

Committee	Terms of Reference	Meetings	Disqualifications	Members
Finance, Premises & Staffing	<ul style="list-style-type: none"> <li>○ In conjunction with the Headteacher to draft the first formal budget plan of the financial year, for approval by the full Governing Board.</li> <li>○ To establish and maintain an up to date 3 year financial plan.</li> <li>○ To monitor income and expenditure, including virement decisions, significant anomalies from the anticipated position and report termly to the Governing Board.</li> <li>○ To ensure the school operates within the financial regulations of the County Council and the requirements of the DfE School Financial Value Standard for Schools.</li> <li>○ To monitor expenditure of all voluntary funds kept on behalf of the Governing Board.</li> <li>○ To annually review charges and remissions policies and expenses policies.</li> <li>○ To make decisions in respect of service level agreements.</li> <li>○ To make decisions on expenditure following recommendations from other committees.</li> <li>○ To prepare financial statements for inclusion in any reports to parents.</li> </ul>	Termly/Half Termly in line with Oracle schedule	<ul style="list-style-type: none"> <li>● when there may be a conflict of interest</li> <li>● a fair hearing is required</li> <li>● a pecuniary interest</li> <li>● Associate members may not vote.</li> </ul>	Liz Charlton David Grimes Martin Bell Paul Henderson Edward Martin George

	<ul style="list-style-type: none"> <li>○ To ensure as far as is practical that any Health and Safety (H&amp;S) issues are appropriately funded in accordance with priorities.</li> <li>○ To ensure that Pay Review Committee and Pay Appeal Committee decisions are appropriately funded.</li> <li>○ To carry out an annual review of the staffing structure in consultation with the Headteacher and the Finance Committee.</li> <li>○ To oversee the appointment procedure for all staff (except Leadership and where delegated)</li> <li>○ To establish and review a performance management policy for all staff.</li> <li>○ To keep under review work/life balance, working conditions and well being, including the monitoring of absence.</li> <li>○ To make recommendations to the Finance Committee on Personnel-related expenditure.</li> </ul> <p><b>Delegation to the Headteacher</b></p> <p>School Staffing (England) Regulations 2009.</p>			
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	<p><b>Appointment:</b> The Governing Board can delegate the power to appoint outside the leadership group to:</p> <ul style="list-style-type: none"> <li>• The Headteacher</li> <li>• One or more Governors with the right of the Headteacher to advise</li> <li>• One or more Governors and the Headteacher.</li> </ul> <p>When any of the exceptional circumstances listed below are applied, decisions will revert to the Governing Board's existing Committee Structure:</p> <ul style="list-style-type: none"> <li>• A Headteacher is unwilling to perform these functions and previous service at the school did not include these responsibilities</li> <li>• A Headteacher is subject to suspension, disciplinary procedures including capability or disciplinary or disciplinary sanction</li> <li>• Where the LA has made representations to the Chair of the Governing Body on the grounds of serious concerns regarding the performance of the Headteacher</li> <li>• Where the Headteacher has failed to abide by financial limits agreed by the Governing Body for any school purpose</li> </ul>			
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	<p>In the case of the appointment of a member of support staff required to act in a senior management capacity.</p> <p>Delegate as above for:</p> <p><b>Appointments:</b></p> <ul style="list-style-type: none"> <li>• All temporary posts and supply cover – Headteacher</li> <li>• Permanent Teaching Posts – Headteacher plus one or more Governors</li> <li>• All non-teaching staff - Headteacher</li> </ul> <p><b>Dismissals:</b> No delegation to Headteacher.</p>			
First/Pay Review	<ul style="list-style-type: none"> <li>○ To act in accordance with the Teachers' Pay Policy adopted by the Governing Board to include matters relating to: teaching and learning responsibility payments, SEN (Special Educational Needs) allowances, recruitment and retention payments etc.</li> <li>○ To report to the Finance Committee on Pay Review-related expenditure.</li> <li>○ To make any decisions under the personnel procedures adopted by the Governing Board, e.g. disciplinary, grievance, ill health, capability etc where</li> </ul>	Annually	<ul style="list-style-type: none"> <li>• The Headteacher</li> <li>• the Chair of Governors (if he/she has prior knowledge or involvement)</li> <li>• Spouse/partner</li> <li>• Members of staff in relation to pay-related matters</li> <li>• Pecuniary interest</li> </ul>	Liz Charlton David Grimes Stacey Dobson

	<p>the Headteacher is the subject of the action.</p> <ul style="list-style-type: none"> <li>○ To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Board (unless delegated to the Headteacher).</li> <li>○ Reducing the staffing.</li> </ul>			
Headteacher's Performance Review	<ul style="list-style-type: none"> <li>○ To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher's performance targets.</li> <li>○ To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.</li> <li>○ To monitor throughout the year the performance of the Headteacher against the targets.</li> <li>○ To make recommendations to the appropriate committee in respect of awards for the successful meeting of set targets.</li> </ul>	Autumn term plus monitoring meetings	<ul style="list-style-type: none"> <li>• The Headteacher and staff</li> </ul>	Moira Barnes Liz Charlton David Grimes
Appeals	<ul style="list-style-type: none"> <li>○ To consider any appeal against a decision to dismiss a member of staff made by the Hearing/First Committee (or Headteacher if delegated).</li> </ul>	As and when required. Must have no fewer	<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Any governor who was</li> </ul>	Moira Barnes Stacey Dobson Edward Martin George

	<ul style="list-style-type: none"> <li>○ To consider any appeal against a decision under the personnel procedures adopted by the Governing Board. (eg. disciplinary, pay review, capability etc.).</li> <li>○ To consider any appeal against selection for redundancy.</li> </ul>	members than the hearing	involved in the hearing <ul style="list-style-type: none"> <li>● Spouse/partner</li> <li>● Members of staff in relation to pay related matters</li> </ul>	
Curriculum & Standards	<ul style="list-style-type: none"> <li>○ Ensuring that the school meets health and safety requirements and review the schools H&amp;S policy regularly.</li> <li>○ Ensuring that PE is taught as part of the school curriculum and monitoring the quality and adequacy of provision.</li> <li>○ Promoting an ethos that encourages participation in competitive sport both within the school and between schools.</li> <li>○ Monitoring nutritional standards within the school to include school meals, snack provision and food available during wrap-around provision.</li> <li>○ 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.</li> <li>○ Consider developing a whole school drugs policy.</li> </ul>	At least termly or when required	<ul style="list-style-type: none"> <li>● Conflict of interest</li> <li>● Pecuniary interest</li> <li>● Prior knowledge in cases of pupil discipline or complaints</li> </ul>	Moira Barnes Liz Charlton David Grimes Martin Bell Paul Henderson Stacey Dobson Edward Martin George Anna Hughes Nicola Miller Luke Vasarhelyi Vicky Atkinson Fiona Steel Malcolm Blake

	<ul style="list-style-type: none"> <li>○ Decide whether or not to provide sex and relationships education and consult parents.</li> <li>○ 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.</li> <li>○ Ensure the effective integration of children with SEN.</li> <li>○ Consider the provision of sex and drugs education.</li> <li>○ Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy.</li> <li>○ Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of "Working Together to Safeguard Children".</li> <li>○ Ensure that buildings and the learning environment are maintained and fit for purpose.</li> <li>○ Oversee the use of the premises by outside users.</li> <li>○ Establish and keep under review an asset management /building development plan.</li> <li>○ Establish and keep under review an Accessibility Plan.</li> </ul>			
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	<ul style="list-style-type: none"><li>○ Conduct the school with a view to promoting high standards of education achievement (SSFA 1998).</li><li>○ Set targets for achievement at KS1. Monitor the school's performance against these targets.</li><li>○ Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.</li><li>○ Contribute to the development and monitoring of the School Improvement Plan and the SEF.</li><li>○ Ensure that every child receives the full statutory curriculum that the school must provide.</li><li>○ Ensure that a report on each pupil's educational achievements is forwarded to their parents/ guardians annually.</li><li>○ Set attendance targets and monitor the school's performance against these targets.</li><li>○ Ensure the school has a curriculum policy that meets pupils' needs.</li><li>○ Ensure the school has policies on Race and Disability Discrimination.</li><li>○ In general terms, monitor teaching and learning and the progress of pupils.</li><li>○ Monitor the provision of extra-curricular activities including overnight stays</li></ul>			
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	<p>provided to encourage recreation and social development.</p> <ul style="list-style-type: none"><li>○ Ensure the quality of education, teaching and learning (see Enjoy and Achieve re promoting high standards).</li><li>○ Plan to raise standards of achievement and monitor the school's performance.</li><li>○ Consider out-of-hours provision (wrap around provision, study support, extended schools).</li><li>○ Ensure the school works well with its community, parents and other schools.</li><li>○ Ensure the school works effectively with other agencies to support vulnerable children and their families.</li><li>○ Ensure the school has an effective behaviour and anti-bullying policy. Monitor the implementation of this policy and its impact.</li><li>○ Monitor the development of pupils' attitudes, values and other personal qualities.</li><li>○ 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.</li><li>○ Ensure that the school has an effective school council. The Governing Board takes account of the school council in</li></ul>			
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	<p>determining the way in which the school is conducted.</p> <ul style="list-style-type: none"><li>○ The school promotes inclusive policies that allow for the achievement of all pupils.</li><li>○ Ensure that adequate provision is made for transition between primary and secondary education.</li><li>○ Ensure that the school fulfils its statutory responsibilities in terms of Race discrimination.</li><li>○ Ensure each child is able to reach their potential including the gifted and talented (adaptation).</li><li>○ Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions.</li><li>○ Complaints</li></ul>			
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