

Seaham Trinity Primary School – 3524

Committee Structure

The Finance Committee

Terms of Reference/Areas of Responsibility

- 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 Financial Management Standard for Schools.
- 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. Ensuring that the school meets health and safety requirements and review the schools H&S policy regularly
- Ensure that adequate provision is made to make the building safe and secure, Health and Safety policy
- 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

Virement and Expenditure Limits

Virement Limits		Expenditure Limits	
Limit set for Headteacher without prior approval for “emergency” cases	£2,500	Any item of expenditure up to	£5,000
Limit set for Headteacher with approval from Chair of Governors	£2,500 - £7,500	<ul style="list-style-type: none">• Above this limit, if item was previously notified to the Governing Body;• 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	
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	£7,500		

NB Any goods/services purchased and works to be carried out are subject to Durham County Council Contract Procedure Rules (January 2014) for quotations

Personnel Committee

Terms of Reference/Areas of Responsibility

- 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.

Delegation to the Headteacher

School Staffing (England) Regulations 2009

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

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Delegate to the Headteacher, Deputy Headteacher and Chair of Governors as above for:

- Teaching staff posts
- Non Teaching staff posts

Dismissals: Governing Body delegates to the Headteacher responsibility up to and including first and final written warning for:

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

Pay Review (First) Committee

Terms of Reference/Areas of Responsibility

- To act in accordance with the Teachers' 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.
- 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).
- Staffing Reductions.

Headteacher's Performance Review Committee (Performance Management Governors)

Terms of Reference/Areas of Responsibility

- To arrange to meet with the Education Development Partner (EDP) to discuss the Headteacher's performance targets.
- To decide with support from the 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.

Appeals Committee

Terms of Reference/Areas of Responsibility

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

Raising Standards Committee

Terms of Reference/Areas of Responsibility

- Ensure that the school's policy on SEN is consistent with the code of practice and Equalities Act and that arrangements are made to ensure the policy is monitored and reviewed regularly. The policy is known to parents and carers
- Ensure the effective integration of children with SEN
- Ensure that every child receives the full statutory curriculum that the school must provide
- 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)
- 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
- Consider out-of-hours provision (wrap around provision, study support, extended schools)
- Contribute to the development and monitoring of the School Improvement Plan and the SEF
- Ensure the school has a curriculum policy that meets pupils' needs
- Ensure the school has policies on Race and Disability Discrimination
- Monitor the achievement of disadvantaged groups and the impact of policies on race, SEN, Looked After Children and Disability on pupils, parents and communities
- 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
- 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
- Set attendance targets and monitor the school's performance against these targets
- Plan to raise standards of achievement and monitor the school's performance
- Ensure the quality of education, teaching and learning (see Enjoy and Achieve re promoting high standards)
- In general terms, monitor teaching and learning and the progress of pupils.
- Ensure that adequate provision is made for transition between primary and secondary education
- 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
- Ensure that a report on each pupil's educational achievements is forwarded to their parents/ guardians annually

- Ensure that all pupils have access to careers advice
- Act as Pupil Discipline Committee for Permanent/Fixed Term exclusions
- Complaints