



Delves Lane Primary School - 2272



COMMITTEE STRUCTURE

The Finance & Personnel Committee

CHAIR:

Terms of Reference:

- In conjunction with the Head Teacher 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.
- 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 School Financial Value Standard.
- 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 Pay Review 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 well being, including the monitoring of absence.
- To make recommendations to the Finance Committee on Personnel-related expenditure.

Meetings: Termly, planned to coincide with Oracle

Disqualifications: When there may be a conflict of interest; a fair hearing is required; or a pecuniary interest.

Delegation to the Head Teacher

School Staffing (England) Regulations 2003.

Appointment: The Governing Body can delegate the power to appoint outside the leadership group to:

- The Head Teacher
- One or more Governors with the right of the Head Teacher to advise
- One or more Governors and the Head Teacher

Delegate to the Head Teacher as above for appointment of:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

Dismissals: No delegation to Head Teacher
Dismissal of Head Teacher to a committee of the Governing Body

VIREMENT AND EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Head Teacher without prior written approval of Chair or Governing Body	£ 10,000	Any items of expenditure up to	£ 10,000
Limit set for Head Teacher with approval from Chair of Governors	£ 10,000 to 15,000	<ul style="list-style-type: none"> • Above this limit if item was previously agreed by the Governing Body. • Prior Finance Committee or Governing Body approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity. 	
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NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations.

First/Pay Review Committee

CHAIR:

Terms of Reference:

- To act in accordance with the Teachers' Pay Policy adopted by the Governing Body.
- To report to the Finance and Personnel Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, eg disciplinary, grievance, ill health and capability etc where the Head Teacher 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 Headteacher).
- Staffing Reductions.

Meetings: Autumn term, plus as and when necessary.

Disqualifications: The Head Teacher; the Chair of Governors (if he/she has prior knowledge or involvement); school staff on pay related matters; pecuniary interest; spouse/partner.

Appeals Committee

CHAIR:

Terms of Reference:

- To consider any appeal against a decision to dismiss a member of staff made by the First/Pay Review Committee (or Head Teacher if delegated).
- To consider any appeal against a decision under the personnel procedures adopted by the Governing Body (eg disciplinary, pay review, capability for teachers etc).
- To consider any appeal against selection for redundancy.

Meetings: as and when required. Must have no fewer members than the hearing.

Disqualifications: Head Teacher; any governor who was involved in the hearing; spouse/partner; school staff on pay-related matters.

Head Teacher's Performance Review Committee

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Head Teacher's performance targets.
- To decide with support from the EA or EDP whether the targets have been met and to set new targets annually.
- To monitor throughout the year, the performance of the Head Teacher 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 termly monitoring meetings.

Disqualifications: The Head Teacher and staff.

Children's Committee

CHAIR:

- 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 SEND 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.
- Decide whether or not to provide sex and relationships education and consult parents. Agree the content and organisation of the school's programme of sex and relationship education and notify parents of their right to withdraw their child.
- 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 SEND.
- 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.

Meetings: At least termly.

Disqualifications: Conflict of interest, pecuniary interest.

Standards and Achievement Committee

CHAIR:

- Conduct the school with a view to promoting high standards of education achievement (SSFA 1998).
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEND, 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/carers 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.
- 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 adequate provision is made for transition between primary and secondary education.
- 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: Prior knowledge in cases of pupil discipline or complaints.