

# For easy reference

## BURNT TREE PRIMARY SCHOOL GOVERNING BODY

COMMITTEE STRUCTURE 2017/18

COMMITTEES	Responsibilities include:
<p><b><u>FINANCE/PERSONNEL</u></b>            Ms J Bitchenor            Mr L Jassey            Mr M Loan            Mr A Qayyum            Mr H Sood            Mrs Evans (Head) - <i>Advisory in some instances: staffing</i>            Mrs C Brown (SBM) - <i>Advisory</i></p>	<ul style="list-style-type: none"> <li>• Quorum of 3</li> <li>• See Terms of Reference for delegated powers.</li> <li>• Head Teacher's spending/virement limit to be £6,000 (<b>approved FGB 19 Sept</b>)</li> </ul> <p><i>Note – for matters that could result in a potential for Appeal, a quorum of members would be selected, to allow for due process if necessary.</i></p>
<p><b><u>PUPIL PROGRESS, STANDARDS &amp; CURRICULUM</u></b>            Ms J Bitchenor            Mrs A Braham            Mrs C Brown            Fr M Ennis            Mrs J Evans (Head)  <i>Vacancy</i></p>	<ul style="list-style-type: none"> <li>• Quorum 3</li> <li>• See Terms of Reference</li> </ul>
<p><b><u>APPEALS/COMPLAINTS/PUPIL DISCIPLINE</u></b>            This would be taken from the <b>whole Governing Body</b>.            Consideration would be given to those with least/no prior knowledge/participation in an original decision/relevant incident(s) and preferably not staff/parents regarding pupil discipline. For Staffing Appeals the committee would need to be equal /greater in number than the original Panel.  <i>Regard would <b>always</b> be given to DoFl.</i></p>	<ul style="list-style-type: none"> <li>• Quorum of 3</li> <li>• See Terms of Reference for delegated powers</li> </ul>
<p><b><u>HEALTH &amp; SAFETY</u></b>  <b>Named Governor Responsibility:</b> Mr H Sood            Mrs J Evans (Head)            Mr Timbrell (Advisory – Site Manager)</p>	<ul style="list-style-type: none"> <li>• See Terms of Reference for the remit covered</li> </ul>
<p><b><u>SELECTION PANEL</u></b>            ALL Members of the GB, <b>but would be needed to partake in all stages of the process.</b>            Mrs Evans (Head) – included for the appt of Deputy</p>	<ul style="list-style-type: none"> <li>• For the appointment of Head/Deputy Head  <b><i>J Bitchenor (Chair) - Safer Recruitment trained</i></b>  <b><i>ALL SLT also trained</i></b></li> </ul>
<p><b><u>PAY COMMITTEE</u></b>  <b><i>(Annual meeting that will follow the PProg/Stands &amp; Curric cmt e in Sept)</i></b>            Angela Braham            Ms Bitchenor            Fr Martin Ennis  <b><u>Pay APPEAL committee</u></b>            Lamin Jassey            Abdul Qayyum            Sheila Reid-Simms  <b>Named reserve: Mr Loan</b></p>	<ul style="list-style-type: none"> <li>• Quorum of 3</li> <li>• See Terms of Reference</li> <li>• Annual meeting</li> </ul>
<b>CHAIR</b>	<i>Joyce Bitchenor</i>
<b>VICE CHAIR</b>	<i>Mr H Sood</i>
<b>HEAD'S APPRAISAL</b>	<b><i>Ms Joyce Bitchenor/Mr L Jassey/Mr H Sood + Named reserve Mr A Qayyum</i></b> <b><i>Head's Appraisal meeting tbc with Sandwell SIA; the approved external support.</i></b>

# For easy reference

<b>Area of Responsibility</b>	<b>Governor</b>	<b>School Link for Responsibility</b>
Attendance & Community	<b>Fr Martin</b>	Family Support Worker – Melissa Hardwick
EAL	<b>Abdul Qayyum</b>	Senior Leadership Team (SLT)
English: Reading/Writing	<b>Sheila Reid-Simms</b>	Leanne Blakeley
EYFS	<b>Joyce Bitchenor – <i>acting in interim</i></b>	Jane Bayliss
Health & Safety	<b>Mr Sood</b>	Head /Site Manager
Maths	<b>Claire Brown</b>	Louise Giles
Pupil Premium/Sport Grant Funding	<b>Lamin Jassey</b>	Head
Pupil Voice & British Values	<b>Jayne Bayliss</b>	Emma Watkins
Safeguarding & Behaviour Child Protection	<b>Joyce Bitchenor</b>	SLT Head
Science & Thematic Curriculum	<b>Mr Loan</b>	Claire Bailey (Thematic) Rebecca Hind (Science/Computing)
SEND	<b>Angela Braham</b>	Jane Bayliss