

# Long Furlong Primary School

## Committee Structure and Terms of Reference

### 1. Committees

The Governing Body has four standing committees:

- **Strategy and Finance Committee**
- **Teaching, Learning and Pastoral Committee**
- **Operational Management Committee**
- **Pay Committee**

These operate within broad areas of responsibility, either making recommendations to the Full Governing Body, or acting on its behalf with delegated authority.

In addition to the responsibilities below, the Full Governing Body may empower any committee to pursue any initiative on its behalf. The nature of any such delegation will be clearly recorded in the Full Governing Body minutes.

#### **Membership**

Each of these committees has a membership of at least four governors, of any category, with the exception of the Pay Committee, which has a membership of at least three governors, of any category.

#### **Meetings**

Each committee will usually meet three times each year, although additional meetings may be called from time to time. The exception to this is the Pay committee, which is convened on an ad hoc basis.

Quorum is any three governors.

Meetings may be chaired by the chair of governors, by a committee chair designated by the governing body, or by any governor present.

Meetings will be minuted by the clerk to the governing body.

The meetings are not open to the public; committees may invite guests to attend or to present at any meeting.

In addition, there are two further committees with specific responsibilities:

- **Staff Appeals Committee**
- **Pupil Discipline Appeals Committee**

## **2. Strategy and Finance Committee Terms of Reference**

### **Objectives**

**To consider the strategic direction of the school within the context of a three-year planning horizon.**

**To ensure that the school adopts the most appropriate structures and legal form.**

**To provide effective management and oversight of the school's finances.**

### **Scope**

The committee will review the organisational structure of the school periodically, and will make any recommendations for change to the Full Governing Body.

It will consider the medium term future of the school (i.e. a three year horizon) within the context of changes in national or local government, and will make any recommendations for change to the Full Governing Body.

It will plan the short and medium term budget for the school, taking account of the agreed priorities of the School Development Plan.

It will monitor the budget over the year, report the financial situation on at least a quarterly basis and make recommendations or budget changes where necessary.

It will agree the level of delegation to the Head for the day-to-day management of the school resources.

It will ensure the effective application of rigorous financial management processes, and investigate any financial irregularities

It will enter into any contracts on behalf of the Governing body which fall outside the normal scheme of delegation to the Head.

### **Delegated Authority**

This committee has the authority to approve in-year amendments to the school's budget, but will inform the Full Governing Body of such changes at its next meeting.

The committee delegates to the Chair of Governors the authority to:

- approve agreed budgets via the local authority's on-line budget system.
- approve expense claims and salary changes.
- approve spend outside the Headteacher's authority level where the Chair and Headteacher believe that delaying the expenditure would be detrimental to the school. This authority is to be used only in exceptional circumstances.

The committee delegates to the School Business Manager and Headteacher the responsibility to monitor the agreed budgets on a monthly basis and to report to the committee on a quarterly basis.

In accordance with County arrangements and as set out in the school's internal financial procedure policy, only the Headteacher can authorise expenditure (up to a limit of £500,000). Any substitution of the authorisation as a result of long-term absence of the Headteacher will be reported to the committee when the substitution is set up.

### **3. Teaching, Learning and Pastoral Committee Terms of Reference**

#### **Objective**

**To improve levels of pupil achievement and ensure that the school provides a safe environment for pupils**

#### **Scope**

The committee will take the lead in driving improvements in standards of pupil achievement.

It will monitor pupil progress on a regular basis, considering and challenging progress data in accordance with the School Development Plan.

It will take the lead in driving the delivery of an effective and inspiring curriculum which meets all statutory requirements.

It will ensure that the school meets the requirements of children with Special Educational Needs and Disabilities

It will ensure that the school serves the needs of children belonging to any other potentially vulnerable groups such as, but not limited to, minority ethnic or religious backgrounds, those with English as an Additional Language, the economically disadvantaged (FSM and Pupil Premium) and those whose residence in the area is likely to be transient (principally military families).

The committee will consider the school's self-assessment relating to Pupil Progress and to Teaching and Learning.

The committee will consider the school's self-assessment relating to Safeguarding and to Pupil Behaviour

#### **Delegated Authority**

None identified.

#### **4. Operational and People Management Committee Terms of Reference**

##### **Objectives**

**To ensure that the school discharges its responsibilities as an employer.**

**To ensure that the school provides a safe and appropriate environment for its staff, pupils and other visitors to the school**

##### **Scope**

The committee will take the lead on, and advise the Governing Body on all matters concerning:

- Employment policy and law, including the oversight of recruitment, and the adoption and application of a pay policy;
- Health and Safety requirements and compliance with all relevant legislation, regulations and best practice;
- Premises, including building maintenance, lettings and insurances;

The committee will draft and regularly review policies and procedures – or adopt County procedures, as appropriate - relating to employment, premises and health & safety matters. It will make recommendations for changes to existing policies and procedures and will identify any new requirements.

The committee will oversee the review (by the Headteacher) of appraisal reviews of all other teaching staff, including Deputy or Assistant Headteachers, and approve any recommendations for changes to their pay.

The committee will ensure that the Appraisal policy is applied effectively and in accordance with the Teacher Standards and Schoolteachers Pay and Conditions Document in force at the time of the appraisals, and with any other relevant legislation.

Details of pay approvals (but not usually the details of appraisal reviews) will be reported to the Full Governing Body as a confidential minute.

##### **The Headteacher Appraisal sub-committee will:**

- Set the Headteacher's performance objectives in line with the Appraisal Policy.
- Review the Headteacher's performance against those objectives and propose – to the Operational and People Management committee - any changes to the Headteacher's pay.

Members of this sub-committee are appointed by the Governing Body and will include three members of the Operational and People Management committee with the relevant skills and experience in respect of appraisal and performance management.

Staff governors will not be appointed to the Headteacher Appraisal sub-committee.

The sub-committee will appoint an external adviser to act as an independent reviewer for the purposes of the Headteacher's appraisal.

The sub-committee will meet only as required in order to fulfil the requirements of its terms of reference.

## **5. Pay Committee Terms of reference**

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school. If staff governors are appointed to the committee they must withdraw for any discussion on their own remuneration.

### **Establishment of the pay policy**

The Pay Committee is responsible for establishing the policy for teachers and for support staff, in consultation with the Headteacher, staff and trade union representatives, and submitting it to the governing body for approval.

The governing body is responsible for formal approval of the policy.

### **Monitoring and review of the policy**

#### **Application of the policy**

The Headteacher is responsible for:

- ensuring that pay recommendations for the Deputy Headteacher and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy
- ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- advising the Pay Committee on its decisions
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal

The Pay Committee is responsible for:

- taking decisions regarding the pay of the Deputy Headteacher and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's appraisal
- submitting reports of these decisions to the relevant body
- ensuring that the Headteacher is informed of the outcome of the decision of the Pay Committee in respect of the Headteacher's pay and of the right of appeal
- ensuring that the pay and grading of support staff is within the agreed framework of grades determined through the Job Evaluation scheme
- carrying out an annual review of the use of recruitment and retention payments for teachers and support staff

The full governing body is responsible for:

- establishing an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

## **6. Staff Appeals Committee and 6. Pupil Discipline Appeals Committee**

These are statutory committees which will hear appeals from staff or parents.

They will be convened as necessary from a pool of eligible governors, and will normally consist of three governors, and will normally be disbanded once the matter in question is closed.

The rationale for the ad hoc membership is in the need for such hearings to be independent of any management decisions made by the school. Governors eligible to serve on these committees will be those who have not had an involvement in the matter in question.

The Headteacher and Chair of Governors will not serve on these committees but may be called to present the school's case at a hearing.

Meetings will be minuted by the clerk to the governing body, unless the committee considers that this presents a conflict of interest, in which case an independent party will take notes.

Whenever either of these committees is convened, the clerk and chair of governors will ensure that the committee has – and follows - the latest guidance from the local authority and Department for Education.