**Governing Body of Rossmere Primary School**

**Committee membership and Terms of Reference**

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| **Chair of Governors**  Mrs G Slimings  21.01.2021 – 20.01.2025  **Vice Chair of Governors**  Mr S Thomson  16.07.2020 – 15.07.2024  **Finance and General Purposes Committee**  Headteacher  Mrs V Donnelly  Mrs G Slimings  Mr E Stirk (Chair)  ***Quorum 3 at least two Governors other than staff***  **Raising Achievement Committee**  Headteacher  Mrs K Anderson  Mrs V Donnelly (Chair)  Ms F Murray  Mrs G Slimings  Mr S Thomson  Mrs C Walker Bryan  **Quorum 3**  **PROCEDURES FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF GOVERNORS**   * Term of Office Chair of Governors - 4 years * Term of Office Vice Chair of Governors - 4 years * Election Procedures - Self Nomination prior to or a   the meeting | **Head Teacher and Staff Pay and Performance Management Committee**  Chair - G Slimings  Vice Chair – Mr S Thomson  Chair of Finance & General Purposes  Committee - Mr E Stirk  ***Quorum 3***  **Pay Appeals Committee**  To appoint when required  **Quorum 3**  **Staff Dismissal Committees**  **Initial/Nominating Committee**  To appoint when required  **Quorum 3**  **Hearing Committee**  To appoint when required  **Quorum 3**  **Appeals Committee**  To appoint when required  **Quorum 3** | **Governor Monitoring**  ***Standards***  All governors  ***Communication***  Mrs D McNaughton  Ms F Murray  Mrs G Slimings  Mrs V Donnelly  ***Inclusion***  Mrs V Donnelly  Mrs D McNaughton  ***Stem***  Mrs D McNaughton  Ms F Murray  Mrs G Slimings  ***Foundation***  Mrs D McNaughton  Ms F Murray  Mrs G Slimings  Mrs V Donnelly  ***Wellbeing***  Mrs D McNaughton  Ms F Murray  Mrs G Slimings  Mrs V Donnelly  ***Phase leaders***  Mrs G Slimings  Mr S Thomson  ***Leadership and Management***  Chair - Mrs G Slimings  Vice Chair – Mr S Thomson  ***Early Years***  Mrs G Slimings  Mrs V Donnelly  Mr S Thomson  ***Health and Safety***  Mr E Stirk  Mrs G Slimings |
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**TERMS OF REFERENCE**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

* To consider and monitor the school Improvement plan and ensure that priorities are reflected in the annual budget.
* To consider the budget allocation from the LA and approve the budget for the financial year on behalf of the Governing Body.
* To consider and agree the School Financial Value Standard annually
* To consider and agree the School Balance Survey
* To monitor spending against the agreed budget by examining financial statements during the year.
* To consider the outturn position for the school.
* To consider medium term forward planning.
* To vire between budget headings as follows:

a) for individual virements to a maximum of £5,000 during the course of the year this be delegated to the Headteacher.

b) up to £10,000 in consultation with the Chair of Governors.

c) for items of expenditure larger than £10,000 in consultation with the Finance and Purposes Committee.

* To receive benchmarking data on expenditure on an annual basis.
* To ensure/review best value questionnaire.
* To review the LA Scheme for financing the school every 2 years.
* To advise the governing body on the school’s charging and remissions policy.
* To monitor the spend of Pupil Premium funding and SEND funding
* To determine the charges for lettings.-Annually
* To review the audited accounts of any private school funds.-Annually
* To manage and enter into on behalf of the governing body and any contracts for work in line with the Local Authority’s related standing orders.
* Day to day management of the budget to be delegated to the Headteacher.
* To determine the staffing levels and annual teaching staff establishment
* To determine staffing structure which will identify the number and deployment of posts.
* To be responsible for considering, amending and adopting policies and procedures to comply with the new employment legislation.
* To ensure that procedures are in place with regard to employment policies and to ensure that they fit into the overall school Improvement plan and whole school pay policy.
* To ensure that proper recognition of equal opportunities policies are maintained thus preventing discrimination.
* To receive reports in respect of workforce remodelling.
* To receive reports on roles and responsibilities of staff.
* To review the Whistle blowing Policy on a 3 year cycle.
* To liaise with the LA in order to maintain/improve the building with the budget set by the governing body.
* To liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation.
* To liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation.
* To consider cost, prioritise and make recommendations on the long-term care and improvement of the buildings, grounds, furniture and fittings.
* To consider and report to the governing body regarding health and safety matters.
* To ensure implementation of the Health and Safety Policy Statement and review on an annual basis.
* To ensure implementation and consider risk assessments in school.
* To review the School Self Evaluation Form (SEF) as it relates to the committee.
* To determine a financial procedures policy and to monitor its implementation.
* To review the Statement of Internal Control to reflect guidance issued by DFE.
* To ensure that the Local Finance procedures are in place and reviewed by the committee every 2 years.

**Raising Achievement Committee:**

* To advise the Governing Body in establishing a Curriculum Policy Statement and review annually

the Curriculum Policy statement.

* To advise the Governing Body in establishing policy statements for sex education, religious

education and collective worship.

* Review and consult accordingly on the annually written statement of general principles of pupil discipline and report their recommendations to the full Governing Body.
* To ensure that the Self Review Audit Report for Safeguarding and Child Protection is completed and submitted to the Governing Body on an annual basis.
* To review attendance of pupils on a termly basis with attendance governor attending any attendance related case conference.
* Review and monitor exclusions.
* To consider decision of the Headteacher to exclude a pupil for more than five days in one term or to permanently exclude a pupil.\*\*Three Governors.
* To monitor and review the curriculum provision in school.
* To consider and monitor the impact of staff policies/decisions on the curriculum.
* To advise the General Purposes Committee of resources in the various curriculum areas.
* Review and approve curriculum policies on behalf of the Governing Body on a rolling programme.
* To review and monitor the ethos and school mission statement and make recommendations to the Governing Body.
* To receive internal and external monitoring reports on curricular areas.
* To review the School Self Evaluation Form (SEF) as it relates to the committee.
* To receive and consider Analyse School Performance (ASP) reports
* To commission and receive reports from the school concerning curriculum in response to national, local and school’s needs.
* To review the Home School Agreement and ensure that appropriate consultation is carried out with parents.
* To review school prospectus and update on line information.
* To review and monitor the School website to ensure that it is compliant
* To receive reports on communications with parents including consideration of any analysis of questionnaires to parents.
* To monitor the impact of the Pupil Premium on pupils’ learning and attainment including its use in supporting more able groups from disadvantaged backgrounds
* To receive reports on PE and opportunities for sports enrichment including impact on raising pupils’ achievement and physical wellbeing.

**\*\* Three governors**

**Appointment of Head and Deputy Headteacher**

A Governors Selection Panel be established by the Governing Body.

The Selection Panel’s recommendations must be considered by the full Governing Body.

# Appointment and Dismissal of Staff

The Headteacher be delegated the responsibility for staff appointments below the level of Deputy/Assistant HeadTeacher, leadership group posts and support staff with senior management responsibilities, together with all initial staff dismissal decisions subject to conditions set out in the staffing regulations guidance.

**Head Teacher and Staff Performance Management Committee**

* To implement the Governing Body’s pay policy for all staff and production of salary statements for teachers and leadership group posts as required by law.
* To review the pay of leadership group posts and other posts within the school in accordance with statutory criteria for the time being in force.
* To review and recommend the Performance Management policy and carry out any necessary consultation with staff.
* To receive reports on performance management
* To meet with the School Improvement Partner and set Head Teacher's performance objectives.
* Monitor Head Teacher's performance objectives.
* Review the salary of the Headteacher.

**Pay Appeals Committee:**

* To consider any appeals against grading’s from members of staff and determine whether the appeal can be upheld.

**STAFFING COMMITTEES:**

**Initial/Nominating Committee:**

* Consider the overall staffing needs in the light of the school's budget, desired staffing structure, management structure, curriculum requirements, etc.
* Establish whether a potential redundancy situation exists.
* Liaise and consult with unions and staff (via the Headteacher if the Committee so determines) and consider any representations from staff and unions.
* Consider any alternatives to redundancy.
* Consider any applications for voluntary redundancy.
* Determine the criteria which are to be used to select staff to be made redundant.
* Set the overall timetable for redundancy.
* To determine which employees it is proposed are to be made redundant on the basis of selection criteria set by the Initial Committee.
* Arrange for employees selected to be notified (via the Headteacher) of this.

**Hearing Committee:**

* Consider any representations made by a member of staff on the proposal that he/she be made redundant.
* Determine whether the dismissal proposal should stand or not.
* Arrange for the employee and LA to be informed in writing of the decision and the reason for it (via the Headteacher).
* Where required hear cases under capability, grievance, disciplinary and other employment policies, procedures.
* To deal with in, accordance with agreed procedures, any complaints received in school.

**Appeals Committee:**

* Consider any appeal made by a member of staff on the proposal that he/she be made redundant.
* Determine whether the appeal should be upheld or not.
* Arrange for the employee and the LA to be informed of the decision (Via the Headteacher).
* To hear appeals under disciplinary, grievance, capability and other employment policies/procedures.