

**GOVERNING BODY OF BELMONT
PRIMARY SCHOOL**

**COMMITTEE AND WORKING PARTY
STRUCTURE**

October 2016

The purpose of the governing body is to conduct the school with a view to promoting high standards of educational achievement. Its three core strategic functions are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

GENERAL PRINCIPLES FOR COMMITTEE AND WORKING PARTY MEETINGS

- Chair, Vice Chair will be appointed annually, normally at the first meeting in the autumn term. The Clerk will be appointed at the beginning of the spring term.
- The Chair has the responsibility for calling a meeting and preparation of the agenda. This would normally be undertaken by the Head Teacher in consultation with the Chair.
- At least seven days notice in writing should be given of meetings together with agenda and paperwork as appropriate.
- The minute taker should send a copy of the minutes to the chairperson and the Head Teacher for comment within 14 days of the meeting.
- The Chair should send a final copy of the minutes to the Clerk to the Governing Body, School Governor Support Service.
- Normally there will be one meeting per term and additionally when required.
- Meetings will normally begin at 5.00pm and finish at 6.30pm. If a meeting lasts longer than an hour and a half, a decision will be taken as to whether to proceed to a conclusion or reconvene the meeting.
- Local Authority advice will only be accepted in written form or in person.

Resources Committee

Membership: (Open to all groups of governors)

Mr I Cook (Chair)
Mr M Bloomfield (Vice Chair)
Mr C Gibson (Head Teacher)
Mrs L Hendry
Mrs L Allen
Mrs S Noble (Associate Member with full voting powers)
Mrs N Hill
Mr A Cooper
Mr P Worthy
Mr J Granger
Mrs G Morton

Quorum: Four members of the Committee must be present for decision making.

Delegation: This Committee has delegated authority to make decisions on behalf of the whole Governing Body but must report on the decisions it has made to the next full Governing Body meeting, except where only a recommendation can be made to the Governing Body for a decision.

Finance:

- Consider the budget allocation from the LA and approve the School Budget.
- Examine the outturn for the previous financial year and monitor spending during the current financial year.
- Receive regular reports on the school's income and expenditure, showing a comparison of these against the budget estimates and to take remedial action where necessary.
- Monitor and approve virements between budget headings.
- Ensure value for money in purchasing
- Ensure that expenditure does not exceed the funding available.
- Determine charges, including lettings.
- Contribute to producing the School Improvement Plan, including financial plans covering at least three years.
- Review written descriptions of the financial systems and procedures.
- Ensure that all necessary insurance is in place.
- Report regularly to the governing body on financial matters.
- Monitor staff appointments and liaise with the Pay Review Committee to consider its recommendations on staff salaries and wages.
- Ensure compliance with the requirements of the School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations.
- To agree to the purchase of services delegated from the LA and to agree service level agreements and other contracts.
- To consider matters relating to the Freedom of Information Act.
- To ensure compliance with the requirements of the Schools Financial Value Standard

Staffing:

- Ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation.
- To agree a pay scale for main pay scale; upper pay range, Leading Practitioners and unqualified teachers within the minimum and maximum points as stated in the Pay Policy. *With regard to new appointments, the determination of a starting salary prior to advertising vacancies, to be delegated to the Headteacher and Chair of the Resources Committee, where it is expedient to do so.*
- Determine the staffing levels and annual teaching staff establishment.
- Determine the organisation and structure of staffing.
- Review the grades of non-teaching staff.
- Liaise with the Curriculum Working Party and full governing body regarding the School Improvement Plan.
- Monitor the implementation of the School Improvement Plan / Action Plan in the area of staffing.
- Receive reports from the Head Teacher on job descriptions and staff changes.
- Ensure that staff are informed of employment conditions and issues.
- Monitor the programme of staff development and training and ensure that it is meeting the needs of the School and its staff.
- New point agreed 7.10.15: To review and approve policies as delegated within the governing body's Policy Review Schedule (once this document has been received from the school – requested 22.10.15 – all the separate policies can be removed if covered in the document)
- Review Pay and Performance Management policies annually.
- Review Admissions Policy (Autumn term) annually.

Premises

- Annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
- Approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- Ensure that the school complies with health and safety regulations.
- Oversee the preparation and implementation of contracts.
- Prepare a lettings, charges and remission policy which takes into account the needs of the local community for the approval by the Governing Body, and to consider any applications for use of school premises outside normal hours, bearing in mind agreed policy.
- Ensure the school follows LA directions on community use outside school hours.
- Receive, consider and make recommendations to the Governing Body on matters relating to the shared management of premises.
- Contribute and monitor the School Improvement Plan in relation to premises.
- Provide support and guidance to the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.

Raising Standards Committee

Membership: Open to all groups of governors

Mrs S Harrison (Chair)
Mr C Gibson (Head Teacher)
Mr D Wells
Mrs L Hendry (Vice Chair)
Mr M Hewitt
Mr I Cook
Mr M Bloomfield
Mrs S Noble (Associate Member with full voting powers)
Mrs R Lisle

Quorum: Three members of the Committee must be present for decision making.

Delegation: This Committee has delegated powers as outlined in the remit below

Remit:

- Review and set targets annually, including pupil attainment targets, as part of the School Improvement Plan.
- Set and agree attendance targets annually.
- Contribute to and monitor the implementation of the School Improvement Plan / Action Plan in the area of raising standards.
- Review and approve the school's Curriculum Statement.
- Review and approve the policy and provision for collective worship and Religious Education.
- Review the information concerning raising standards to be published in the School Prospectus and report to the Governing Body.
- In collaboration with staff provide information about how the curriculum is taught, evaluated and resourced.
- Review and approve the policy and provision for sex education.
- Review and approve the school's Special Educational Needs Policy/SEND Local Offer.
- Review and approve the school's Behaviour Policy.
- Review and approve the whole school drug policy.
- Review and approve the information in the School Profile and School Prospectus.
- Review the Home School Agreement annually.
- Revise the Homework policy on an annual basis.
- Review and approve all other curriculum related policies.
- New point agreed 7.10.15: To review and approve policies as delegated within the governing body's Policy Review Schedule (once this document has been received from the school – requested 22.10.15 – all the separate policies can be removed if covered in the document)
- Monitor the implementation of all the policies for which the committee is responsible.
- Ensure the statutory content of the website is published and up-to-date
- Review and approve the school's Complaints Policy
- Review and approve the Looked After Children Policy

- Review and approve the Pupil Premium Policy
- Review and approve the Supporting Pupils with Medical Conditions Policy

Performance Management and Pay Review Committee

Membership: Open to all groups of governors, except those employed at the School.

Mr M Bloomfield
 Mr I Cook
 Mrs L Hendry
 Head Teacher (in an advisory capacity)

Reserves: Mr A Cooper, Mrs S Harrison

Quorum: Three members of the Committee must be present for decision making.

Delegation: This Committee does have delegated powers and can make decisions on behalf of the Governing Body.

Remit:

(Performance Management)

- To appoint an external adviser for the Headteacher’s Performance process and if required for additional support/challenge during the year.
- To work with the external adviser each year on performance management requirements.
- To set a timescale for the planning meetings with the external adviser on performance management and the review meeting itself.
- To ensure the School documentation required by the external adviser for performance management purposes is supplied.
- To undertake the Performance Review of the Head Teacher, and to set new objectives for the coming year.
- To monitor objectives during the year.
- To review objectives at the end of the year, producing the Review Statement within 10 working days of the review meeting.

(Pay Review)

- To implement the Governing Body’s Pay Policy, including annual review of teachers’ salaries as required by law and the current School Teachers’ Pay and Conditions Document
- To apply the school’s Pay Policy on behalf of the Governing Body fairly and equitably
- To ensure that the Governing Body meets its statutory and contractual obligations in relation to pay and conditions of service
- To ensure that staff in the school are correctly paid
- To ensure that staff in the school have a current and accurate job description and that this is regularly reviewed
- To receive recommendations from the head teacher, or other appointed reviewers, in relation to the pay of the school workforce
- To determine entitlements, and award or withhold annual pay progression where appropriate at the time of the annual review for all staff
- To consider in-year reviews to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual’s pay.

- To apply fairly, criteria related to discretionary areas of pay, as identified within the Pay Policy.
- To consider initial representations from members of staff regarding salary, grading or annual pay decisions, prior to a formal appeal and to seek whatever additional evidence, information or advice is necessary to respond to such requests
- To undertake periodic reviews of the Individual School range and to report findings/make recommendations for change to the Governing Body
- To ensure that adequate records of decisions are kept and confidentiality maintained

Complaints Panel

Membership: Three non-staff governors to be selected by the Chair.

Quorum: Three members of the Panel must be present for decision making.

Remit:

- Dismiss the complaint in whole or in part.
- Uphold the complaint in whole or in part.
- Decide on appropriate action to resolve the complaint.
- Recommend any changes to the school's systems/procedures.

Pupil Discipline Committee

Membership:

Five governors will be drawn from all governors excluding the Chair, Vice Chair, Teacher and Staff Governors. Where ever possible the five governors will be drawn from different categories of governors alphabetically.

Quorum: Three members of the Committee must be present for decision making.

Delegation:

- To determine whether or not to uphold the decision of the Head Teacher regarding exclusions.

PROCEDURE FOR STAFF APPOINTMENTS AND DISMISSALS

The Governing Body delegates the power to appoint and dismiss staff outside of the Leadership Group to the Head Teacher and Nominated Governor (the Chair). The Governing Body also delegates power to take appropriate action under disciplinary and capability procedures to the Head Teacher and Nominated Governor (the Chair).

Staff Hearing Committee

Membership: At least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school)

Quorum: 3

Remit:

- To hear cases under disciplinary and capability procedures where the member of staff in question is the Head Teacher or another member of the Leadership Group and to determine an appropriate course of action, which may include dismissal.
- To hear cases under disciplinary or capability procedures for members of staff outside the Leadership Group in cases where the Head Teacher has prior involvement in the investigation and cannot, therefore, lead the hearing stage.
- To make decisions in relation to redundancy and early retirement where the member of staff in question is the Head Teacher or a member of the Senior Leadership Team.
- To hear any grievance against the Head Teacher at Stage 2 of the grievance procedure (The Chair of Governors would deal with such a grievance at Stage 1 of the process)

Staff Appeals Committee

Membership: At least three governors to be selected by the Chair of Governors (excluding any governors paid to work at the school and any governors who served on the Hearing Committee for the case in question)

Quorum: 3

Remit: To hear any staffing appeals, including:

- Appeals under disciplinary, capability, redundancy, early retirement or grievance procedures
- Appeals against pay decisions, in accordance with the school's Pay Policy
- Appeals under performance management procedures, including any appeal from the Head Teacher. (Performance management appeals are dealt with under the grievance procedure)

HEAD TEACHER/ DEPUTY HEAD TEACHER APPOINTMENTS

Head Teacher and Deputy Head Teacher appointments will be undertaken by the following selection panels, who will be involved in both the shortlisting and interviewing.

Head Teacher

The Selection Panel will consist of 5 governors (including the Chair or Vice Chair and at least one parent governor) to be selected by the governing body. The decision of the Selection Panel will be ratified by the full governing body, preferably on the same day as the interviews are held.

Deputy Head Teacher

The Selection Panel for the appointment of Deputy Head Teacher will consist of 5 governors (including the Chair or Vice Chair and at least one parent governor) to be selected by the governing body. The decision of the Selection Panel will be ratified by the full governing body, preferably on the same day as the interviews are held. (The Head Teacher will be in attendance in an advisory capacity)

LINK GOVERNOR RESPONSIBILITIES:

SEN Governor: Mrs S Harrison

Foundation Stage Governor: Mrs L Hendry

R&C Governors Association Rep: Mr M Bloomfield

ICT/Online Safety Governor: Mrs G Morton

Sustainable Schools: Mr M Bloomfield

Safeguarding/Equalities: Mr M Tilling (Mr Hewitt – reserve)

Maths Governor: Mrs N Hill

English Governor: Mr M Hewitt

GOVERNORS TRAINED IN SAFER RECRUITMENT:

Mrs L Allen (Staff Governor)	<i>13 March 2015</i>
Mr M Bloomfield (Chair)	<i>7 November 2008</i>
Mr M Tilling	<i>11 November 2009</i>
Mrs L Hendry	<i>10 May 2012</i>
Mr C Gibson (Headteacher)	<i>13 March 2015</i>
Mrs S Noble (Deputy Head)	<i>13 March 2015</i>
Mr M Hewitt	9 February 2016
Mrs S Harrison	12 April 2016
Mr I Cook	12 April 2016

Governors nominated to receive NGA publication

Mrs S Harrison
Mr I Cook
Mr A Cooper