**Governing Body of Fens Primary School**

**Committee/Working Party membership and Terms of Reference**

***Agreed: October 2019***

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| **Finance Staffing and General Purposes Committee**  Mr P Cornforth  Mr P Bryson  Mr C Powell  Mr K Kitching  Mr C Connor  Mr C Keen  Mrs L Fryer  Mr A Barber  Ald. A Preece (associate member)  **Quorum - 4**  **Raising Achievement Committee**  Mr P Cornforth  Mr P Bryson  Mr C Powell  Mr C Connor  Mr C Keen  Mr K Kitching  Mr P Tipp  **Quorum – 4**  **Appointment of Head and Deputy Headteacher**  A Governors Selection Panel to be established by the Governing Body.  The Selection Panel ‘s recommendations to be considered by the full Governing Body | **Pay Review Committee**  Mr K Kitching  Mr C Powell  Mr A Barber  **Quorum - 3**  **Pay Appeals Committee**  Mr P Tipp  Mrs L Fryer  A. N. Other  **Quorum - 3**  **Staffing Committees**  **Quorum - 3**  *No Governor to sit on more than 1 Committee.*  *No Staff Governors to be members of any Staffing Committee.*  **Initial/Nominating Committee**  Mr C Powell  Mr A Barber  Mr K Kitching  **Hearing Committee**  Mr P Tipp  A. N. Other  A. N. Other  **Appeals Committee**  Mrs L Fryer  A. N. Other  A. N. Other | **Link Governors**   |  |  |  | | --- | --- | --- | | **Subject** | **Leader** | **Link Governor** | | Safeguarding and Safer Recruitment | Mr C Connor | Mrs L Fryer | | Health & Safety and Educational Visits | Mr P Bryson }  Mrs K Keen | Mr K Kitching | | Inclusion & Mental Health | Mrs C Atkinson - SENDCO | Mrs L Fryer | | SMSCD |  | Mr A Barber | | Pupil Premium | Mr C Keen/Mr C Connor | Mr C Powell | | Early Years | Mrs J Connor |  | | English | Mrs K Keen | Mr K Kitching | | Mathematics | Ms K Pearson | Mrs L Fryer | | Computing | Ms J Low |  | | Science | Mr P Bryson | Mr C Powell | | Humanities & Languages (RE, History, Geography, Languages) | Ms K Pearson (RE)  Mrs H Robinson (History) }  Mr B Collinson (Geography)  Mr B Collinson (Languages) | Mr P Tipp | | The Arts & DT | Mrs F McCarroll (Art)  Mr R Johnson (DT) }  Mrs A Carey (Music) | Mr A Barber | | PE & Extended Schools | Mrs E Wilkinson | Mr C Powell | | Assessment | Mr C Connor | Mr C Powell |   **Headteacher’s Performance Review Pupil Exclusion Committee**  **Committee (including objectives)** Mr C Powell  Mr C Powell Mrs L Fryer  Mr K Kitching Mr K Kitching  Mrs L Fryer |

**TERMS OF REFERENCE**

**FINANCE, STAFFING 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 complete the School Balances Survey as part of the budget setting process
* To complete the School Financial Value Standard as part of the Budget setting process (Note this should subsequently be presented to the full governing body for information)
* 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 as follows:

a) for individual virements to a maximum of £5000 during the course of the year this be delegated to the Headteacher in consultation with the Chair of Governors.

b) for items of expenditure larger than £5000 be referred to the Chair of the General Purposes Committee and/or Vice-Chair of Governors for their approval.

* To receive benchmarking data on expenditure on an annual basis.
* ~~To ensure/review best value questionnaire.~~
* To review the LA Scheme for financing the school every 2 years.
* To advise the governing body on the school’s charging and remissions policy (annually).
* To determine the charges for the letting out of the Fens Heron Centre and any other lettings.
* 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.
* Day to day management of the budget to be delegated to the Headteacher.
* To determine the staffing levels and annual teaching staff establishment.
* To liaise with the LA in order to maintain/improve the building with 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, prioritise 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 and review on an annual basis.
* To ensure implementation and consider risk assessments in school.
* To monitor the allocation and spending of the Pupil Premium.
* To monitor the implementation of financial procedures policies
* 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 financial benchmarking information.
* To determine staffing levels and annual teaching staff establishment.
* To determine staffing structure which will identify the number and deployment of posts.
* To be responsible for considering, amending and adopting policies and procedures to comply with any new employment legislation.
* To ensure that procedures are in place with regard to employment policies and to ensure that 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 receive reports in respect of workforce remodelling.
* To receive reports on roles and responsibilities of staff.
* To review the School Self Evaluation Form (SEF) as it relates to the committee.

**RAISING ACHIEVEMENT COMMITTEE**

*Governors who are not committee members are welcome to attend main sub-committee meetings if an area of interest to them is under discussion, on an observational basis.*

**Terms of Reference:**

* To advise the Governing Body in establishing a Curriculum Policy Statement, which the Committee should then review annually.
* 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 the curriculum provision in school.
* To consider and monitor the impact of staff policies/decisions on the curriculum.
* To advise the Finance and General Purposes Committee of resources in the various curriculum areas.
* To review and approve annual school achievement targets and monitor the targets throughout the year.
* Review and approve curriculum policies on behalf of the Governing Body on a rolling programme.
* To review and monitor the ethos and school mission statement and make recommendations to the Governing Body.
* To receive internal and external monitoring reports on curricular areas.
* To receive and consider Analyse School Performance (ASP) reports
* To commission and receive reports from the school concerning curriculum in response to national, local and schools’ needs.
* To monitor the effectiveness of the Spiritual, Moral, Social and Cultural (SMSC) development, including Prevent within the curriculum and across the school.
* To review attendance of pupils on a termly basis with attendance governor attending any attendance related case conference.
* To review and recommend the Home School Agreement (if the school has one) and ensure

that appropriate consultation is carried out with parents.

* To review school prospectus and consider school profile.
* To receive reports on communications with parents including consideration of any analysis of

questionnaires to parents.

* To monitor the development of Extended Schools.
* Monitor school website and ensure that information (including statutory) information is up to date.
* To monitor SEN provision including looked after children.
* 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.

**APPOINTMENT OF HEADTEACHER AND DEPUTY**

* A Governors Selection Panel be established by the Governing Body.

The Selection Panel’s recommendations must be considered by the full Governing Body.

**APPOINTMENT AND DISMISSAL OF STAFF**

* The Headteacher be delegated the responsibility for staff appointments below the level of Deputy/Assistant Headteachers, leadership group posts and support staff with senior management responsibilities, together with all initial staff dismissal decisions subject to conditions set out in the staffing regulations guidance.

**PUPIL EXCLUSION COMMITTEE**

* Review and monitor exclusions.
* To consider decision of the Headteacher to exclude a pupil for more than five days in one term or to permanently exclude a pupil.

**PAY REVIEW COMMITTEE**

• To implement the Governing Body's pay policy for all staff and production of salary statements for teachers and leadership group posts as required.

• 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 review and recommend the Performance Management Policy and carry out any necessary consultation with staff.

• To review and recommend annual pay increments (where applicable) in accordance with the pay policy

• To receive reports on performance management.

**PAY APPEALS COMMITTEE**

* To consider any appeals against pay and gradings from members of staff and determine whether the appeal can be upheld.

**HEADTEACHER’S PERFORMANCE REVIEW COMMITTEE (INCLUDING OBJECTIVES)**

* To meet with the School Improvement Partner and set Headteacher's performance objectives.
* Monitor Headteacher's performance objectives.
* Review the salary of the Headteacher.

**STAFFING COMMITTEES (Dismissal, Disciplinary, Grievances)**

**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 consider any representations from 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.

**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 to the decision and the reason for it (via the Headteacher).
* Where 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.
* To hear appeals under disciplinary, grievance, capability and other employment policies/procedures.
* 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)

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| **STANDARD ITEMS FOR COMMITTEE MEETINGS**  **Finance and General Purposes, Pupil and Personnel 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 25th 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 and Community Partnership Committee 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). * Pupil Update – attendance, behaviour, safety, special needs, vulnerable children (termly). * Monitor SEF (termly). * Monitor use of Pupil Premium and PE Funding (termly). * Review of Admissions Policy (annually). * Consider admissions to school. |
| **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 ASP and data dashboard (Autumn/Spring). * Receive reports from Subject Leaders (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). |