

**Governing Body of Golden Flatts Primary School
Committee/Working Party membership and Terms of Reference
November 2016**

Finance and General Purposes Committee

Full Governing Body
Quorum 3

Raising Achievement Committee

Full Governing Body
Quorum 3
*(In the case of a pupil exclusion 3
Governors nominated by the Chair –
avoiding Parent and Staff Governors
wherever possible)*

Pay Review and Headteacher's Performance Management

Mr A Shillaw
Mrs J Henderson
Mrs A Barnes
(Vacancy –Parent Governor)
Quorum 3

Pay Appeals Committee

Mrs V Folland
Mrs L Harriman
Mrs P Sotheran
Quorum 3

Staff Dismissal/Redundancy Committees

Initial/Nominating Committee

Mrs S Garrington
Mrs P Sotheran
Mr A Shillaw
Quorum 3

Hearing Committee

Mrs A Barnes
Mrs L Harriman
Vacancy (Co-opted Governor)
Quorum 3

Appeals Committee

Mrs V Folland
Mr J Henderson
(Vacancy – Parent Governor)
Quorum 3

Link Governors

| Subject | Leader | Link Governor |
|--|-----------------|----------------------|
| English/Literacy | Miss M Temple | Mrs S Garrington |
| Numeracy | Miss E Bestford | Mr A Shillaw |
| Science | Miss G Simpson | Mrs L Harriman |
| Technology | Miss Baines | Mrs J Henderson |
| History | Miss S Davies | Mrs V Folland |
| Geography | Miss S Davies | Mrs V Folland |
| Art | Miss G Baines | Mrs L Harriman |
| P.E | Miss C Fishwick | Mrs L Harriman |
| RE/Collective Worship | Miss G Baines | Mrs L Harriman |
| Music | Miss Barton | Mrs S Garrington |
| Special Needs/Achievement | Miss E Bestford | Mr A Shillaw |
| Early Years | Miss M Temple | Mr A Shillaw |
| Safeguarding (Inc. Child protection/LAC/Attendance/Behaviour | Mrs Sharpe | Mr A Shillaw |
| P.H.S.E | Miss D Hudson | Mrs Barnes |
| Health and Safety | Mrs Sharpe | Mrs J Henderson |
| Assessment | Mrs Sharpe | Mrs J Henderson |
| Target Setting | Mrs Sharpe | Mrs L Harriman |
| Gifted and Talented (GAT) | Miss E Bestford | Mr Shillaw |
| Educational Visits | Miss Barton | Mr Shillaw |
| MFL | Miss Stamp | Mrs V Folland |
| School Council | Miss Hudson | Mrs A Barnes |
| Computing | Miss Barton | Mrs Henderson |

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

- To consider and monitor the School Development Plan and ensure that priorities are reflected in the annual budget.
- To consider the budget allocation from the LA and approve the budget for the financial year on behalf of the Governing Body.
- To monitor spending against the agreed budget by examining financial statements during the year.
- To consider the outturn position for the school.
- To consider medium term forward planning.
- To vire between budget headings.
- To advise the Governing Body on the school's Charging and Remissions Policy.
- To determine the charges for lettings
- To manage the hire of the multi-use games area and school field.
- To agree a pricing structure for the hire of the multi-use games area and school field.
- To review the pricing structure on an annual basis.
- To ensure/review best value questionnaire.
- To review the LA Scheme for financing the school every 2 years.
- To review the audited accounts of any private school funds.
- To manage and enter into on behalf of the Governing Body any contracts for work in line with the Local Authority's related standing orders.
- To consider all forms of fund raising for the school.
- Day to day management of the budget to be delegated to the Headteacher, together with the authority to use up to £5,000 before seeking approval from the Finance and General Purposes Committee.
- To monitor the allocation of the Pupil Premium
- To determine staffing levels and annual teaching staff establishment.
- To determine the staffing structure which will identify the number or deployment of posts.
- To consider, amend and adopt policies and procedures to comply with new Employment Legislation (and ensure they fit into the overall School Development Plan and whole School Pay Policy)
- To ensure that proper recognition of equal opportunities policies are maintained thus preventing discrimination.
- To liaise with the Raising Achievement Committee and full Governing Body regarding the School Development Plan.
- To liaise with the LA in order to maintain/improve the building within the budget set by the Governing Body.
- To liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation.
- To liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation.
- To consider cost, priorities and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings.
- To consider and report to the Governing Body regarding health and safety matters.
- To ensure implementation of the Health and Safety Policy Statement.
- To review the School Self Evaluation Form (SEF) as it relates to the committee.
- To determine a financial procedures policy and to monitor its implementation.
- To review the Statement of Internal Control to reflect guidance issued by DFE.
- To review and agree the Whistleblowing Policy every 3 years.
- To ensure that the Local Finance procedures are in place and reviewed by the committee every 2 years.

- To receive changes to the scheme for Financing Schools to be reviewed every 2 years.
- To receive benchmarking data on expenditure on an annual basis.
- To ensure that a Financial Management Competencies Matrix for Governors is completed.

RAISING ACHIEVEMENT COMMITTEE

- To advise the Governing Body in establishing a Curriculum Policy Statement and review on an annual basis.
- To advise the Governing Body in establishing policy statements for Sex Education, Religious Education and Collective Worship.
- To liaise with the Headteacher over the preparation of the School Development Plan and monitor its implementation.
- To monitor and review curriculum provision in school.
- To consider and monitor the impact of staff policies/decisions on the curriculum.
- To review school achievement targets and monitor targets throughout the year.
- Review and approve curriculum policies on behalf of the Governing Body on a rolling programme.
- Review and monitor exclusions.
- To consider decision of the Headteacher to exclude a pupil for more than 5 days in any one term or to permanently exclude a pupil.
- Review annually the written statement of general principles of pupil discipline and report their recommendations to the full Governing Body.
- Review attendance of pupils on a termly basis with the Attendance Governor attending any case conference.
- To review the Behaviour Policy.
- To review the Attendance Policy.
- To review the Anti-Bullying Policy.
- To make recommendations to the full Governing Body regarding general principles on school discipline.
- To review and monitor the ethos and school mission statement and make recommendations to the Governing Body.
- To draft the School Prospectus for consideration by the Governing Body.
- To receive internal and external monitoring reports on curricular areas.
- To monitor the implementation of the OFSTED Action Plan.
- To consider RAISE on line report.
- To review the School Self Evaluation Form (SEF) as it relates to the committee.
- To monitor the effectiveness of the Spiritual, Moral, Social and Cultural (SMSC) development, including Prevent within the curriculum and across the school.
- To hear any complaints against the curriculum.
- To receive reports from the School Council
- To implement and receive reports from Curriculum walks
- To monitor the impact of the Pupil Premium on pupils' learning and attainment including its use in supporting more able groups from disadvantaged backgrounds
- To receive reports on PE and opportunities for sports enrichment including impact on raising pupils' achievement and physical wellbeing.

PAY REVIEW AND HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

- To implement the Governing Body's pay policy for all staff and the production of salary statements for teacher's and leadership group posts as required by law.
- To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force.

- To make determinations on performance pay and discretionary pay awards in accordance with statutory provisions, the School's performance management policy and the contracts of employment of staff.
- To meet with the School Partner and set performance objectives for the Headteacher in accordance with statutory provisions and the School's Performance Management Policy and to monitor progress against objectives.
- To draft/review the Performance Management Policy for the school and make recommendations to the full Governing Body.

N.B Staff Governors are unable to serve on the Pay Review and Head Teacher's Performance Management Committee.

PAY APPEALS COMMITTEE

- To consider any appeals from members of staff on pay and grading matters and determine whether the appeal can be upheld.

(In respect of teachers, the grounds for appeal on pay or decisions that affect pay are set out in the STPCD and are that the person or committee by whom the decision was made:

- (a) incorrectly applied any provision of the STPCD;
- (b) failed to have proper regard for statutory guidance;
- (c) failed to take account of relevant evidence;
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased; or
- (f) otherwise unlawfully discriminated against the teacher)

N.B Staff Governors are unable to serve on the Pay Appeals Committee.

STAFF DISMISSAL/REDUNDANCY COMMITTEES

Initial/Nominating Committee

- Consider the overall staffing needs in the light of the school's budget, desired staffing structure, management structure, curriculum requirements, etc.
- Establish whether a potential redundancy situation exists.
- Liaise and consult with unions and staff (via the Headteacher if the committee so determines) and considers any replacement form Staff and Unions.
- Consider any alternatives to redundancy.
- Consider any applications for Voluntary redundancy.
- Determine the criteria which are to be used to select staff to be made redundant.
- Set the overall timetable for redundancy.
- Determine which employees it is proposed are to be made redundant on the basis of selection criteria set by the Initial Committee.
- Arrange for employees selected to be notified (via the Headteacher) of this.
- Set the overall timetable for redundancy.

Hearing Committee

- Consider any representations made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the dismissal proposal should stand or not.
- Arrange for the employee and LA to be informed in writing of the decision and the reason for it (via the Headteacher).
- When required, hear cases under Capability, Grievance, Disciplinary and other employment policies/procedures.
- To deal with in, accordance with agreed procedures, any complaints received in school.

Appeals Committee

- Consider any appeal made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the appeal should be upheld or not.
- Arrange for the employee and the LA to be informed of the decision (via the Headteacher).
- To hear appeals from a member of staff against the decision of the Hearing Committee.
- To hear appeals under Disciplinary, Grievance, Capability and other employment policies/procedures.

N.B.

- Staff Governors are unable to serve on the Staffing Committees.
- The Staffing Committees are statutory committees and must have a designated clerk, who is not a member of the Governing Body or Headteacher.

ITEMS TO BE CONSIDERED BY THE COMMITTEES

Raising Achievement Committee:

- Appoint Chair for Committee.
Review of School Development Plan (termly) (Approve/recommend approval annually).
- Receive reports on pupil progress and attainment and predictions including groups and Pupil Premium (termly).
- Receive reports on RaiseOnline and data dashboard(Autumn/Spring).
- Receive reports from Subject Leaders (termly).
- Pupil Update – attendance, behaviour, safety, special needs, vulnerable children (termly).
- Receive reports on Governor visits (termly).
- Monitor SEF (termly).
- Receive reports on PE and sports enrichment (termly).
- Regularly review ethos and mission statement.
- Review school prospectus and school website and ensure information is up to date.
- Receive reports on parental and community engagement and consultation (termly).
- Review Home/School Agreement (annually).
- Receive reports in relation to extended school activities (termly).

Finance and General Purposes, Personnel and Community Partnership Committee

- Appoint Chair for the Committee (Autumn Term meeting).
- Consideration of budget monitoring reports (termly).
- Medium term budget plan update (including numbers on role)(termly).
- Health and safety update (termly). Policy review (annually).
- Risk assessment update.
- Review of Safeguarding and Child Protection policies (annually).
- Budget priorities and approval for next year (Spring and Summer) **Nb. to be submitted to LA by 31st May.**
- School Financial Value Standard (SFVS) (consider alongside Annual Budget approval).
- School Balance Survey Sheet (consider alongside Annual Budget approval).
- Consider buy back services (Spring/Summer Term).
- Buildings update (termly).
- Receive reports from Raising Achievement in relation to resources. (termly).
- Consider benchmarking reports Autumn/Spring).
- Review of Policies including lettings, charges and remissions policies (annually or in accordance with agreed timeframes).
- Staffing Update (termly).
- Review of Staff Structures, policies and deployment of staff (annually).
- Update on performance management (termly).
- Monitor SEF (termly).
- Monitor use of Pupil Premium (termly).
- Review of Admissions Policy (annually).
- Consider admissions to school.
- Receive reports on parental and community engagement and consultation (termly).