

Committee Structure**The Finance, Premises & Personnel Committee**

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.
- 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 Accessibility Plan and Asset Management Plan
- To ensure as far as is practical that any Health and Safety (H&S) issues are appropriately funded in accordance with priorities.
- Ensure the annual Health and Safety Audit is completed and consider any issues / recommendations made as a result.
- Agree and review all school policies relating to Health and Safety.
- Ensure that adequate provision is made to make the building safe and secure.
- To carry out an annual review of the staffing structure in consultation with the Headteacher.
- 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.
- Teaching staff appointments
- Pupil Exclusions.
- General Complaints

Delegation to the Headteacher

School Staffing (England) Regulations 2009.

Appointments:

Delegated to the Headteacher

- Non teaching staff).

Dismissals:

The Headteacher has no delegated responsibility for dismissals

Lifting Suspensions

Delegation to the Chair of Governors for all staff (excluding the Headteacher)

First/Pay Review Committee for the Headteacher

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.

VIREMENT and EXPENDITURE LIMITS

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior written approval of Chair or Finance Committee	£ 2,500	Any items of expenditure up to	£ 5,000
Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	2,501 – 5,000	Prior Finance Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of this limit and reported at the earliest opportunity.	

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

Terms of Reference:

- To act in accordance with the Teacher's Pay Policy adopted by the Governing Body.
- 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. disciplinary, grievance, ill health, capability etc where the Headteacher is the subject of the action, after delegation to the Chair.
- To make any decisions relating to a member of staff (other than the Headteacher) under the Personnel procedures adopted by the Governing Body, after delegation to the Headteacher.
- Reducing the Staffing.

Delegation to Headteacher: up to and including First Written Warning.

Meetings: as required.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Staff members can not take part in any salary decisions.

Appeals Committee

Terms of Reference:

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

Meetings: as required.

Disqualifications: when there may be a conflict of interest; a fair hearing is required; or a pecuniary interest. Staff members can not take part in any salary decisions.

CURRICULUM, STANDARDS & SAFEGUARDING COMMITTEE

Terms of Reference:

- Agree and review all school policies relating to Safeguarding, EYFS and ICT.
- Ensure the school has an appropriate SEN policy, and meets the requirements of the SEN and relevant disability legislation
- Ensure the effective integration of pupils with SEN
- Consider all issues relating to EYFS.
- Ensure that the school has an effective behaviour and anti-bullying policy. Monitor the implementation of the policy and its impact.
- Ensure the school is fulfilling its responsibilities regarding child protection and the requirements of “Working Together to Safeguard Children”.
- Agree the content & organisation of the school’s programme of sex & relationship education, and inform parents of their right to withdraw their child.
- To make recommendations to the Governing Body and review the school's curriculum statement and policies as required in the light of the LA curriculum statement and statutory obligations regarding the National Curriculum.
- In collaboration with the staff to provide information about how the curriculum is taught, evaluated and resourced.
- To contribute to the School Development Plan and SEF.
- Develop and review the Creative Curriculum.
- Monitor the quality of teaching and learning across the school.
- Agree strategies, in consultation with the Headteacher, to improve the quality of teaching and learning across the school
- Set targets for achievement at KS1 and KS2. Monitor the school's performance against these targets to ensure that each child is able to reach their potential
- Monitor the development of pupils’ attitudes, values and other personal qualities.
- To review the policy and provision for collective worship and RE.
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities.
- To monitor the use of Pupil Premium and evaluate the effectiveness/impact of how this has been spent
- 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.
- Monitor the provision of extra-curricular activities including overnight stays provided to encourage recreation and social development.
- Monitor out-of-hours provision.
- Ensure that adequate provision is made for transition between primary and secondary education.
- Ensure the school works well with its community, parents and other schools.
- To monitor and review information about school performance and reporting to parents according to statutory requirements.
- To develop community cohesion and global citizenship.
- Develop the use of ICT across the curriculum.
- Agree and maintain a programme of ICT spending priorities / equipment replacement, submitting recommendations on expenditure to the Finance Committee
- Consider any health and safety issues relating to the school building and premises, making any recommendations for funding to the Finance, Premises & Pay Review

Committee.

Meetings: termly