

**St Stephen's Church of England Primary School - No 3085**  
**Committee Structure**

**The Finance Committee**

**CHAIR:**

Terms of Reference:

- In conjunction with the Headteacher 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 Schools 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.

*Meetings: termly, or each half term, planned to coincide with Oracle.*

*Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Associate members may not vote.*

**Personnel Committee**

**CHAIR:**

Terms of Reference:

- 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: Half Termly  
Pecuniary interest.*

Delegation to the Headteacher

School Staffing (England) Regulations 2009.

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

- One or more Governors and the Headteacher.

Delegate to the Headteacher as above for:

- Temporary staff.

**Dismissals:** Governing Body delegates to Headteacher responsibility for the dismissal of:

- All staff other than Headteacher, unless exceptional circumstances exist
- Headteacher to a committee of the Governing Body.

## Pay Review Committee

### CHAIR:

Terms of Reference:

- To act in accordance with the Whole School Pay Policy adopted by the Governing Body to include matters relating to: teaching and learning responsibility payments, SEN(Special Educational Needs) allowances, recruitment and retention payments, points for previous experience, bursaries, regradings.
- To report to the Finance Committee on Pay Review-related expenditure.
- To make any decisions under the personnel procedures adopted by the Governing Body, e.g. capability, disciplinary, grievance, ill health etc where the Headteacher 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).
- Reducing the staffing.

*Meetings: as and when necessary.*

*Disqualifications: The Headteacher; the Chair of Governors (if he/she has prior knowledge or involvement) Spouse/partner.*

### Delegation to the Headteacher

Under the 2009 Staffing Regulations the Governing Body determines the extent to which it delegates to the Headteacher responsibility, up to and including initial dismissal decisions for school staff.

*Meetings: Autumn term, plus as and when necessary.*

*Disqualifications: School staff. Pecuniary interest.*

## Headteacher's Performance Review Committee

### CHAIR:

Terms of Reference:

- To arrange to meet with the External Adviser (EA) or Education Development Partner (EDP) to discuss the Headteacher'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 Headteacher 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 monitoring meetings.*

*Disqualifications: the Headteacher and staff.*

## Appeals for Pay Review Committee

### CHAIR:

Terms of Reference:

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

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

*Disqualifications: Headteacher. Any governor who was involved in the hearing. Spouse/partner.*

## EVERY CHILD MATTERS COMMITTEE

ECM areas:

Be Healthy

Staying Safe

Enjoy and Achieve

Economic Wellbeing

Positive Contribution

### CHAIR: Mr Nelson

- 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 SEN is consistent with the code of practice and Disability Discrimination 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 (Primary). 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 (all secondary schools and primary schools that choose to provide S&R education).
- 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 SEN.
- Consider the provision of sex and drugs education. Secondary schools: ensure sex education is provided.
- 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.
- 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, SEN, 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/ guardians 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 (see Enjoy and Achieve re promoting high standards).
- 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: conflict of interest, pecuniary interest, prior knowledge in cases of pupil discipline or complaints.

## VIREMENT and EXPENDITURE LIMITS

<b>Virement Limits</b>		<b>Expenditure Limits</b>	
Limit set for Headteacher without prior written approval of Chair or Governing Body	£ 5000	Any items of expenditure up to	£ 5000
Limit set for Headteacher with approval from Chair of Governors	£ 10000	<ul style="list-style-type: none"> <li>• Above this limit if item was previously notified to the Governing Body.</li> <li>• Prior Governing Body approval to be sought outside of this limit.</li> </ul>	
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