

The Finance and Personnel Committee

CHAIR: TBC

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 wherever possible
- 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 Schools Financial Value Standard (SFVS).
- 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 Hearings/First Committee and Pay Appeal Committee decisions are appropriately funded.
- 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 wellbeing, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

Meetings: As required, with minimum of 2 per year

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

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

Delegate to one of more Governors and the Headteacher:

- All appointments outside the Leadership Group.

Dismissals: Governing Body retains the responsibility for all dismissals.

Headteacher's Performance Review Committee

CHAIR:

Terms of Reference:

- To arrange to meet with the Education Development Partner (EDP) to discuss the Headteacher's performance targets.
- To decide with support from the EDP 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.

Hearings/First Committee

CHAIR: TBC

Terms of Reference:

- To make any decisions under the personnel procedures adopted by the Governing Body, eg capability, disciplinary, grievance, ill health 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 (unless delegated to the HT).
- Reducing the staffing.
- To act in accordance with the Teachers' School Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN (Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.

Meetings: Autumn term, as and when necessary.

Disqualifications: The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner, School staff. Pecuniary interest.

Delegation to the Headteacher

Under the 2009 Staffing Regulations the Governing Body determines the extent to which it delegates to the Headteacher responsibility, up to and including initial dismissal decisions for school staff.

Appeals Committee

CHAIR:TBC

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (eg capability, disciplinary, pay review 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.

EVERYONE IS SPECIAL COMMITTEE

ECM areas- Be Healthy
Staying Safe

CHAIR: TBC

Terms of Reference:

- Ensuring that the school meets health and safety requirements and review the schools H&S policy regularly.
- 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.
- 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 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".
- Anti-Bullying and Behaviour Policies.
- Ensure that buildings and the learning environment are maintained and fit for purpose.
- 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.
- Conduct the school with a view to promoting high standards of education achievement (SSFA 1998).
- Set targets for achievement at EYFS. 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.
- Contribute to 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 a curriculum policy that meets pupils' needs.
- Ensure the school has policies on Race and Disability Discrimination.
- 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 (see Enjoy and Achieve re promoting high standards).
- Plan to raise standards of achievement and monitor the school's performance.
- Consider out-of-hours provision (wrap around provision, study support, extended schools).
- 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.
- Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.
- Monitor the development of pupils' attitudes, values and other personal qualities.
- 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 the school fulfils its statutory responsibilities in terms of Race discrimination.
- 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: 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	£ 1,000	Any items of expenditure up to	£ 5,000
Limit set for Headteacher with approval from Chair of Governors	1,000 - 5,000	<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. • 	
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