

GOVERNING BODY OF LOCKWOOD PRIMARY SCHOOL
COMMITTEE STRUCTURE

**Arrangements for the delegation of the governing body's functions to
committees as last reviewed on 23rd March 2015**

Finance and Staffing Committee

Quorum: 3

Councillor J Tombs (Chair)
Head Teacher)
Mrs S. Walker)
Mr G. Gray

Miss S. Emmerson
Vacancy
Vacancy

Remit

- To consider the budget allocation from the local authority and approve the budget plan.
- To review and monitor the school budget on a regular basis. The Head Teacher to be delegated responsibility for use of Reserve Funds, after consultation with the members.
- To ensure adherence to the requirements of the School Funding Framework, Council and EU Procurement Regulations.
- To ensure compliance with the requirements of the Schools Financial Value Standard.
- To consider and approve an Induction Policy for New Governors.
- To take decisions about spending the SEN money allocated to school.
- To monitor staffing structure, to identify the training needs of governors and establish a training programme and to provide interview panels.
- To approve the Appraisal Policy.
- To produce and approve a Gender Equality Scheme for the school.
- To deal with all premises-related matters.
- To undertake regular inspections of the school building and site to identify need for repairs/maintenance and report recommendations.
- To recommend a rolling programme of maintenance and repair work.
- To ensure the implementation of the school's Health and Safety Policy Statement.
- To monitor and review the schools' Health and Safety Policy Statement.
- To agree to the purchase of services delegated from the local authority and to approve Service Level Agreements and other contracts.
- To approve the Scheme of Delegation and Handbook of Financial Procedures.

NB: The Head Teacher can change auxiliary hours if needed within a £4,000 limit, without Committee approval.

Curriculum and Standards Committee

Quorum: 3

Head Teacher)
Ms. C. Walker)
Mr J Tombs

Ms. S. Dickinson
Mrs S. Taylor-Watson
Ms. G. McMahon (Chair)

Additional Attendee: Mrs T. Turner, Curriculum Leader

Remit

- To Review and set targets annually, including pupil attainment targets as part of the School Improvement Plan.
- To set and agree attendance targets annually.
- To contribute to and monitor the implementation of the School Improvement Plan/Action Plan in areas of raising standards.
- Review and approve the school's Curriculum Statement.
- Review the information concerning raising standards to be published in the school's Prospectus/website.
- In collaboration with all staff, provide information about how the curriculum is taught, evaluated and resourced including staff CPD.
- Review and approve the following policies:
 - Policy and Provision for collective worship and Religious Education.
 - Policy and provision for Sex Education.
 - Special Educational Needs and Disability Policy including the SEND Local Offer.
 - Behaviour Policy.
 - Drug Policy.
 - Home School Agreement on an annual basis.
 - Homework Policy on an annual basis.
 - Complaints Policy.
 - Looked After Children Policy
 - Pupil Premium Policy
 - Sports Premium Policy
 - Supporting Pupils with Medical Conditions Policy
 - All other Curriculum related policies as they arise.
- Monitor, via feedback, the impact of all the Policies for which the committee is responsible.

Pay Review Committee

Quorum: 3

Mr J. Tombs
Mrs G. McMahon

Miss S. Emmerson

Remit

- to implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff.
- to make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme

- to undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements, after the Head Teacher's performance management review
- to provide each member of staff with a written statement confirming his/her salary with effect from 1st September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee.
- to undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher.
- to report all decisions on pay to the Governing Body.
- to ensure that procedures required by The (School Government) Regulations are complied with, especially with regard to agenda and minutes.
- to ensure that detailed records are kept of all matters and minutes relating to pay.
- To review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis.
- to be accountable for decisions taken on matters of pay.

In the event of any member of staff being dissatisfied with his/her pay decision and the matter cannot be resolved following discussion with the Chair of the Committee, the committee will hear representation from that staff member at a meeting convened specifically for this purpose.

Performance Management Review Committee

Quorum: 2

Mr J. Tombs

Ms G McMahon

Miss S. Emmerson

Reserve: Mrs S. Taylor-Watson

Remit

- To undertake the annual performance review of the Head Teacher, with support from the External advisor, and agree objectives for the year.
- to monitor performance against objectives during the year.
- to review performance against objectives at the end of the performance management cycle with support from the External advisor.
- to make a recommendation on the Head Teacher's pay to the Pay Review Committee.

Pupil Discipline Committee

Quorum: 3

Membership: Three governors not paid to work at the school selected by the Chair and who have not previously been involved with the pupil

Remit

- To make recommendations to the full Governing Body about general principles on school discipline.
- To determine matters relating to the reinstatement of excluded pupils.

Complaints Committee

Quorum: 3

Membership: Three governors not paid to work at the school selected by the Chair and who have not previously been involved with the complaint.

Remit:

To consider any complaints which cannot be resolved by the school and to:

- Dismiss the complaint in whole or in part;
- Uphold the complaint in whole or in part;
- Decide on the appropriate action to be taken to resolve the complaint;
- Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

PROCEDURE FOR APPOINTMENTS AND DISMISSALS

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

STAFF HEARING COMMITTEE

Quorum: 3

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

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

Quorum: 3

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)

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).

Governors trained in Safer Recruitment

Cllr J Tombs
Ms G McMahon

LINK GOVERNOR ARRANGEMENTS ESTABLISHED NOVEMBER 2011

Governors agreed on nominated links to individual classes with a view to developing an effective working relationship with their attached class and maintaining an overview of policy, procedures, and attainment in those areas for which the class teacher was responsible.

	<u>Teachers</u>	<u>Councillors</u>
<u>Year 6</u>	Miss Sabina Jerz	Cllr C Maidens
<u>Year 5</u>	Mrs Cheryl Walker/ Ms S Dickinson	Chair and Miss S. Emmerson
<u>Year 4</u>	Mrs Tracey Turner	Mr G McMahon
<u>Year 3</u>	Mrs D Patterson	Mr G Gray
<u>Year 2</u>	Miss L. Thompson	
<u>Year 1</u>	Mrs Melanie Moore	Mrs S. Walker
<u>Foundation Stage</u>	Mrs Claire Griffiths / Miss E Easby	Cllr D Williams
<u>Child Protection, Safeguarding and Looked After Children</u>		Mrs G. McMahon Mr J. Tombs
<u>LGA Representative</u>	Mr J Tombs	