



Twyning School Committee Structure 2026-2027

Finance, Premises & Staffing	
Terms of reference To provide support and guidance for the Head Teacher on all matters relating to the financial running of the school, maintenance, security and enhancement of the school premises and health and safety matters. To advise and support on all staffing and development matters.	
Responsibilities	Membership
• Budget • Income Generation • Sponsorship • Premises • Health & Safety • Pupil Premium • Disability Access • Staffing Structure • Staff Development • Recruitment • Personnel Issues • Performance Mgt	• Carol Chapman (Chair Fin & Prem) • Andrew Parry-Jones (Chair Staffing) • Jamie Bartlam • Oliver Last • Liz Oldfield • Lucy Gladstone • Lorna Tingle (Business Manager)
Policy Ownership (current year)	
Charging & Remissions	Statement of Internal Control
Security	Schools Financial Value Standard
Finance	Allegations of Abuse Against Staff
Teachers Pay	Safer Recruitment
Health & Safety	Positive Handling
Intimate Care	Emergency Plan
Governors Allowances	Support for Pupils with Medical Conditions
Equality Information & Objectives Statement	Admissions
Accessibility Plan	Lockdown
Pupil Premium Strategy Statement	

Standards & Communications																							
Terms of reference • Monitor achievement, progress and assessment throughout the school • Contribute to and monitor the school improvement plan and the post-Ofsted inspection action plan • Oversee targets for pupil achievement and progress at KS2 • Support effective communications with children, parents, staff, governors and the community																							
Responsibilities • National Curriculum • Special Needs • School Targets • Behaviour • Rewards & Sanctions • Website • Social Media • Newsletter • Liaison with Media & Community • Travel to/from school • PTFA	Membership • Katerina Draper (Chair) • Jamie Bartlam • Carol Chapman • Kate Smith • Dave Smith • Adam Boyce • Lou Davies • Lucy Gladstone • Emma Mulligan (Staff Representative)																						
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Twynning School Procedure for Reviewing Policies

- School policies fall into two categories of Statutory and Non –Statutory. All policies are stored in the School Policy Tracker System.
- All policies must be reviewed from time to time; some every year, e.g. Safeguarding and Child Protection; and some less frequently, the review dates will be on the front cover of the policy.
- All policies must also be updated when new legislation comes into force, or when there are changes in responsible personnel, regardless of the usual review schedule.
- The School Business Manager (SBM) manages the school policy tracker and notifies School staff when a policy is scheduled to be reviewed. Review dates are spread out over the year.
- School staff with responsibility for particular areas of the school management, e.g. Health & Safety, are responsible for keeping the related policies up to date. The policy tracker will send out timely reminders, the SBM will regularly check the tracker

Review Procedure for Policy Owners

- When reviewing a policy, read it through and:
- Check that the policy reflects current practice in the school
- If it does not, but current practice is good, consult two other School staff members and if agreed, change the policy accordingly.
- If there is something in the policy that is not being done, and you think it should be, highlight that and bring it to the School's attention.
- If you think something needs to be added to, or changed, in the policy, bring your suggestion(s) to the School's attention.
- Check that any people named in the policy, their roles and their contact details, are correct
- Check that any documents referred to are the most recent versions
- Change any links and dates of documents referred to as needed.
- Check that the policy complies with any legislation to which it relates, e.g. KCSIE
- Highlight any changes you have made by using coloured text until the Policy has been approved at Governor's meetings.

Review Procedure for Governors

- At the start of the academic year the SBM will identify which policies are due for renewal and at which Governors meeting throughout the year.
- The policies need to be ratified by the Governors which will be sent to them prior to the Governor's Meeting as required.
- If the Governors are happy with the Policies the Clerk will minute the approval
- The SBM will then update Policy Tracker and where applicable the school website

The NGA Website states that reviewing and approving policies by governing boards in schools should not take up too much time and governors should not get lost in the details. Governing boards have a crucial role in overseeing policies and scrutinising how they translate into everyday school life. This guidance explains how the governing boards can manage policy review efficiently whilst ensuring robust oversight.

1. Do we need this policy?

Many schools have a range of non-statutory policies in place. While these may be crucial to improving outcomes for pupils, developing and implementing such policies shouldn't become an unnecessary burden for the board or for school staff. Every policy should have clear objectives; the governing board should know what the intended impact is and how it will monitor progress. When it comes to policies that are not legally required, we encourage boards to consider:

- What do school leaders hope to achieve with this policy?
- Could an existing policy be extended or amended to achieve this objective?

2. Can approval be delegated?

Governing boards don't need to approve every policy. DfE guidance details statutory policies and makes clear that it is up to governing boards to decide whether and how to delegate policy approval – in many cases, approval can and should be delegated to a committee or the SBM/Headteacher. You should also think about the frequency of policy review and approval. It is recommended that many policies are reviewed annually, but this isn't appropriate for every policy and every setting. Look at what is required and consider whether extending review frequency to every two years would be beneficial. Overseeing non statutory policies Boards should have a level of oversight over policies they do not approve and be satisfied that they are fit for purpose. A brief summary of updates within the Headteacher report can be a good way for the board to stay informed on policies that are not subject to governing board approval without getting into too much detail.

3. Keep it strategic

While boards need to be assured that school leaders have developed the full set of policies and sought the right advice in doing so, they are not expected to have the expert knowledge to check it themselves. Don't be tempted to draft, edit or proofread policies – this is the job of school and leaders. Your role as a governor or trustee is to ask challenging questions to make sure the policy is robust. Read any policies that require approval in advance of the meeting so that you're prepared to ask questions that focus on:

- What changes have been made to the policy since it was last reviewed?
- How was the policy developed? (Has a model policy been adapted?)
- Who was involved? (Has expert advice been sought, and stakeholders consulted?)
- Does it comply with relevant requirements?
- Does it align with our ethos, values and vision? Governance professionals have an important role in helping governing boards to develop meeting agendas that focus on strategic priorities and are not overwhelmed by compliance activities