



THE ST JOSEPH AND ST THOMAS MORE CATHOLIC PRIMARY FEDERATION

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD IN THE SCHOOL
ON FRIDAY 14 JUNE 2019 AT 1.00PM**

Present: Mr D Edwards (Chair), Mr L Addison-Smyth, Mr M Blake, Mrs L E Donachie, Reverend C Hayden, Mrs H Haywood, Ms C Lawlor, Mr P Norman, Mr C Savage, Mr C Tate, Mrs S Walmsley

Also present:
Mrs J Nicholson, Clerk to the Governing Body

The meeting was opened with a prayer

		Action
51 Welcome	The Chair welcomed Governors to the meeting and advised that he would be resigning from the Governing Body at the end of the meeting. Governors formally thanked the Chair for all his work and commitment to The Federation.	
52 Apologies for Absence	Governors considered and accepted the following apologies for absence: <ul style="list-style-type: none"> • Mrs M Clark - maternity • Professor S Clark –work commitments • Mrs S Clarke • Mrs P Conway - holiday • Mrs J Smith - maternity 	
53 Declaration of Interest	The Clerk invited Governors to declare any personal interests in agenda items at this or any point during the meeting. There were no declarations of interest recorded at this meeting.	
54 Minutes	Governors received and confirmed the minutes of the full Governing Body meeting held on 15 March 2019 which were signed by the Chair as a true record. Minutes of the following Committee meetings were tabled as follows: Curriculum and Standards Committee held on 26 March 2019 Finance and Premises Committee held on 2 May 2019	

<p>55 Matters Arising</p>	<p>Finance Premises and Grounds – 2nd May Item 12 – Breakfast/Tea Time Clubs Governors had discussed the merits of both clubs as a way to increase pupil numbers. It was noted that there were certain legalities to pursue prior to commencement.</p> <p>The Action Points relating to the Spring Term 2019 full Governing Body meeting were received. It was confirmed that all actions were completed.</p>	
<p>56 Chair's Action</p>	<p>It was reported that no action had been taken under the Chair's emergency powers since the last meeting.</p>	
<p>57 Executive Headteacher's Report</p>	<p>In the Executive Headteacher's absence, the Deputy Headteacher presented her report to Governors and apologised for its late receipt.</p> <p>The following areas were highlighted:</p> <p>School Roll The falling roll and the impact on the budget in both schools was noted. Following a query there were 15 pupils starting Reception at St Joseph's and 8 at St Thomas More. Looking at pupil numbers overall, there were 40 pupils leaving across The Federation and 23 coming in.</p> <p>Attendance data had been included and the improvement at St Joseph's was noted. The data for St Thomas More was slightly less however one pupil had a serious illness which impacted on overall attendance.</p> <p>Attendance had been a real focus during induction meetings for parents at both schools.</p> <p>Health and Safety A health and safety audit was scheduled to take place at St Joseph's on 26 June</p> <p>There had been 3 incidents logged at St Thomas More during the term.</p> <p>Premises Update The work which had been carried out during the term at both schools was included in the report along with notice that funding had been approved by the diocese for the following:</p> <ul style="list-style-type: none"> • St Joseph's – window repairs and asbestos removal • St Thomas More – legionella <p>Staffing The Executive Headteacher had resigned and the Deputy Headteacher would be acting Executive Headteacher for one year on an interim basis. Miss Haggart would be acting Deputy Headteacher, also for a one year period, and a replacement teacher for Miss Haggart's class was currently being sought.</p>	

	<p>Staff organisation for the next academic year was outlined along with the requests which had been approved regarding changes to staff working hours.</p> <p>Curriculum The changes to the curriculum, to reflect the changes to the Ofsted framework, were explained. There was a greater focus on intent and impact and The Federation would be looking at foundation subjects to ensure they were bespoke and focussed to pupils' needs, working alongside other schools to share ideas in preparation for the new academic year. Following a query as to whether the curriculum would be ready for the autumn term, the Deputy Headteacher advised that it would, and that staff had been working on it since January.</p> <p>Physical Education The Federation had used the Sports Premium funding to buy into the School Sports Partnership and the PE subject co-ordinators were looking to develop strategies for the next academic year to use the funding effectively.</p> <p>An overview of sporting activities covered within both curricular and non-curricular were included in the report along with competitions and festivals.</p> <p>Teaching and Learning Teachers were currently finalising judgements for teacher assessments. St Joseph's had been moderated for Y2 and Y6 and St Thomas More had been moderated on Early Years.</p> <p>Data packs were tabled at the meeting for Governors to take away and read. This information would be discussed in depth at the next Curriculum and Standards Committee meeting.</p> <p>The Deputy Headteacher offered to provide training on data for Governors.</p> <p>An update on the SATs predictions was provided. KS2 SATS at St Thomas More looked to be extremely strong whereas St Joseph's was not as strong and there was likely to be a disparity between the two schools. Progress however at St Joseph's was looking good and St Thomas More had the highest number of pupils reaching greater depth than ever before.</p>	
<p>58 LA Monitoring and Intervention for Improvement</p>	<p>It was confirmed that the schools continued to be at Level 2 within the Local Authority's Scheme for Monitoring and Intervention for Improvement. The level would change to L3 from September to provide additional support due to the temporary appointment of the Executive Headteacher.</p>	
<p>59 School Funding Update</p>	<p>Governors received and noted an update from the School Funding Team which included information on the following:</p>	

	<ul style="list-style-type: none"> • Mainstream Funding Formula • Capital Budgets • Pension Contributions • Sports Premium Funding • Leasing • Value Added Tax • Invoice Payments • Scheme of Delegation • Financial Procedures Manual • Copyright Licences 	
60 Budget Update	<p>The Deputy Headteacher referred to the Forecast of Outturn and Projected Balance statements which detailed a comparison of forecast expenditure with budget as at March 2019 and a comparison of year to date variances.</p> <p>The following was highlighted:</p> <p>The St Thomas More deficit of £20,302 and the St Joseph's deficit of £20,811 was noted. Savings were being made wherever possible and staffing changes would improve the budget situation but moving forward a plan would need to be made to address the deficit as the Local Authority would not allow a deficit budget to be set.</p> <p>Possible options going forward were discussed and further information would be shared with Governors once updates had been received.</p> <p>Reverend Hayden joined the meeting.</p>	
61 Draft Budget Plan 2019/2020	<p>Due to the deficit across both schools the budget plan for 2019/20 had not been approved.</p>	
62 Monitoring Link Governor Reports	<p>Governors reported on recent monitoring visits to the school as follows:</p> <ul style="list-style-type: none"> • Mr Savage had been to the Diocesan Briefing for Governors and he updated Governors on the agenda items which had been covered, including academisation, poverty proofing and updates on the introduction of the new Ofsted inspection framework. • THAT written reports be forwarded to the Executive Headteacher for inclusion in the Governing Body pack and to retain in the Governor Monitoring File. 	Monitoring Link Governors
63 Membership of the Governing Body	<p>The Clerk reported that Mr P Norman, Co-opted Governor's, term of office was due to end on 11 October 2019. It had been agreed that Mr Norman would temporarily take over the role as</p>	

	<p>Acting Executive Headteacher from 31st August and Miss Haggart would take over the Co-opted Governor vacancy until Mr Norman returned to his substantial role.</p> <p>Following the resignation of Mr Edwards, Reverend Hayden suggested Mr D Murray be appointed as Foundation Governor.</p> <p>AGREED ACTIONS:</p> <p>(a) THAT the Clerk progress the appointment of Miss K Haggart as Co-opted Governor;</p> <p>(b) THAT the Executive Headteacher progress the appointment of Mr D Murray as Foundation Governor.</p>	<p>Clerk</p> <p>Executive Headteacher</p>
<p>64 Committees of the Governing Body</p>	<p>Governors received the Committees of the Governing Body briefing paper which outlined the Governing Body's responsibility to review its Committee Structure on an annual basis.</p>	
<p>65 Annual Review of the Governing Body's Committee Structure, Membership and Terms of Reference</p>	<p>Governors undertook the annual review of their committee membership and terms of reference and in doing so reflected on the skills audit and recent training undertaken.</p> <p>The Governing Body agreed the committee membership and terms of reference for the forthcoming year and it was noted that a copy of the updated documentation would be attached to this meetings minutes for future reference.</p> <p>Governors agreed that Associate Members would be given voting rights on Committees.</p> <p>AGREED ACTION:</p> <p>THAT each committee appoint a Chair at the first meeting in the Autumn Term.</p>	<p>Committee Clerk</p>
<p>66 Executive Headteacher's Delegated Responsibilities</p>	<p>In accordance with the School Staffing Regulations 2009, Governors reviewed existing decisions relating to the delegation of staffing functions to the Executive Headteacher. After consideration of the options available to the Governing Body, it was agreed that the current arrangements remain unchanged:</p> <p>Appointments</p> <p>Delegation to the Executive Headteacher to appoint outside the Leadership Group to:</p> <ul style="list-style-type: none"> • Permanent and Temporary Staff • Supply Cover 	

	<p>Dismissals</p> <p>Delegation to the Executive Headteacher to:</p> <p>The Governing Body delegates to the Executive Headteacher responsibility for written warnings and to the First/Pay Review Committee to deal with other issues.</p> <p>The Governing Body agreed that should the Executive Headteacher be the subject of any conduct, capability, performance or discipline proceedings, delegation was to the Chair of the Governing Body.</p>	
<p>67 Review of Expenditure and Virement Limits</p>	<p>Consideration was given to existing expenditure and virement limits delegated to the Executive Headteacher and the Governing Body approved the following delegated virement/expenditure limits:</p> <p>Virement limits:</p> <ul style="list-style-type: none"> • Up to £2,000 without prior approval for emergency cases • Up to £5,000 with approval from Chair of Governors or Chair of Finance, Premises and Grounds Committee • Above £5,000 with appropriate Governing Body or Finance, Premises and Grounds Committee approval <p>Expenditure Limits:</p> <ul style="list-style-type: none"> • Any item of expenditure up to £5,000 • Above this limit, if item was previously notified to the Governing Body • Prior Governing Body approval to be sought outside this limit <p>AGREED ACTION:</p> <p>THAT the Executive Headteacher report any virements or expenditure outside of the agreed limits to the Finance and Premises Committee of full Governing Body at the earliest opportunity.</p>	<p>Executive Headteacher</p>
<p>68 Governor Training Feedback and Impact</p>	<p>The following Governors reported on training they had recently undertaken:</p> <ul style="list-style-type: none"> • Mrs Donachie had attended Induction Training which was beneficial to her as a new Governor. Mr Blake was to look at dates to book onto Induction Training. 	

	<p>Following a discussion regarding the identified training needs of the Governing Body, it was recommended and agreed that Safeguarding Training would be organised in conjunction with another school within the cluster.</p> <p>AGREED ACTION:</p> <p>THAT Safeguarding Training be arranged with another school in the cluster.</p>	Executive Headteacher
69 Governor Conference	<p>Governors received information regarding the Durham Governance Conference, to be held on Friday 18 October 2019 at Ramside Hall Hotel.</p>	
70 School Issues	<p>Overview of Future Plans</p> <p>Reverend Hayden had met with the Diocese and he relayed plans to appoint a successor to replace Mr Edwards. The Clerk explained that a special meeting would need to be arranged to elect a new chair. The recommendation that Mr D Murray, Deputy Headteacher at St Leonards, be approached to become Foundation Governor to replace Mr Edwards was agreed by Governors.</p> <p>AGREED ACTION:</p> <p>THAT the necessary paperwork be completed and forwarded to the Diocese to appoint Mr Murray as Foundation Governor.</p>	Executive Headteacher
71 Governance Update	<p>Governors received the Governance Update briefing paper which included information on a range of national and local issues as follows:</p> <ul style="list-style-type: none"> • Governance Handbook and Competency Framework • Best Practice Guidance for School Complaints Procedures 2019 • Education Endowment Foundation Guide • Workload Reductions • Chancellor pledges to end period poverty • Compulsory Health Education • Indicators for Potential Fraud • Post-16 Maths and English GCSE Re-sits • Advice and Clerking Service Level Agreement (SLA) Feedback • Governance Reviews • Staffing Update • Training Programme • Online Training • National Governance Leadership Development Programme • Additional Training • Chair's Briefings • Durham County Association of Governors (DCAG) Update 	

	<p>AGREED ACTIONS:</p> <p>(a) THAT the Governing Body review the school's Complaints Procedure to ensure it meets DfE Guidance for Best Practice 2019;</p> <p>(b) THAT the Chair of Governors contact SGSS if interested in taking part in the Governance Review Pilot;</p> <p>(c) THAT Governors contact SGSS to book or confirm reserved places at the Governance Conference;</p> <p>(d) THAT Governors access the Training and Development Programme via the link;</p> <p>(e) THAT the Governing Body consider whether to purchase one of the NGA online training and/or membership packages;</p> <p>(f) THAT the Chair and Vice Chair consider undertaking the National Governance Leadership Development Programme;</p> <p>(g) THAT the Chair and/or Vice Chair attend the termly Chairs' Briefing if possible.</p>	<p>Governing Body</p> <p>Chair of Governors</p> <p>Governors</p> <p>Governors</p> <p>Governing Body</p> <p>Chair / Vice Chair</p> <p>Chair / Vice Chair</p>
<p>72 Schools Forum</p>	<p>Governors received a briefing paper which provided a summary of roles and responsibilities of the Schools Forum.</p> <p>Information relating to membership and vacancies was also noted.</p>	
<p>73 Report of the Schools Advice and Support Team</p>	<p>Consideration was given to a briefing paper from the Schools' HR Advice and Support Team which provided information on the HR Training and Development Directory, revised policies and guidance and Teachers Pay Policy Guidance.</p> <p>A HR Training Directory had been circulated to the Executive Headteacher and Chair of Governors which provided details of training sessions and workshops.</p> <p>AGREED ACTIONS:</p> <p>(a) THAT Governors attend the Managing Employee Attendance Workshop;</p> <p>(b) THAT the Executive Headteacher make staff aware of the updated policies and guidance.</p>	<p>Governors</p> <p>Executive Headteacher</p>

<p>74 Strategic Schools Account Manager for Schools and Academies</p>	<p>Governors received the briefing paper from the Strategic Schools Account Manager for Schools and Academies explaining her role and how she can support schools in accessing Service Level Agreements provided by the Local Authority.</p>	
<p>75 Dates of Future Meetings</p>	<p>The following dates for meetings of the full Governing Body, which were to be held at St Joseph's Catholic Primary School were agreed:</p> <p>Autumn Term 2019: Friday 4 October at 1.00pm</p> <p>Spring Term 2020: Friday 13 March at 1.00pm</p> <p>Summer Term 2020: Friday 12 June at 1.00pm</p> <p>The following dates for Committee meetings, which were to be held at St Thomas More RCVA Primary School, were agreed:</p> <p>Finance, Premises and Grounds Thursday 27 June at 8.30am Thursday 7 November at 8.30am</p> <p>Curriculum and Standards Thursday 11 July at 8.30am Tuesday 5 November at 8.30am</p>	
<p>76 Other Business</p>	<p>The inclusion of a Governance Statement on the website was considered. The aim being to provide an overview for parents on what the Governing Body did.</p> <p>AGREED ACTION:</p> <p>THAT copies of Governance Statements be forwarded to the Executive Headteacher.</p>	<p>Executive Headteacher</p>

There being no further business the meeting closed at 3.45pm

Signed
Chair

Date

**The St Joseph and St Thomas More
Catholic Primary Federation - No. 8406509**

Committee	Name	Position
Admissions (VA only)	Mrs P Conway	
	Mr P Norman	
	Mrs S Walmsley	
Appeals	Mrs P Conway	
	Mr C Tate	
	Mrs S Walmsley	
Curriculum and Standards	Mr M Blake	
	Mrs M Clark	
	Mrs P Conway	
	Ms C Lawlor	
	Mr P Norman	
	Mr C Savage	
	Mrs J Smith	
	Mrs S Walmsley	
Finance, Premises, Grounds	Mr L Addison-Smyth	
	Prof S Clark	
	Mrs L Donachie	
	Mrs H Haywood	
	Mr P Norman	
	Mr C Tate	
First / Pay Review	Mr L Addison-Smyth	
	Mrs H Haywood	
	Mrs S Walmsley	
Performance Management	Mr L Addison-Smyth	
	Mrs H Haywood	
	Mr P Norman	
	Mr C Savage	

Personnel

Rev. C Hayden	
Mrs H Haywood	
Mr P Norman	
Mrs S Walmsley	

Committee Structure

Full Governing Body

CHAIR:

VICE CHAIR:

Terms of Reference

Strategic Leadership and Accountability:

- In collaboration with school leaders determine a clear and explicit vision for the future. Ensure this is communicated to the whole organisation.
- Set strong and clear values and ensure these are embedded across the organisation and adhered to.
- Determine the strategic direction for the school.
- Monitor and evaluate pupil progress and attainment by receiving reports and information from the Headteacher and other school leaders; compare against national and local benchmarks over time.
- Receive reports from committees, working parties or individuals and agree actions.
- Approve the SEF and monitor throughout the year.
- Approve the School Improvement Plan priorities and monitor throughout the year progress towards agreed actions.
- Ensure there is a transparent system for performance management of all staff which is clearly linked to the school's priorities. Have oversight of staff performance throughout the year.
- Ensure there are mechanisms in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers.
- Agree recruitment process to be followed in relation to Senior Leader posts; where delegated ratify appointments.
- Final approval of the annual budget plan.
- Monitor the school's budget throughout the year.
- Agree revenue and expenditure limits for the Headteacher.
- Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with the agreed terms of reference.

People and Structures:

- Elect and/or remove Chair of Governors and Vice Chair of Governors.
- Appoint Committee Chairs or delegate to each committee.
- Consider and agree delegation of functions to individuals or committees.
- Agree committee terms of reference and membership.
- Establish a register of Governors business interests.
- Ensure Governors information on the Get Information About Schools (GIAS) register and the school website is up to date and compliant with current requirements.
- Confirm the Instrument of Government and subsequent amendments.
- Appoint Co-opted, Local Authority and where necessary Parent Governors to the Board.
- Review and monitor the Governor Induction Process.
- Have regard for Governors professional development.
- Where necessary, suspend or remove Governors from the Board.
- Appoint/dismiss the Clerk to the Governing Body.

Compliance and Evaluation:

- Consider business provided by Local Authority and other sources
- Suspend or end suspension of staff members.
- Ensure all statutory policies are in place and there is an effective policy review cycle.
- Review and agree the Governor Code of Conduct.
- Confirm arrangements for completion of a Governor Skills Audit.
- Ensure there is regular self-evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness.
- As necessary, consider an external review of the Board's effectiveness.
- Ensure school website is up to date and compliant with current DfE requirements.

Finance, Premises and Grounds Committee

Terms of Reference:

- Consider all matters received from the LA relating to the financial aspects of the Authority's scheme for the Financing of Schools (Fair Funding).
- In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Body.
- To establish and maintain an up to date 3 year financial plan.
- To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Body.
- To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE Financial Management Standard for Schools.
- 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 level agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in any reports to parents.
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.
- Inspection/reporting repair and maintenance to Buildings & Grounds.
- Buildings and Grounds Improvements.
- Tendering procedures.
- Purchase & disposal of Furniture and Equipment.
- Oversee the use of the premises by outside users.
- Establish and keep under review an asset management /building development plan.
- Establish and keep under review an Accessibility Plan.

Meetings: termly, or each half term, planned to coincide with Oracle.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate members may not vote.

Personnel Committee

Terms of Reference:

- To carry out an annual review of 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 keep under review work/life balance, working conditions and well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

Meetings: Half Termly
Pecuniary interest.

Delegation to the Headteacher
School Staffing (England) Regulations 2009.

Appointment: The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Delegate to the Headteacher as above for:

- Permanent and Temporary Support Staff
- Supply Cover

Dismissals: delegation to the Headteacher for written warning and to the First/Pay Review Committee to deal with other issues.

First/Pay Review Committee

Terms of Reference:

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. disciplinary, grievance, ill health, capability etc
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body (unless delegated to the Headteacher).
- Staffing Reductions.

Meetings: Autumn term, plus as and when necessary.
Disqualifications: School staff. Pecuniary interest.

Appeals Committee

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (e.g. disciplinary, pay review, capability for teachers etc).
- To consider any appeal against selection for redundancy.

Meetings: as and when required. Must have no fewer members than the Hearing.
Disqualifications: Headteacher. Any governor who was involved in the hearing. Spouse/partner.

CURRICULUM AND STANDARDS COMMITTEE

- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.
- Ensure that the school's policy on SEN is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers.
- Consider developing a whole school drugs policy.
- Decide whether or not to provide sex and relationships education drugs education and consult parents. Agree the content and organisation of the school's programme of sex and relationship education and notify parents of their right to withdraw their child.
- Monitor pupils' attitudes, values and how other personal qualities are developed within the school through the provision of RE and PHSCE and that parents are told of their right to withdraw their child.
- Ensure the effective integration of children with SEN.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Health and Safety issues, inspection report and action (including completion of annual risk assessment).
- Ensuring that the school meets health and safety requirements and review the school's Health and Safety Policy regularly.
- Ensure that adequate provision is made to make the building safe and secure.
- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- Conduct the school with a view to promoting high standards of education achievement and routinely monitor progress.
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- To monitor and review information about school performance through the development and monitoring of the School Improvement Plan and the SEF.
- Ensure that every child receives the full statutory curriculum that the school must provide.
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/guardians annually.
- Set attendance targets and monitor the school's performance against these targets.
- Ensure the school has policies on Race and Disability Discrimination and fulfils its statutory responsibilities
- In general terms, monitor teaching and learning and the progress of pupils.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Ensure the quality of education, teaching and learning.
- Consider the provision of extended services.

- Promote and encourage aspirations.
- Ensure the school works well with its community, parents and other schools.
- Ensure the school meets the requirements of the SEN and relevant disability legislation.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with the agreed aims, values and ethos.
- Ensure that the school has an effective school council. The Governing Body takes account of the school council in determining the way in which the school is conducted.
- The school promotes inclusive policies that allow for the achievement of all pupils.
- Ensure that adequate provision is made for transition between primary and secondary education.
- Ensure each child is able to reach their potential including the gifted and talented (differentiation).
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.
- Complaints.

Meetings: Termly or when required.

Disqualifications: Prior knowledge in cases of pupil discipline or complaints.

Admissions Committee

Terms of Reference:

- To determine within statutory provisions and the Governing Body policy whether any child shall be admitted to the school.
- To review admission arrangements and to make recommendations for changes to the Governing Body.

Meetings: When required.

Disqualifications: Associate Members may not vote.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body.	£ 2,000	Any items of expenditure up to	£ 5,000
Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	5,000	Above this limit if item was previously notified to the Governing Body. Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	
Prior Governing Body approval to be sought outside of this limit.			

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.