

Committee Structure

The Finance & Buildings Committee

CHAIR: Mr A F Aberdeen

Terms of Reference:

- 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 and grounds
- Improvements
- Tendering procedures
- Purchase and disposal of furniture and equipment
- Health and Safety issues, inspection report and action (including completion of annual risk assessment)
- Expenditure proposals for submission to the Finance Committee.

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

CHAIR:

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: as and when necessary

Pecuniary interest.

Delegation to the Headteacher

School Staffing (England) Regulations 2009.

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

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

In this school Governors delegate responsibility to the Headteacher as follows:

Appointments:

- Permanent teaching staff posts – Headteacher plus two or more Governors
- Permanent support staff posts – Headteacher plus two or more Governors
- Temporary staff – Headteacher plus two or more Governors

Dismissals:

- All staff other than Headteacher, unless exceptional circumstances exist.

Dismissal of the Headteacher would be considered by a committee of the Governing Body.

First / Pay Review Committee

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, recruitment and retention payments, points for previous experience, bursaries.
- 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 where the Headteacher is the subject of the action.
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body.
- Reducing the staffing.

Meetings: as and when necessary.

Disqualifications: The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner. Staff members cannot take part in any decisions.

Appeals Committee

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee.
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (eg disciplinary, pay review, capability 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. Staff members cannot take part in any salary decisions.

Admissions Committee

CHAIR:

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. Headteacher to liaise with Governors via email regarding in-year admissions.

Disqualifications: Associate Members may not vote.

Headteacher's Performance Review Committee

CHAIR:

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or School Improvement Partner (SIP) to discuss the Headteacher's performance targets.
- To decide with support from the EA or SIP whether the targets have been met and to set new targets annually.
- To monitor throughout the year the performance of the Headteacher against the targets.
- To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets.

Meetings: Autumn term, plus monitoring meetings.

Disqualifications: the Headteacher and staff.

Achievement and Standards Committee

CHAIR:

Curriculum

- Conduct the school with a view to promoting high standards of education achievement (SSFA 1998)
- Ensure that every child received the full statutory curriculum that the school must provide
- Ensure the quality of education, teaching and learning (see Enjoy and Achieve re promoting high standards)
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/guardian annually
- Ensure each child is able to reach their full potential including the gifted and talented (differentiation)
- Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.
- Set targets for achievement of KS1 & KS2. Monitor the school's performance against these targets
- Set attendance targets and monitor the school's performance against these targets
- 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.

- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked after Children and Disability on pupils, parents and communities
- Ensure the effective integration of children with SEN
- 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 and consult parents (Primary).
- 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.
- Consider the provision of sex and drugs education.
- Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".

Policies

- Anti-Bullying and Behaviour Policies.
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Ensure the school has policies in race and Disability Discrimination.
- Ensure that the school fulfils its statutory responsibilities in terms of Race discrimination.
- Ensure the school has a curriculum policy that meets pupils' needs.
- The school promotes inclusive policy on SEN is consistent with the code of practice and Disability Discrimination 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.

General

- Ensure the school meets requirements of the SEN and relevant disability legislation.
- Decide whether or not to provide sex and relationship education and consult parents.
- Consider the provision of sex and drugs education.
- Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap around provision.
- Promoting an ethos that encourages participation in competitive sport both within the school and between schools.
- Ensure the school works well with its community, parents and other schools.
- Ensure the school works effectively with other agencies to support vulnerable children and their families.
- Consider out-of-hours provision (wrap-around provision, study support, extended schools).
- 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.

- Ensure that adequate provision is made for transition between primary and secondary education.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.
- Aims and values for the school are agreed and positive ethos for the school is promoted. Policy decisions are consistent with agreed aims, values and ethos.
- Contribute to the development and monitoring of the School Improvement Plan and SEF.
- Plan to raise standards of achievement and monitor the school's performance.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- In general terms, monitor teaching and learning and the progress of pupils.
- Complaints.

Meetings: at least termly.

Disqualifications: conflict of interest, pecuniary interest.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5,000	Any items of expenditure up to	£ 10,000
Limit set for Headteacher with approval from Chair of Governors	£ 10,000	<ul style="list-style-type: none"> • 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 Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.			

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