



Committee Structure and Membership – Terms of Reference

St Mary's C of E Primary School



Committee Structure and Membership

1. Resource Management Committee – Terms of Reference

Membership: Rachel Ayres
Luke Robinson
Ellie Dunmore
Judy Williams

Quorum: 3 (and a majority of those present must be Governors)

Chair: To be elected at first committee meeting after the FGB meeting (September of each year) where all committee participation is decided

Vice-Chair: To be elected at first committee meeting after the FGB meeting (September of each year) where all committee participation is decided

Meetings: At least termly.
Meetings to be called by the Clerk to the committee after consultation with the chair of the committee and Headteacher.

Remit: 1. To act on behalf of the Governing Body in matters relating to:

- Finance
 - Human Resources
 - Premises
 - Health & Safety issues
2. To act as the Governing Body's staff discipline committee
3. To act as the Governing Body's grievance committee (Stage 2)

The remit of the Resource Management Committee in detail:

A. Finance:

Delegated powers:

To act on behalf of the Governing Body on:

- **Actions following financial advice** provided by the County Council and set down in the **Fair Funding Scheme of Delegation**.
- Ensure compliance with **Schools Financial Value Standard (SFVS)**

- **Financial policy statements**, including long term planning and resourcing, **and controls assurance statement**.
- **Levels of financial delegation** and monitoring such delegated powers.
- The awarding of **contracts**.
- **Budget monitoring** (with the Headteacher) at least termly.
- **Expenditure patterns**, ensuring that educational outcomes, cost effectiveness criteria, and financial implications inform decision making.
- The auditing arrangements for **school fund** and other voluntary funds to ensure funds are properly audited.
- **LA Auditors' reports** on the school budget.
- **Performance criteria and benchmarking** to evaluate spending decisions and budgetary performance.
- **Virement** of funds as delegated within the delegation limit of £5000 as stipulated in the Fair Funding Scheme of Delegation (and to recommend to the Governing Body any virement above that figure).
- Activities to generate **income** (with the Headteacher).

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- A **budget** for the year based on development priorities (e.g. School Development/Improvement plan)
- Policies on **charging and remissions, debtors, disposal of equipment**.
- To recommend decisions to the Governing Body in respect of service agreements, contracts and insurance (buildings and public liability).
- To consider and make recommendations on risk management and insurance arrangements with regards to vandalism and other premises related matters.
- To consider the annual insurance requirements and make recommendations to the Governing Body.

B. Human Resources:

Delegated powers:

To act on behalf of the Governing Body on:

- The **staffing establishment and structure**, based on the Headteacher's recommendations, the school development plan, and resources available.
- Ensuring any recruitment practices comply with **safer recruitment requirements** and complies with Safeguarding requirements.

- **Actions following personnel advice** provided by the County Council and set down in the Personnel Handbook.
- Implementing the procedures for the **management of change and staff issues** as above.
- The school's compliance with **statutory obligations** regarding employees.
- Consultation procedures with **recognised trade unions**.
- A **whole school pay policy** (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service.
- To receive an annual report on the performance management processes within the school.

To act as a first committee in dealing with a grievance of a member of the school staff (**Stage 2**).

Other responsibilities

To consider and make recommendations to the Governing body on:

- Procedures for dealing with the **management of change**, including redundancy and redeployment.
- Procedures for dealing with **staff issues**, including grievance, capability, suspension, discipline, dismissal, and redundancy.
- A **leave of absence** policy, including any delegation to the Chair or Headteacher.
- To ensure that the performance management review of the Headteacher is undertaken by the performance management Governors.

C. Premises:

Delegated powers:

To act on behalf of the Governing Body on:

- **Advice** provided by the County Council.
- A **statement of priorities** for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan.
- To keep under review the school's Accessibility Policy.

- The **cost arrangements** for maintenance, repairs, and redecoration within the budget allocation and in association with the schools' Premises Manager's reports and advice.
- The preparation and implementation of **contracts**.
- The quality of **cleaning and grounds maintenance**.

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- A **lettings policy and charges**.

D. Health and Safety:

Delegated Powers:

To act on the behalf of the Governing Body on:

- **Advice** received from the County Council or other bodies on health and safety matters.
- The school's compliance with **health and safety regulations**.
- Reports and action following the termly **site safety inspection**.
- Respond to any health and safety audit report recommendations and ensure all risks are minimised.

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- A **school health and safety policy**, including risk assessment.



Committee Structure and Membership

2. Pay Committee – Terms of Reference

Membership: Ellie Dunmore, Elaine Stock, Luke Robinson

Delegated Powers:

To act on behalf of the Governing Body on:

- Apply fairly all areas of pay as identified in the policy, and the Leicestershire guidance on pay structure, including all discretionary elements.
- On an annual basis, in line with agreed timetable, carry out salary reviews for all staff.
- Determine salary, at time of first appointment, for all new staff.
- Ensure that all statutory and contractual requirements are complied with.
- Ensure that adequate records of decisions are kept.
- Report all decisions with respect to pay to the full Governing Body.
- Ensure that the Headteacher advises staff in writing about the outcome of the pay reviews.



Committee Structure and Membership

3. Headteacher's Performance Review & Pay Panel – Terms of Reference

Membership: Ellie Dunmore, Elaine Stock, Judy Williams

Quorum: A minimum of two members of the review panel must be present at the review.

Delegated powers:

Review Governors are appointed by the Governing Body with fully delegated powers and have certain statutory responsibilities:

- Seek advice from the appointed External Consultant when setting objectives and reviewing the performance of the Headteacher.
- Meet with the Headteacher and External Consultant at the start of the performance review cycle to plan and prepare for the performance review, and set and record Headteacher objectives relating to school leadership and management, and pupil progress.
- Agree arrangements for monitoring the progress of the performance objectives during the year, ensuring that an Interim Review is carried out halfway through the year.
- Meet with the Headteacher and External Consultant at the end of the review cycle to review the head's performance and identify achievements, including assessment or achievement against objectives, and to discuss and identify professional development needs/activities.
- Agree with the External Consultant a performance review statement and give a copy to the Headteacher within 10 days of the review meeting, and allow 10 days for the Headteacher to add written comments.
- Ensure that the Headteacher and the chair of the Governing Body are given a copy of the finalised Headteacher's performance review statement.
- On request, provide a copy of the Headteacher's performance review statement to those Governors who are responsible for taking decisions in relation to the Headteacher's promotion and pay, who should take account of this when making such decisions.

- The Review Panel is also the Headteacher's Pay Panel and is responsible for taking decisions on the Headteacher's salary.

Note: In addition to the above panel, a member of the Governing Body should be appointed to be the Appeal Review Officer. Where possible this should be the Vice-Chair of the Governing Body. In the case of the Headteacher not being happy with the Performance Review, it will be the responsibility of the Appeal Review Officer to be involved in reviewing the process and outcome of the Performance Review.

These Terms of Reference will be reviewed annually.

Re-adopted by the Governing Body on:



Committee Structure and Membership

4. Performance and Standards Committee – Terms of Reference

Membership: Rachel Ayres, Alison Parry, Ben Pearson, Elaine Stock, Judy Williams

Quorum: 3 (and a majority of these must be Governors)

Chair: To be elected at first committee meeting after the FGB meeting (September of each year) where all committee participation is decided

Meetings: At least termly. Meetings to be called by the Clerk to the committee after consultation with the chair of the committee and the Headteacher.

Remit: 1. To act on behalf of the Governing Body in matters relating to:

- School development/improvement plan
- Curriculum
- Quality of teaching and learning
- Special educational needs
- Community links
- Admissions

2. To act as the Governing Body's pupil discipline committee, admissions committee and staff discipline appeal committee.

3. To act as the Governing Body's grievance committee (stage 3)

The remit of the Performance and Standards Committee in detail:

A. School Improvement Plan/Targeted Learning Improvement Plan (TLIP):

Other responsibilities:

- The **School Improvement/RAP**, ensuring that:
 - The staff are consulted.
 - Targets, Priorities, Implementation, Monitoring, and evaluation are included.
 - The Plan relates to educational outcomes and the raising of standards.
 - Monitoring of the School Improvement/RAP and reporting to Full Governors.
- **Review any actions** following an OFSTED inspection.
- To use the school's own self review and analysis, and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement.
- Reviewing the leadership and management of the school at all levels in order that it drives school improvement and challenges underachievement.
- Ensure compliance with the Equality Duty.

B. Curriculum, Teaching, and Learning:

Delegated Powers:

To act on behalf of the Governing Body in:

- Carrying out the Governor's responsibilities in relation to **assessment, recording, and reporting attendance**.
- **Standards and school effectiveness** through analysis of data and results, looking at pupil's work and visiting the school.
- **Curriculum implementation** through a large range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents, and teachers.
- The school's compliance with the **National Curriculum** and legal requirements.
- **Children's welfare** and social, moral, spiritual, and cultural (SMSC) development in the light of school curriculum policies.
- **Promotion of well-being and community cohesion**.
- Monitoring the **quality of teaching** through analysis of data.

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- **School policies** on religious education and collective worship, moral, social, and cultural awareness, sex education, discipline and behaviour, equal opportunities, disability gender, and race equality.

C. Underperforming Groups:

Delegated powers:

To act on behalf of the Governing Body on:

- The time scale of reviews and procedures for **statements of pupils – Individual Provision Maps**.
- Receive regular reports from the Headteacher on the progress and achievements of underperforming groups, including **SEN** groups, **Children looked after, EAL, Pupil Premium, and New Arrivals**.

Other responsibilities:

To consider and report to the Governing Body on:

- The school's **policy and practice for special needs**.
- The relative progress and achievements of children in underperforming groups.

D. Behaviour and Safety:

Delegated Powers:

To act on behalf of the Governing Body in:

- Ensuring compliance with **Child Protection** and **Safeguarding** policies and procedures, and regular reviews of the **Single Central Record**.
- Receiving annual reports on **safeguarding arrangements** in the school.
- Ensuring that **children looked after** are not disadvantaged by school policies and procedures, and receive an annual report on their progress.

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- The **School Prospectus and Website**.
- The **Home School Agreement**.
- Research and keep under review the opportunities (and challenges) from developing Extended Services.
- The **Complaints Procedure**.
- Developments around “Healthy Schools” especially nutritional standards.
- Policies for improving relationships between the school and the **local community**.
- Issues relating to **admissions, the school day**, etc.
- Appropriate **consultation documents**.
- **Any other responsibilities** as appropriate and outlined in *School Governors – A Guide to the Law*.

E. Admissions:

- To keep under review the Local Authority’s admission policy for the school and recommend changes to comply with the School Admissions Policy, DfE, and LA guidance.
- To ensure that consultation is undertaken, as appropriate, and within timescales as dictated.



Committee Structure and Membership

Complaints, Exclusions, Grievances, and Appeals Committee – Terms of Reference

Membership: To be deferred until such time as required to meet.

Quorum: The committee to consist of 3 Governors for appeal purposes.

Delegated powers:

To act on behalf of the Governing Body in:

- The working of the **complaints procedure**.
- Considering the exclusion of an individual pupil from the school (Pupil Discipline Committee).
- Decisions regarding a grievance of a member of staff (Grievance Committee Stage 3).
- Considering appeals against the dismissal of a member of the school staff.
- Considering appeals against other personnel decisions against which a member of staff has a right of appeal.

Other responsibilities:

To consider and make recommendations to the Governing Body on:

- The **complaints procedure**.
- The **exclusions procedure**.
- Personnel issues related to the functioning of the **grievance and appeals procedures**.