

# Woodstone Community Primary School

Recommendations
on
Committee Structure
and
Responsibilities

# 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 Leicestershire 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\*
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- Any items which the Governing Body 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

These terms of reference agreed by the Governing Body	3 July 2018 and
	18.09.18 (as
	noted)
	Agreed June
	2019

Name of Governor	End of term of Office	Attendance FGB in academic Yr 2018/19
Patrick Mullins (Head)	Ex-officio	5/5
Grace Clement (Staff – Teacher)	30 November 2019	5/5
Sharon Capstack (Co-opted)	20 November 2021	5/5
Simone Fellows (Co-opted DHT)	19 September 2020	5/5
Rebecca Walker (co-opted)	22 November 2021	5/5
Melissa Wallbank (Parent)	20 May 2022	2/2
Scott Young (Parent)	?May 2022	2/2
Mathew Pickering (Parent)	?July 2022	1/1
Paul Oliver (Co-opt)	30 September 2022	
Vacancy (parent)		
Vacancy (parent)		
Vacancy (LA)		
Val Rowe (LA)	Resigned 30 September 2019	2/5
Paul Oakden (Parent)	Resigned 24 September 2019	4/5
Julie Wright (co-opted)	Resigned June 2019	5/5
Peter Ward (co-opted)	Resigned	2/2
Sarah Shaw-White (Parent)	Resigned	4/4
Julie Wright (Parent)	20 January 2019	5/5

Jane Newton (co-opted)	Term ended 9 Sept 2018	5/5
Emma Hoult (Parent)	Term ended 24 Mar 2018	3/3
Sharon Capstack (LA)	Resigned 21 Nov 2017	2/2
Chris Simpson (Co-Opted)	Resigned 6 Nov 2017	0/1
Dan Hudson (parent)	Resigned 6 Nov 2017	1/1

Chair of the Governing Body Rebecca Walker		Rebecca Walker
Vice-Chair of the	ce-Chair of the Governing Body Melissa Wallbank	
Clerk (s) to the	to the Governing Body Tracey Mclean	
Quorum:	um: One half of the number of Governors in post	

# Leadership & Management Committee

#### Responsibilities:

- Monitor and evaluate the budget allocated to the school to achieve value for money
- Prepare and present to the Governing Body for ratification an annual School Budget which reflects the priorities in the School Development 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 and SFVS
- To ensure that audit and risk management is compliant.
- To review any policies relating to financial management
- To make decisions in respect of service agreements and review annually
- 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 as recommended by the Welfare, Behaviour & Safety Committee
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- Review Staff pay and conditions.
- Agree procedures for staff conduct and discipline
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- Ensure the principles of "best value" are adhered to
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved outcomes for pupils
- Request Personnel committee convene to recruit, select and appoint staff
- To establish and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions
- To consider as a "pay committee" the annual review of staff increments
- To consider any appeal against a decision on pay grading or pay awards
- Inventory (asset register)
- Review Risk Register regularly (Financial aspects)
- Additional items which the Governing Body may wish to include

#### 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

These responsibilities agreed by the Governing Body	June 2019

# Policies and documents to be reviewed by Leadership & Management Committee:

- Charging and Remissions \*
- Governors allowances \*
- Letting & use of school premises \*
- Teachers pay and conditions \*
- Staff Capability \*
- Staff Disciplinary \*
- Register of Business Interests HT & Governors \*
- Instrument of Government \*
- Freedom of Information \*
- Teacher Appraisals
- Minutes of, and papers considered at meetings of the GB and its committees
- Support Staff Pay & Conditions
- Financial Best Value statement
- Whistleblowing
- Debt Policy
- Performance Management
- Finance Policy
- Review of Staffing Structure document
- Staff Leave (paid or unpaid)
- Statement of Internal Control
- SFVS
- Staff Appeals
- Staff Termination of Employment

#### **Committee Members**

Name of Governor/Associate Member	G/AM	Attendance in previous academic yr. (2018-19)	Date Appointed to the Committee
Patrick Mullins	G	4/4	9.9.2014
Scott Young	G	2/4	Jan 2019
Simone Fellows	G	4/4	20.9.16
Rebecca Walker	G	1/1	23.5.2018
Geraldine Clark	AM	4/4	9.9.2014
Melissa Wallbank*	G	N/A	3.7.2018
Jane Newton	G	4/4	Term ended 9.9.18
Chris Simpson	G	0/4	Resigned 6.11.17
Dan Hudson	G	04	Resigned 6.11.17

Chair of the Committee	Scott Young

Clerk to the Committee	Rebecca Walker
Audit and risk management   Melissa Wallbank (appointed Leadership and	
named governor:	management committee 25.10.18)

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

<sup>\*</sup>Statutory Policies/Statements

Date Committee established	June 2019
	1

## Standards & Achievement Committee

#### Responsibilities:

- To monitor and evaluate rates of progress and standards of achievements by pupils, including and underachieving groups
- To ensure that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with statutory requirements.
- Set priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- Develop and review policies relevant to the committee's areas of responsibility
- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the effectiveness for SEND children
- Monitor and evaluate the effectiveness of Pupil Premium money
- 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 oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy, EYFS, PE. 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
- Monitor and evaluate the quality of the curriculum in securing high standards of achievement
- Monitor and evaluate the impact of any actions or interventions taken to address differential standards of achievement or rates of progress within groups of pupils
- Identify and celebrate pupil achievements
- To oversee Safeguarding within school
- Recommend appropriate staff structure to the finance committee before approval from the full governing body.
- 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
- Additional items which the Governing Body may wish to include

These responsibilities agreed by the Governing Body

June 2019

# Policies and documents reviewed by Standards & Achievements Committee:

- Admissions Arrangements \*
- Register of pupils' admission to school \*
- Early Years Foundation Stage
- Home School Agreement
- Sex & Relationships Education
- Special Educational Needs
- Supporting Pupils with Medical Needs
- Homework
- Young carers
- · Complaints against the Curriculum
- Curriculum Statement
- Drugs Education
- E-Safety
- Gifted and Talented Pupils

- Collective Worship
- Disability Equality Scheme
- Internet Access
- Pupil Assessment and Learning
- School Trips
- Teaching and Learning
- Curriculum Policy
- Pupil Premium
- Staff appointments
- Staff Absence Management
- Authorised Absences
- CPD

#### **Committee Members**

Name of Governor/Associate Member	G/AM	Attendance at meetings previous academic yr. (2018/19)	Date Appointed to the Committee
Patrick Mullins	G	3/3	9.9.2014
Sharon Capstack	G	3/3	9.9.2014
Simone Fellows	G	3/3	20.9.2016
Rebecca Walker	G	3/3	17.5.2018
Mathew Pickering	G	N/A	
Val Rowe	G	1/3	resigned
Sarah Shaw-White	G	2/3	resigned
Julie Wright	G	1/3	Resigned
Peter Ward	G	1/3	Resigned
Jane Newton	G	3/3	Term ended 9.9.18
Emma Hoult	G	2/2	Term ended 24.3.18

Chair of the Committee	Mathew Pickering	
Clerk to the Committee	Rebecca Walker	
Quorum (minimum of 3, co	ommittee can determine higher	3

Date Committee established	June 2019	

Date of review:	
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<sup>\*</sup>Statutory Policies/Documents

## Safety, Behaviour & Welfare Committee

#### Responsibilities:

- 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 of the school site
- 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
- Review of policies relating to the committee
- To oversee arrangements for educational visits in respect of risk assessments
- Ensure the health, safety and well-being of staff & pupils
- Parental and community liaison
- To agree annual attendance targets and monitor progress towards achieving these
- Monitor and evaluate the impact of the schools punctuality, attendance and behaviour policies
- Monitor and evaluate the schools provision for personal development and wellbeing
- Monitor and evaluate the effectiveness of care, guidance and support for learners
- Monitor and evaluate the extent to which pupils feel safe
- Monitor and evaluate the extent to which pupils adopt healthy lifestyles
- Monitor and evaluate the extent to which pupils contribute to the school and wider community
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. SMSC (spiritual, moral, social and cultural development). To receive regular reports from them and advise the Governing Body.
- Monitor and evaluate the effectiveness with which the school promotes equal opportunities and tackles discrimination
- Monitor the safeguarding of pupils and ensure procedures and policies are in place and comply with all H&S regulations.
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
- Monitor and review Risk Register
- Additional items which the Governing Body may wish to include

These responsibilities agreed by the Governing Body

June 2019

# Statutory Policies and documents reviewed by Safety & Behaviour Committee:

- Allegations of abuse against staff '
- Register of Pupils' attendance
- Child Protection
- Health & Safety
- Pupil Behaviour & Discipline \*
- Behaviour Principles (statement) \*
- Equality
- Anti-bullying
- Attendance target

- Safeguarding
- Designated teacher (Looked after children)
- Staff Conduct
- Staff Grievance
- Child Illness
- Emergency Plan
- Food
- Intimate Care
- Loss & Bereavement
- Restraint
- Road Safety
- School Dress Code
- School Security
- School Trips (risk assessments)
- Sun Protection
- Volunteers in School
- Work Experience

#### **Committee Members**

Name of Governor/Associate Member	G/AM	Attendance at meetings for previous academic yr. (2018-19)	Date Appointed to the Committee
Patrick Mullins	G	2/3	9.9.2014
Rebecca Walker	G	3/3	
Scott Young	G	2/3	
	G		
Simone Fellows	G	3/3 plus H&S walks	20.9.2016
Tony Medlycott	AM	H&S walks	9.9.2014
Geraldine Clark	AM	H&S walks	25.1.18
Chris Simpson	G	1/2	Resigned 6.11.17

Chair of the Committee	Scott Young	
Clerk to the Committee	Rebecca Walker	
	mmittee can determine higher	3
number)		

Date Committee established	
Date of review:	

<sup>\*</sup>Statutory Policies/Statements

# Headteacher's Performance Review Group

#### Responsibilities:

- To arrange to meet with the School Improvement Partner (SIP) to discuss the Headteacher's performance targets for Woodstone
- To decide, with the support of the SIP, 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 the Governing Body may wish to include

#### Membership - 2 or 3,

#### Disqualification -

The Headteacher and Staff Governors

Name of Governor	Date Appointed to the Group
Scott Young	September 2019
Melissa Young	September 2019
Paul Oakden	Resigned 24 Sept 2019
Val Rowe	Resigned Sept 2019
Julie Wright	Resigned June 2019

Chair of the Group	Scott Young
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Review Officer	Gill Weston

Quorun	(minimum	of 2 suggested)	2
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Date Group established	23.5.2018
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Date of review: 2019

# **Hearings Committee**

#### Responsibilities:

- 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 disapplication's, and the operation of the Governing Body's charging policy:
- Additional items which the Governing Body 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

Members from the FGB will be appointed as and when needed. This will be determined by availability and subject to no prior knowledge.

These responsibilities agreed by the Governing Body 3		3 July 2018
Governors	Appointed as	and when needed
Chair of the Committee	Appointed as	and when needed
Clerk to the Committee *	Appointed as and when needed	
*May be provided by LA when Area Insura	ance purchased	
Quorum (minimum of 3, committee can number)	ın determine higher	3

# **Appeals Committee**

#### Responsibilities:

- 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 the Governing Body 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

Appointment -

number)

Members of the committee will be determined on an as and when needed basis, with no prior knowledge and has not been a member of the hearings committee on the subject in question.

These responsibilities agreed by t	he Governing Body		
Name of Governor	3 appointed as and when needed		
Chair of the Committee	Appointed as and when needed		
Clerk to the Committee *	Appointed as and when needed		
*May be provided by LA when Area In	surance purchased		
Quorum (minimum of 3, committee	e can determine higher 3		

## **Pupil Discipline Committee**

#### Responsibilities:

- 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 between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Body or relevant committee
- Any items which the Governing Body may wish to include

#### Membership - 3 or 5

NB. The Governing Body may nominate a pool of governors from which three or five 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 Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These responsibilities agreed by the Governing Body			
Name of Governor At least 3 appointed as and when needed			
Chair of the Committee	As and when needed		
Clerk to the Committee *	As and when needed		

<sup>\*</sup>May be provided by the LA's Pupil Discipline Clerking Service if purchased

Quorum:	3

# **Personnel Committee**

#### Responsibilities:

number)

- To recruit staff as directed by the Leadership & Management Committee and/or Standards & Achievements Committee
- Additional items which the Governing Body 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 –	None		
Appointment -	Appointment to the committee will be determined by availability holding the relevant skills required.		
These responsibilit	ties agreed by the Governing Body		
Name of Governor	Appointed as and when required		
Chair of the Commi	Appointed as and when required		
	Appointed as and when required		

# Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

#### Responsibilities:

- 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 or the appropriate sub-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 Body
- To assist in the review of policies pertinent to their area of responsibility
- To attend training as appropriate
- Any items which the Governing Body 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	Liaising with	Reporting to
Safeguarding	Rebecca Walker	Child Protection Co-ordinator	SB&W/FGB
SEN	Val Rowe	SENCO/Headteacher	Standards/FGB
Link Governor	Rebecca Walker	LA Governor Support	Full Governing Body
Pupil Premium	Rebecca Walker	Head Teacher	Standards/FGB
Target Setting	Rebecca Walker	Headteacher/SIP	Standards/FGB
English	Scott Young	English Co-ordinator	Standards/FGB
Mathematics	Mathew Pickering	Maths Co-ordinator	Standards/FGB
EYFS	Mathew Pickering	EYFS Co-ordinator	Standards/FGB
PE	Scott Young	PE Co-ordinator	Standards/FGB
SMSC	Rebecca Walker	SMSC Co-ordinator	SB&W/FGB
AntiBullying & Behaviour	Rebecca Walker	Head Teacher	SB&W/FGB
Science	Melissa Wallbank	Science Co-ordinator	Standards/FGB
ICT		ICT Co-ordinator	Standards/FGB
Humanities	Standards Committee	Humanities Co-ordinator	Full Governing Body
Art, D&T,	Standards Committee	Arts Co-ordinator	Full Governing Body
Modern Foreign Languages	Standards Committee	Mfl Co-ordinator	Full Governing Body
Music	Sharon Capstack	Music Co-ordinator	Full Governing Body

Date Delegation Agreed	
Date of review:	

These responsibilities agreed by the Governing Body

#### **Responsibility for other Policies**

Policy	Ownership	Approved Date	Review Date
Accessibility Plan	FGB		
Community Cohesion	FGB		
Complaints (General)	FGB		
Data Protection	FGB		
Exclusion of Pupils	FGB		
Freedom of Information Act	FGB		
Gender Equality Scheme	FGB		
Governing Body Structure & Responsibilities	FGB		
School Profile	Chair/Head		
Single Central Record	FGB		
Target Setting	Chair/Head		
Confidentiality	FGB		
GB Code of Conduct	Chair		
Governor recruitment & Induction	Chair		
Governor Training & Development	Link Governor		
Governor Visits	FGB		
Mission Statement	Whole School		
Prospectus	Head		
School Development Plan	FGB		
School Dress Code	FGB		
Staff Induction	Head		
Supply Teachers	Head		
Visitors In School	SLT		

### **Full Governing Body Profile**

New constitution regulations came into force on 1 September 2012 and all maintained schools were required to reconstitute under the new regulations from 1 September 2014 and no later than 1 September 2015. The new governing body will operate under the framework set out in the regulations and with a new instrument of Government.

On 9 September 2014 the Governing Body agreed on a new constitution and structure. On 21 November 2017 the FGB agreed to increase the number of Co-opted Governors to the full governing body. Therefore the amended Governing Body will be made up of:

- 1 Head Teacher
- 1 Staff Teacher
- 4 Parent Governors
- 1 LA Governor
- 5 Co-Opted Governors

Associate Members to L&M and BW&S

When a parent's term of office expires then the FGB will recruit a new parent governor specifying the skills needed to fulfil the requirements of the governing body.

Co-opted governors are to be recruited only to fill skills gaps within the governing body.

Staff can be co-opted onto the GB so long as they do not exceed a third of the membership.

#### **Governing Body Structure**

# Leadership & Management

Finance SFVS
Resources
Staff Appraisals
HT Performance





# Standards & Achievements

Pupil Performance
Pupil Premium
SEN
Key Subjects
Data
Curriculum

# **Full Governing Body**



#### Safety & Behaviour

Safety Pupil Welfare
H&S in School Visits
Risk Assessments
Safeguarding





#### **Key Subjects**

Maths
English
EYFS
SEN/PP
Foundation
PHSE
SMSC
Computing
Music
Science
Humanities
MFL,Art, DT,