

GOVERNING BODY OF LAKES PRIMARY SCHOOL
MEMBERSHIP AND REMIT OF COMMITTEES AND WORKING PARTIES
(LAST REVIEWED: MARCH 2017)

Staffing and Finance Committee

Mrs J. Madden (Head Teacher)	
Mr M Dickinson (Committee Chair)	Vacancy
Mr V Peel (GB Chair)	Vacancy
Councillor B Forster	Vacancy

Quorum: 3

Clerk: Mr S Dawson

Remit:

(Staffing)

- To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation.
- To determine the staffing levels and annual teaching staff establishment.
- To determine the organisation and structure of staffing.
- To determine the grades for non-teaching staff.
- To receive reports from the Head Teacher on job descriptions and staff changes.
- To ensure that staff are informed of employment conditions and issues.
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff.
- To contribute towards the School Development Plan.
- To monitor the implementation of the School Development Plan/Action Plan in the area of staffing.
- To determine the number of incentive allowances for teachers and whether to take into account any likely change in the school group.
- To determine which posts will carry incentive allowances.
- To determine whether to grant incremental supplements to teachers.
- To consider requests for payments of temporary allowances outside the scheme.
- To consider and approve the PPA policy

(Finance)

- To consider the budget allocation from the LA and recommend a budget for the approval of the full Governing Body.
- To provide a signed copy of the budget plan for the LA.
- To ensure that expenditure does not exceed the funding available.
- To monitor the school's income, expenditure and projected outturn figures, comparing these against budget estimates and to take remedial action where necessary.
- To monitor and approve virements within agreed limits (see below).
- To implement the Governing Body's Pay Policy for all staff (teaching and non-teaching).
- To determine charges, including lettings, within the policy guidelines.
- To contribute towards the school development plan, providing financial plans covering at least three years.

- To review written descriptions of the financial systems and procedures annually.
- To ensure that all necessary insurance is in place.
- To ensure value for money in purchasing.
- To report regularly to the Governing Body on financial matters, giving up-to-date and accurate information.
- To monitor staff appointments and liaise with the pay committee to consider its recommendations on staff salaries and wages.
- To maintain a register of interests of governors and staff, particularly when financial gain may be made.
- To adhere to financial procedures and LA financial regulations and standing orders.
- To adhere to the LA Tendering, Quotations and Contracts procedures.
- To ensure that the Governing Body complies with Data Protection requirements.
- To consider Service Level Agreements.
- To approve a Consistent Financial Report with proof it has been reconciled with the school's SIMS accounts.
- To approve and discuss a final outturn report with proof it has been reconciled with the school's SIMS accounts.
- To ensure the Schools Financial Value Standard is completed and submitted annually
- To consider requests from staff for funding towards additional Professional Development courses.

The Head Teacher can vire up to £5,000 without referral to the full Governing Body (approval would be sought from the Finance Committee or full Governing Body for amounts above this figure).

The Head Teacher can approve jobs e.g. maintenance, decoration etc up to £5,000 without referral to the Finance Committee or full Governing Body. Estimates to be sought for all major jobs.

Private School Fund Management Committee

Mrs J. Madden (Head Teacher)

Mr V Peel (GB & Committee Chair)

Mr M Dickinson

Miss M Smith (School Business Manager and Treasurer of the fund)

Vacancy

Quorum: 3 governors

Remit:

- To govern the spending of the Private School Fund.

(The Head Teacher is authorised to spend up to £250 on an item or project without consulting the committee)

Curriculum, Resources and Standards Committee

Mrs J. Madden (Head Teacher)
Mr M Dickinson (Committee Chair)

Mrs V. Evans (Staff)
Mr V Peel (GB Chair)

Quorum: 3

Remit:

- To ensure that the school is meeting the legal requirement regarding the National Curriculum, Assessment and related matters.
- To hear and consider complaints regarding the curriculum.
- To contribute to the monitoring and evaluation of the School Development Plan/OFSTED Action Plan.
- To review the Policy and provision for sex education and to make recommendations to the Governing Body, where necessary.
- To review the Policy and provision for collective worship and RE to make recommendations to the Governing Body, where necessary.
- To ensure that the requirements of children with Special Educational Needs are met.
- To consider performance data (RAISEonline etc).
- To understand the process of target setting.
- To agree end of key stage targets for publication.
- To set internal targets and monitor progress towards these targets
- To evaluate these targets in light of the KS1/KS2 SATs results (and Foundation Stage).
- To discuss what to do next.
- To recommend to the Governing Body arrangements for the preparation of OFSTED Inspection requirements.
- To review policies against the Disability Equality Scheme.

Complaints Committee

Membership/Quorum: 3 non-staff governors to be selected by the Chair

Remit:

- 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.

Asset Management Committee

Mr M Dickinson (Committee Chair)
 Mr J Best (GB Vice-Chair)
 Vacancy

Mrs J. Madden (Head Teacher)
 Vacancy
 Vacancy

Quorum: 3

Remit:

- To provide support and guidance to the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.
- To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development for approval by the Governing Body and inclusion in the School Development Plan.
- To ensure that the school complies with Health & Safety regulations and to undertake regular Health and Safety inspections of the school site.
- To oversee the preparation and implementation of contracts in accordance with the School Funding Framework, Council's Procurement Regulations and EU Procurement Regulations.
- To consider any applications for use of school premises outside normal school hours, bearing in mind the agreed policy and the needs of the local community.
- To ensure the school follows any LA directions on community use outside school hours.
- To receive, consider and make recommendations to the Governing Body on matters relating to the shared management of premises.
- To monitor implementation of the School Development Plan/Action Plan in the area of premises and report progress to the Governing Body.

Pupil Discipline Committee (3 or 5 Governors)

Membership: Non-staff governors to be selected by the Chair.

Quorum: 3

Remit:

- To meet with parents, when required, regarding their child's attendance, punctuality or behaviour.
- To decide whether to uphold the Head Teacher's decision in relation to exclusion (both fixed term and permanent)

Pay Review Committee

Councillor B Forster
Mr J Best (GB Vice-Chair)

Mr M Dickinson
Reserve: Vacancy

Quorum: 3

Remit:

- To consider and determine the annual review of teaching staff's salaries (including the Head Teacher and Deputy Head Teacher) to achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- To observe all statutory and contractual obligations;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body;
- To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Pay Review Committee will recommend that the governing body makes application for any additional funding available to support this process;
- To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

Performance Management Committee

Councillor Mrs B Forster
Mr J Best (GB Vice-Chair)

Mr V Peel (GB Chair)
Reserve: Vacancy

Quorum: 2

Remit:

- To appoint the external adviser for the Head Teacher's performance review
- To undertake the performance review of the Head Teacher, with support from the external adviser and agree objectives for the year.
- To monitor objectives during the year.
- To review objectives at the end of the year, producing a written statement on the Head Teacher's performance.

PROCEDURE FOR STAFF APPOINTMENTS AND DISMISSALS

The Governing Body delegates the power to appoint and dismiss staff outside of the Leadership Group to the Head Teacher and a Nominated Governor (Mr V Peel). The Governing Body also delegates power to take appropriate action under disciplinary and capability procedures to the Head Teacher and the Nominated Governor.

Staff Hearing Committee

(Membership at least three governors to be selected from the membership of the Staffing and Finance Committee by the Chair of Governors (excluding any governors paid to work at the school))

Quorum: 3

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

(Membership at least three governors to be selected from the Staffing and Finance Committee 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))

Quorum: 3

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).
- To hear appeals arising from complaints.

GOVERNOR RESPONSIBILITIES:

Drugs Governor - Councillor B Forster

Looked after Children Governor – Mr M Dickinson

Local Governors' Association Representative - Mr V Peel

Nominated Governor for Safeguarding – Mr M Dickinson

Nominated Governor for SEN/G&T – Mr V. Peel

Nominated Governor for Disability Discrimination – Councillor B. Forster

Whistleblowing Governor – Mr J Best

Pupil Premium Governor – Mr V Peel

SAFER RECRUITMENT QUALIFIED

Mr V Peel	: Training completed 2 nd October 2012
Mrs J. Madden	: Training completed May 2012
Mr M. Dickinson	: Training completed 9 th February 2016
Mr J. Best	: Training completed 9 th February 2016

Head and Deputy Head Teacher Posts

When a vacancy arises for a Head Teacher or Deputy Head Teacher, the Governing Body must set up a selection panel. The membership of a selection panel may include staff employed at the school, providing they do not stand to gain more significantly than any other member of staff from a vacancy resulting from an internal appointment. The post may be advertised nationally, if appropriate. The Director of Children's Services or his/her representative has a duty to offer such advice as he/she considers appropriate on the appointment and will be entitled to attend relevant meetings of the Governing Body and the selection panel for this purpose.

The Governing Body and the selection panel will be under a duty to consider that advice. In the case of a vacancy for a Deputy Head Teacher, the Head Teacher will be entitled to attend relevant meetings. The person chosen by the selection panel must be endorsed by the Governing Body as a whole prior to a request being made to the Authority to appoint a candidate.

Selection Panel for Appointment of Head Teacher and Deputy Head Teacher

It was proposed that to shortlist, interview and recommend for appointment the posts of Head Teacher and Deputy Head Teacher, a separate panel to be constituted for this purpose. The position of the candidates being interviewed by the panel, which includes a member of the teaching staff was considered and it was queried whether this would be appropriate. The proposal was that this panel be composed of:-

- 3 members (but not a teacher) of the Finance & Staffing Committee
- 1 member of the Curriculum, Resources & Standards Committee
- 1 member of the Asset Management Committee
- LA Adviser

Appointment of Head Teacher and Deputy Head Teacher

- Recommendation to the LA of a teacher to act as one of the above:-
Chair
- To determine whether a post of Deputy Head Teacher will be advertised and if so the content of the advertisement and further details.
Chair
Head Teacher

Teacher Appointments

The decision about whom to select for appointment to other teaching posts will similarly rest with the Governing Body. The Governing Body may, in turn, delegate its functions to one or more governors, the Head Teacher or one or more governors and the Head Teacher acting together. The Authority will be able to nominate for consideration by the Governing Body for appointment to the post someone who is an employee of theirs, or has been selected to take up employment with them at a later date and appears to them to be qualified to fill the post. The Director of Children's Services or his/her representative and the Head Teacher have a right to give advice, whether or not that advice is requested by the Governing Body, and the Governing Body must take such advice into consideration.

Appointment of Other Staff

Decisions about the selection for appointment of non-teaching staff will rest with the Governing Body, subject to the requirement to consult the Head Teacher and, where the post involves work for 16 hours or more a week at the school, the Director of Children's Services. Governing bodies may delegate these decisions in the same way as with decisions on the selection of teachers (see paragraph above).

Appointment of Teaching Staff Below Deputy Head Teacher Level

- To recommend a teacher for appointment on a short term temporary basis (i.e. not exceeding 4 months) and determine the duration of the appointment:-
Head Teacher
- To determine the specification of the post:-
Head Teacher
- To determine whether the vacancy should be filled by the appointment of a teacher nominated for redeployment by the LA, a teacher already employed in the school or whether the vacancy should be advertised:-
Head Teacher
- To consider the appointment of a teacher nominated for redeployment by the LA where costs of safeguarding (salary) are to be met from the school's budget share.

Appointment of Non-Teaching Staff

- To determine the duties of the post and the hours of the post if the post is part time:-
Chair
Head Teacher
- To determine whether a post will be advertised and, if so, the content of the advertisement, and any further details and where the post will be advertised:-
Chair
Head Teacher
- Shortlisting, interviewing candidates and recommending one of the candidates for appointment who may be a person who had been nominated for redeployment by the LA:-
Chair
Head Teacher
- To determine the starting pay where any discretion applies:-
Chair
Head Teacher

Redeployment

- To nominate, where necessary, a member of staff for redeployment, only where a redundancy dismissal is not anticipated:-
Chair
Head Teacher

Job Profiles

- Revision of teachers' job profiles:-
Chair
Head Teacher

Leave of Absence

- Approval of leave of absence applications from other members of staff under the terms of the scheme adopted by the Governing Body:-
Chair
Head Teacher
- To consider approval of those leave of absence applications not covered by the scheme adopted by the Governing Body:- Chair