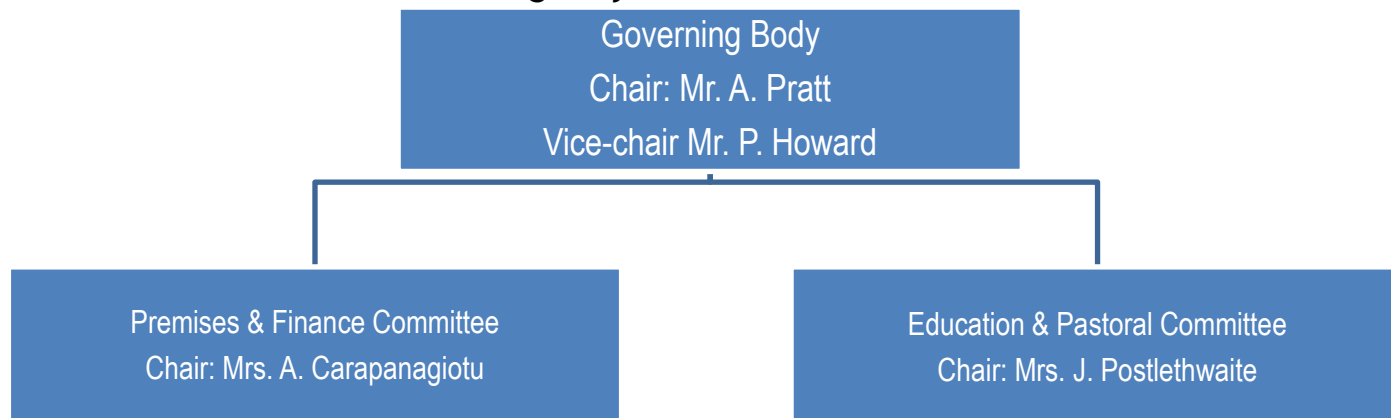




Larkfield Primary School

Governing Body and Committee Structure



The **full governing body** has overall responsibility and oversight of all aspects of the school management. Most functions are delegated to the Headteacher and senior staff, with governors providing scrutiny, challenge and advice. The full body meets at least four times per year – [the Annual General Meeting plus once per term].

In order to facilitate scrutiny of the school's activities, the governing body has a number of smaller committees, each with a focus on particular aspects of the school. These committees are organised as follows:

The Premises and Finance Committee

Has responsibility for all matters relating to the school premises, health & safety, school finances and staffing.

The Education & Pastoral Committee

Is responsible for all matters relating to teaching, curriculum and pastoral care including safeguarding and looked-after children.

Committees meet at least once per term with minutes from these meetings detailing any issues / actions or plans going forward to the termly full governing body meetings for discussion / approval.

Full terms of reference for Governor Committees are published in the Governor area of the school website.

- Additional extra-ordinary meetings or single agenda item meetings are also held from time to time - for example, to discuss staffing adjustments or school outcome data or for training purposes.
- Other single-item committees are arranged as required, to look at teacher performance management and pay, exclusions, disciplinary matters and appeals.