

Acre Heads Primary School



Governing Board Committee Structure and Terms of Reference

Please note: all committees with delegated powers are legally required to have a named clerk. We recommend that the clerk not be a member of the governing board or committee or the School Business Manager (if a member of the governing board). The Headteacher cannot clerk any meeting.

Achievement Committee

Quorum: 3

Membership

Mrs E Cunnick, Mrs S Harrowing, Mrs K Mason, Mrs A O'Sullivan (Chair), Mrs M Radge (Associate Member), Miss J Randall and Mr G Sitch.

Terms of Reference:

The committee will provide a strategic and monitoring role as an integral part of the school's drive for continuous improvement through development of the curriculum and learning, thereby delivering the best possible education and highest standards within the framework of the School's Development/Improvement Plan.

The committee will:

- Approve the school improvement plan on an annual basis;
- Receive termly reports from the special educational needs co-ordinator;
- Receive ASP (analysing school performance) data comparing the school's performance in the previous academic year to schools nationally;
- Consider the examination results of the previous academic year and use the results to inform the school's improvement priorities;
- Review progress against the school improvement plan termly and consider the individual priorities;
- Receive in year data indicating pupil progress;
- Receive end of year data indicating pupil progress;
- To receive and review the self-evaluation form ensuring it is updated to the school's current position.

The committee will report on its work and decisions through its minutes or by other means to the meetings of the full governing board. Where necessary, some issues may be considered on the full governing board agenda.

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Appeals Committee

Quorum: 3

Membership

To consist of any three governors not previously involved nor a member of staff.

Terms of Reference

- To hear appeals against pay policy decisions;
- To hear appeals against dismissal or redundancy decisions;
- To hear appeals against decisions of the Disciplinary Committee;
- To act as the Grievance Appeals Panel;
- To hear parental appeals against exemptions from the national curriculum.

Complaints Committee

Quorum: 3

Membership

To consist of any three governors not previously involved nor a member of staff.
Mrs A Winfield plus two governors.

Terms of Reference

- Will act in accordance with the school's complaints policy and procedure;
- To hear representations relating to complaints made;
- To make decisions relating to the complaint and inform the complainant of the outcome.

Finance Committee

Quorum: 3

Membership

Mr M Clayphan (Chair), Mrs L Ringrose (Associate Member), Mr G Sitch, plus any other governor by invitation.

Terms of Reference

The Committee will deal with all matters relating to finance and all other matters referred to it by the full governing board in order to assist the school to achieve the objectives as set out in the School Development/Improvement Plan. It is recognised that the approval of the annual budget is the responsibility of finance committee.

The Committee will:

- Consider and approve the auditor of the school fund account for the next academic year;
- Approve the school fund account on an annual basis;
- Receive action plans and the progress made for sport premium and pupil premium;
- Approve pay decisions of staff following performance management;

- Approve pay decisions of the Headteacher following performance management;
- Receive and approve the school budget for the next academic year and the five-year financial plan and submit to the full governing board meeting for ratification;
- The expenditure limit and virement limit for the Headteacher be set at £15,000.00;
- Approval for expenditure and virements above £15,000.00 and up to £30,000.00 be delegated to the Finance Committee;
- Any amounts over £30,000.00 require the approval of the full governing board.
- Ensure compliance with financial regulations;
- Monitor and amend the budget in the light of up-to-date financial information, whilst acknowledging that corrective action to avoid overspending is delegated to the Headteacher and the School Business Manager;
- To receive the health and safety report and address any health and safety matters.

The committee will report on its work and decisions through its minutes or by other means to the meetings of the full governing board. Where necessary, some issues may be considered on the full governing board agenda.

Performance Review Committee

Quorum: 3

Membership

To comprise of two governors, the Local Authority Improvement Advisor. One governor to serve as the review officer. Mrs A Winfield plus two governors.

Terms of Reference

The committee will:

- Undertake the annual review of the Headteacher's performance and sets the Headteacher's performance objectives;
- To agree the annual performance management of the Headteacher;
- Undertake annual pay reviews and rewards;
- Approve pay increments for the Headteacher.

Personnel Committee

Quorum: 3

Membership

Mr G Sitch, Mrs A Winfield, plus any other two governors not previously involved.

Terms of Reference

The committee will deal with all matters relating to staffing, staffing structures and staffing quality. The committee will:

- Receive information regarding the school staffing structure;
- Receive information regarding the school staffing structure for the next academic year;

- Monitor the staffing structure and job descriptions of all staff;
- Consider the end or renewal of temporary contracts for the next academic year;
- Approve and keep under review the pay policy, including pay progression and other appropriate policies for all staff employed in the school;
- Ensure that a system of staff performance management for all staff is in place and is effective;
- Monitor the school's procedures for staff development for both teaching staff and support staff;
- Monitor procedures of the school's support for new qualified teachers (ECT's) and other new staff;
- Monitor changes in posts and/or personnel and the reasons for them. The committee will report on its work and decisions through its minutes or by other means to the meetings of the full governing board. Where necessary, some issues may be considered on the full governing board agenda.

Safeguarding Committee

Quorum: 3

Membership

Mrs L Morris (Chair);
 Mrs M Radge (Associate Member);
 Mr G Sitch;
 Mrs L Stothard;
 Mrs A Winfield.

Terms of Reference

- To advise the governing board on all matters relating to school premises and grounds, security and health and safety;
- To inspect the premises and grounds annually and report findings back to the governing board;
- To approve or recommend the costs of repairs and maintenance work to the finance committee;
- To ensure that the school complies with health and safety regulations;
- To approve the safeguarding suite of policies including:
 - Acceptable Use Policy;
 - Attendance Policy;
 - Behaviour Policy;
 - E-Safety Policy;
 - Email and Use of the Internet / Online Safety Policies;
 - Health and Safety Policy;
 - Low-Level Concerns Policy;
 - Mobile Device Policy
 - Positive Discipline Policy;
 - Special Educational Needs and/or Disabilities (SEND) Policy;
 - Staff Code of Conduct Policy;
 - Staff Reference Child Protection Policy;
 - The Strategic Child Protection and Safeguarding Policy;

➤ Whistleblowing Policy

The delegation of financial responsibilities be as follows:

- That the expenditure limit and virement limit for the Headteacher be set at £15,000.00;
- Approval for expenditure and virements above £15,000.00 and up to £30,000.00 be delegated to the Finance Committee;
- Approval of any amounts over £30,000.00 be the responsibility of full governing board.

The delegation of staffing responsibilities be as follow:

- Headteacher has delegated authority to appoint all non-teaching and temporary teaching staff;
- The Headteacher has delegated authority to appoint permanent teaching staff following consultation with the Chair or Vice Chair and one other governor (selected by alphabetical rotation);

Consultation is defined as full participation in the selection and interviewing process. Participating governors should have the opportunity to make any preferences known to the Headteacher who would then exercise his authority as to whom to appoint.

Notes: to include Assistant Headteacher, as necessary, for appointments of other staff if appropriate.

- The Headteacher has delegated authority to take the lead in the dismissal of staff, following consultation with the Chair or Vice Chair and one other governor in accordance with The School Staffing (England) Regulations 2009.