • The Statement of Internal Control • The Schools Financial Value Statement • Charging and Remissions Policy • Governors’ Allowances <p><u>Key Responsibilities – Buildings and Site Safety</u></p> <p>Statutory Policies/Documents:</p> <ul style="list-style-type: none"> • Health and Safety Policy – A governor will be designated to monitor Health and Safety • Premises Management Documents • Asbestos management plan • Lettings Policy
<p>Pupil Outcomes and Wellbeing Committee</p>	<p>Chair – Ms Anra Kennedy Vice Chair – Mrs Emma Lake</p>	<p><u>Purpose/Function</u></p> <ul style="list-style-type: none"> i. To review the School’s policies and practice regarding pastoral care including attendance; safeguarding; pupil premium; pupil behaviour; SEND and social inclusion particularly regarding the impact on pupil progress and achievement.

		<p>ii. To provide challenge to the Senior Leadership Team regarding the above.</p> <p>iii. To support the implementation of the School Development Plan.</p> <p>iv. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate.</p> <p><u>Key Responsibilities</u></p> <p>Statutory Policies/Documents:</p> <ul style="list-style-type: none"> • Special Education Needs and Disabilities (SEND) – A governor will be designated to monitor this • Accessibility Plan • Home to School Agreement • Pupil behaviour, discipline and associated policies including the written statement of principles • Safeguarding and Child Protection – Two (currently only 1) governors will be designated to monitor these • Supporting Pupils with Medical Conditions • Complaints procedures
<p>Staff, Leadership and Learning Committee</p>	<p>Chair – Mrs Judith Ward Vice-Chair – Mr Colin Wilsdon</p>	<p><u>Purpose/Function</u></p> <p>i. To review school policies regarding the curriculum and its delivery; staffing (teaching and non-teaching); pay and performance management</p> <p>ii. To review the pay policy in line with the current School Teachers’ Pay and Conditions Document and national conditions of employment legislation.</p> <p>iii. To review the quality of leadership at all levels and to monitor the delivery and targets of CPD and DDP</p> <p>iv. To receive reports on curriculum developments including stretch and challenge.</p> <p>v. To support the implementation of the School Development Plan</p>

		<p>vi. To report back to the Full Governing Board and Challenge and Development Group on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board or Senior Leadership Team as appropriate.</p> <p><u>Key Responsibilities</u></p> <p><u>Statutory Policies/Documents:</u></p> <ul style="list-style-type: none"> • Pay Policy • Capability Policy and Procedures • Sex Education • Appraisal (Performance Management) Policy • Staff Discipline, Conduct and Grievance Policies • Complaints and Allegations Against Staff Procedures • Equality Policy (Equality information and objectives statement) • Confidential Reporting Policy
<p>Challenge & Development Group</p>	<p>Chair – Mrs Diana Hunt Vice Chair – Mrs Clare Brittain</p>	<p><u>Purpose/Function</u></p> <p>v. To review the School’s policies and practice regarding achievement and standards for the whole school</p> <p>vi. To monitor both formal and informal lifelong learning information which foster the continuous development and improvement of the pupil’s knowledge and skills needed for employment and personal fulfilment.</p> <p>vii. To provide challenge to the Senior Leadership Team regarding the above.</p> <p>viii. To monitor and review the Governor Timeline and Committees Cycle of Business</p> <p>ix. To monitor and support the implementation of all aspects of the School Development Plan</p> <p>x. To monitor the work of the Full Governing Board to ensure that the FGB is providing strategic direction and robust accountability and to highlight areas where further action is needed</p>

		<p>xi. To report back to the Full Governing Board on relevant policies and issues and their implementation within the school and make recommendations to the Full Governing Board as appropriate.</p> <p><u>Key Responsibilities</u></p> <p>Statutory Policies/Documents:</p> <ul style="list-style-type: none"> • Admissions arrangements • Freedom of Information • School Information published on web-site
<p>Other Committees:</p> <p>Sub Committee of Finance and Buildings: Chairmanship:</p>	<p>Health and Safety</p> <p>Chair or Vice Chair of the Finance and Buildings Committee</p>	
<p>Sub Committee of the Pupil Outcomes and Wellbeing Committee: Chairmanship:</p>	<p>Pupil Discipline Committee</p> <p>Chair or Vice Chair of Governors or Chair or Vice Chair of Pupil Outcomes and Wellbeing Committee</p>	
<p>Sub Committee of the Staff, Learning and Leadership Committee: Chairmanship:</p>	<p>Pay Committee, Headteacher's Appraisal Committee, Pay Appeals Committee, Staffing Appeals Committee, Redundancy Committee, Redundancy Appeals Committee, Staff Discipline Committee, Staff Dismissal Appeals Committee</p> <p>Chair or Vice Chair of Governors</p>	